



# 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:** March 18, 2016

The following meetings are scheduled for the week of **March 19 - March 25:**

**Monday, March 21<sup>st</sup>**

**5:30 p.m. Update on Integrated Test Center**

- Gillette College – Tech Center

**Tuesday, March 22<sup>nd</sup>**

**6:00 p.m. City Council Work Session – Cancelled**

**Wednesday, March 23<sup>rd</sup>**

**7:00 a.m. and 8:00 a.m. Council Coffee**

- City Hall – 2<sup>nd</sup> Floor Community Room

**Thursday, March 24<sup>th</sup>**

**12 p.m. Senior Center Luncheon**

1. Attached please find a **letter** from **Paul Foster, General Manager** of **Cam-Plex** dated **March 8, 2016** regarding **Volunteers** for **The National High School Finals Rodeo**.
2. Attached please find a **letter** from **Paul Foster, General Manager** of **Cam-Plex** dated **March 14, 2016** regarding **Solid Waste Removal** at **The National High School Finals Rodeo**.
3. Attached please find a **document** dated **September 19, 2011** regarding a **Waiver for Solid Waste Fees** for **The National High School Finals Rodeo** provided by **Finance Director Pitlick**.
4. Attached please find a **letter** from **Department of Environmental Quality** dated **March 14, 2016** regarding **Wyodak Mine Permit Renewal**.
5. Attached please find the **Campbell County Public Land Board Stakeholders Planning Meeting Minutes** dated **March 14, 2016** and the **Joint Powers Public Land Board Cam-Plex Equipment Replacement Fund FY 2016-2017** provided by the **Cam-Plex**.
6. Attached please find a **letter** from **Mary Silvernell, Executive Director** of the **Campbell County Convention & Visitors Bureau** dated **March 15, 2016** regarding **Lodging Tax Distribution**.
7. Attached please find the **Public Works & Utilities Advisory Committee Agenda** dated **March 16, 2016** and the **February 17, 2016 meeting minutes**.
8. Attached please find the **Snow Event Report #14** for **March 15, 2016** provided by **Public Works Director Wilde**.

9. Attached please find a **flyer** for **Refining Our Economic Advancement Event** on **April 7, 2016** at the **Gillette College Technical Education Center**.
10. Attached please find a **thank you card** from **Jessica Boyd** with the **Council of Community Services**.
11. Attached please find a **thank you letter** from **Pancho Caerseo**.

1635 Reata Drive  
Gillette, WY 82718

cam-plex@vcn.com  
www.cam-plex.com



Phone 307-682-0552  
Fax 307-682-8418  
Tickets 307-682-8802

March 8, 2016

The City of Gillette  
Attn: Carter Napier, City Administrator  
201 East 5<sup>th</sup> Street  
Gillette, WY 82717

Dear Mr. Napier:

The National High School Finals Rodeo is rapidly approaching. The event dates are July 17-23. CAM-PLEX needs to recruit many volunteers to make this a successful event. The purpose of this letter is to ask for your consideration in allowing staff members to volunteer for the rodeo with paid time off. We will need help with many critical tasks throughout the week. Many City and County crews will already be helping in their regular working capacity.

Following are the dates and times needed for the greatest amount of volunteers. Duties include registration, contestant and animal check-in, admissions, gate security and other various tasks on grounds.

- Contestant and animal check-in phase.  
Thursday, July 14<sup>th</sup> – Sunday, July 19<sup>th</sup>  
11:00 a.m. Thursday and 24 hours a day until 12:00 p.m. on Sunday
- AM Rodeo performance dates (**This is our HIGHEST need time slot for volunteers**)  
Monday, July 18<sup>th</sup> – Saturday, July 23<sup>rd</sup>  
7:30 a.m. – 12:00 p.m. (Daily)
- PM Rodeo performance dates  
Monday, July 18 – Saturday, July 23<sup>rd</sup>  
5:30 p.m. – 10:00 p.m. (Daily)

If you will discuss these options with your staff and develop some type of program which would allow them to help with the National High School Finals Rodeo, your efforts would be very much appreciated. As always volunteers are given a volunteer t-shirt and food will be provided during the shift they are working. For scheduling, I will need to have all commitments for help by the middle of May. Together we will make the 2016 National High School Finals Rodeo another one to remember. Please call me if you have questions. I appreciate your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Foster', is written over the word 'Sincerely,'.

Paul Foster, General Manager

1635 Reata Drive  
Gillette, WY 82718

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www.cam-plex.com



Phone 307-682-0552  
Fax 307-682-8418  
Tickets 307-682-8802

March 14, 2016

The City of Gillette  
Attn: Carter Napier, City Administrator  
Box 3003  
Gillette, WY 82717

Dear Carter,

During the 2010 & 2011 National High School Finals Rodeos, the City of Gillette and CAM-PLEX agreed to evaluate the cost of solid waste removal before determining if the City of Gillette would provide this service without reimbursement. Once again, we would like to ask the City to provide this valuable service to CAM-PLEX visitors at no cost. Waiting until the event is completed to determine actual costs is satisfactory if the City determines that is the most effective course of action.

As you know, the National High School Finals Rodeo is not an event CAM-PLEX staff can produce alone. The event takes the hard work of many City and County employees, community volunteers, corporate sponsorships, and business partnerships to be successful. The reason so many groups have helped at no cost in the past is they feel the event is of tremendous benefit to the entire community both in entertainment value and economic impact.

I fear that once the Campbell County Public Land Board begins paying for any of the services it has previously received at no cost, others will also want to be paid for their contribution. Currently, we receive assistance from the City, in addition to help with the trash, for street and parking lot cleaning, security and traffic control, signage, and labor for set-up and clean-up as available. The County provides a water truck and driver throughout the event, labor for set-up and clean-up, around the clock on-grounds uniformed security for 10 days, distribution of magnesium chloride water on our roads for dust control, solid waste dumping without the per ton tipping charge, and equipment and operators for dirt work as needed. The Parks and Recreation Department provides staff to manage a 40 team volleyball tournament. Over 500 local residents volunteer thousands of hours of their time to help manage this event. Both the City and County have programs which allow employees time off with pay to help with this event. More than 30 community businesses provide food for our volunteers throughout the ten days of this event. The County Emergency Management agency provides an invaluable service. The Fire Department has staff on grounds during critical times and provides a tremendous service in keeping our visitors safe. The Rotary Club, the Lions Club and the Gillette Energizers provide volunteers to manage three key responsibilities for this event.

I realize there is an expense to the City when your crews pick up solid waste during the National High School Finals Rodeo. Each of the groups mentioned above have similar expenses. If CAM-PLEX were to pay for all the services it receives as donations, we could not afford to host this event. Without the help of our community's organizations, no national events could be held at CAM-PLEX and our citizens and businesses would be negatively affected by the loss.

Will you consider donating waste removal services during the National High School Finals Rodeo? If you feel my request would be more appropriately directed to the Mayor and City Council please advise. I appreciate you taking time to address this concern.

Sincerely,



Paul Foster, General Manager



**CITY OF GILLETTE**  
**P.O. Box 3003**  
**201 E. 5th Street**  
**Phone (307)686-5200**  
**CITY OF GILLETTE**

[www.ci.gillette.wy.us](http://www.ci.gillette.wy.us)

**DATE:** 9/19/2011 7:00:00 PM

**SUBJECT:**

Council Consideration of a Waiver for Solid Waste Fees for the 2011 National High School Finals Rodeo, Charged to the Campbell County Public Land Board in the Amount of \$18,059.28.

**BACKGROUND:**

Back in April 2011, the Council was approached concerning the waiver of fees and other costs incurred by the City in order to maximize the revenue earned through the 2011 National High School Finals Rodeo. Council directed staff to determine what the true costs of delivering service for the Rodeo amounted to in lieu of providing a waiver at that time. Following the Rodeo, the City tallied the charges as directed that would ordinarily be charged to the Campbell County Public Land Board for solid waste collection services and invoiced those totals to the same.

In response to the invoice, the Council received a letter from Chairman Mark Christensen dated August 31, 2011. Chairman Christensen requested that the City Council consider the full waiver of all of the fees or at a minimum the deferral of the potential net revenue with a bill for the hard costs be submitted for payment instead. Staff determined that the hard costs incurred by the City for the provision of sanitation services only during the rodeo at the Cam-Plex totaled \$5,535.47. This would leave \$18,059.28 as potential net revenue that Council could consider for deferral to the Cam-Plex Operations Trust Fund as requested.

Should Council decide to agree to the request, Staff would re-submit an invoice to the Land Board in the amount of \$5,535.47 and provide that the additional \$18,059.28 that would have been normally given to the City be kept by the Land Board.

**ACTUAL COST VS. BUDGET:**

**SUGGESTED MOTION:**

I move to approve the waiver of solid waste fees charged to the Campbell County Public Land Board for the 2011 National High School Finals Rodeo in the amount of \$18,059.28.

**STAFF REFERENCE:**

Rick Staskiewicz, Director of Public Works

**ATTACHMENTS:**

Click to download

[CAM-PLEX Letter of Request](#)

[CAM-PLEX Costs Sheet](#)

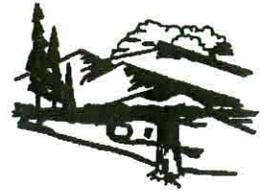
	2011 NATIONAL FINALS HIGH SCHOOL RODEO - COST PER DAY														
DATE	EMPLOYEES HOURS	EMPLOYEES WAGE	EMPLOYEES OVER TIME PER HOUR	EMPLOYEES OVER TIME WAGE PER HOUR	SANITATION TRUCK COST PER HOUR	NET WEIGHT	TONS	TIPPING FEES	# OF 3 YARDERS DUMPED PER DAY	FIRST 25 - 3 YARDERS @ FLAT RATE OF \$1,675.00 PER DAY	ADDITIONAL CONTAINERS DUMPED @ \$16.75 PER CONTAINER	COST PER ADDITIONAL CONTAINER @ \$16.75 EA.	# OF EXTRA CONTAINERS DUMPED @ LANDFILL CHARGED W TIPPING FEES	COST TO DUMP EXTRA CONTAINERS @ \$16.75 EA.	TOTAL COST OF TIPPING FEES FOR EXTRA DUMPS
7/14/2011	1.5	\$42.90			\$43.30	2360	1.18	\$70.80	11	\$737.00	0	\$0.00	0	\$0.00	
7/15/2011															
7/16/2011															
7/17/2011	5.5	\$157.30			\$158.78	12440	6.22	\$373.20	93	\$1,675.00	33	\$552.75	35	\$586.25	\$147.00
7/18/2011	4	\$114.40			\$115.48	6420	3.21	\$192.60	58	\$1,675.00	33	\$552.75	0	\$0.00	\$0.00
7/19/2011	3.5	\$100.10			\$101	8660	4.33	\$259.80	69	\$1,675.00	44	\$737.00	0	\$0.00	\$0.00
7/20/2011	5.5	\$157.30			\$158.87	12940	6.47	\$388.20	78	\$1,675.00	36	\$603.00	17	\$284.75	\$82.20
7/21/2011	5	\$143.00			\$144.35	14240	7.12	\$427.20	87	\$1,675.00	45	\$753.75	17	\$284.75	\$78.60
7/22/2011	4.25	\$121.55			\$122.69	11260	5.63	\$337.80	88	\$1,675.00	63	\$1,055.25	0	\$0.00	\$0.00
7/23/2011			5	\$214.50	\$144.35	13700	6.85	\$411.00	81	\$1,675.00	41	\$686.75	15	\$251.25	\$106.20
7/24/2011			3.75	\$160.87	\$108.26	12660	6.33	\$379.80	70	\$1,675.00	45	\$735.75	0	\$0.00	\$0.00
7/25/2011	3.75	\$77.66			108.26	6380	3.19	\$191.40	42	\$1,675.00	17	\$284.75	0	\$0.00	\$0.00
<b>TOTALS</b>	<b>33</b>	<b>\$914.21</b>	<b>8.75</b>	<b>\$375.37</b>	<b>\$1,205.34</b>	<b>101060</b>	<b>50.53</b>	<b>\$3,031.80</b>	<b>677</b>	<b>\$15,812.00</b>	<b>357</b>	<b>\$5,961.75</b>	<b>84</b>	<b>\$1,407.00</b>	<b>\$414.00</b>

TOTAL COST FOR THE CITY \$5,526.72

TOTAL COST FOR CAM-PLEX \$23,594.75



# Department of Environmental Quality



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

Matthew H. Mead, Governor

Todd Parfitt, Director

March 14, 2016

Mayor/Administrator  
City of Gillette  
201 East 5<sup>th</sup> Street  
Gillette, WY 82716

RE: Public Notice for Renewal, Wyodak Mine, Permit No. 232-T7, TFN 6 6/184

Dear Sir:

The Wyoming Department of Environmental Quality, Land Quality Division (WDEQ/LQD) has determined that the renewal application of Wyodak Mine, Permit No. 232-T7, is technically adequate, per W.S. § 35-11-406(h). Four weeks of public notice followed by four weeks of public comment were initiated on March 4, 2016. The public review and comment period will approximately April 26. A copy of the public notice is attached.

This letter is being sent to you to fulfill the notification requirements of Chapter 12, Section 1 (a) (ii), LQD Coal Rules and Regulations. It is being provided for information purposes and is not a request for review.

Should you or your staff have any questions regarding this final public notice process, please contact the permit coordinator: Ms. Kim Medina at (307) 675-5620 or via email at [kim.medina@wyo.gov](mailto:kim.medina@wyo.gov).

Sincerely,

Kim J. Medina  
Permit Coordinator

/km

Attachment: Public Notice  
cc: Cheyenne LQD w/o attachment



Handwritten note: KJM 3/15/16

## Public Notice

Wyodak Resources Development Corp., a Delaware Corporation and a wholly owned subsidiary of Black Hills Corporation, having offices at 3338 Garner Lake Road, Gillette, Wyoming 82716, has applied for a coal mining permit renewal from the Land Quality Division of the Environmental Quality Department for the State of Wyoming. The coal mining permit area is located in portions or all of Sections 4, 7, 8, 9, 10, 11, 15, 16, 17, 20, 21, 22, 27, 28, 29, 32, 33 and 34, Township 50 N, Range 71 W, Campbell County, Wyoming. The Wyodak Mine is approximately four miles east and northeast of Gillette lying east of the Garner Lake Road and is crossed by both Interstate 90 and State Highway 51. This area can be found on the Gillette East and Fortin Draw USGS quadrangle maps. The mining operation began in 1922 and is estimated to continue until 2056. The land, after mining, will be returned to grazing and wildlife habitat. Information regarding the proposed mining operation and reclamation procedures may be reviewed in the Office of the Land Quality Division, Department of Environmental Quality in Cheyenne and Sheridan, Wyoming, the office of Wyodak Resources Development Corp. at the Wyodak Mine, or the Campbell County Clerk's Office, Gillette, Wyoming. Written objections to the mining operation must be received by the Administrator of the Land Quality Division, Department of Environmental Quality, 200 West 17<sup>th</sup> Street, Lower Level, Cheyenne, Wyoming 82002, before the close of business on April 25, 2016. The Director may hold an informal conference if requested, hear the complaint and take action on the application in accordance with the Department's Rules of Practice and Procedure. The complainants shall have a right of appeal to the Environmental Quality Council where the complaint will be heard a second time. A conference shall be held if the Director determines that the nature of the complaint or the position of the complainants indicates that an attempt to informally resolve the disputes is preferable to a contested case proceeding. An informal conference or a public hearing shall be held within twenty (20) days after the final date for filing objections unless a different period is stipulated to by the parties. The Council or Director shall publish notice of the time, date and location of the hearing or conference in a newspaper of general circulation in the locality of the proposed operation once a week for two (2) consecutive weeks immediately prior to the hearing of conference. The hearing would be conducted as a contested case in accordance with the Wyoming Administrative Procedure Act (W.S. §16-3-101 through §16-3-115), and the right of judicial review shall be afforded as provided in that act. All parties as given in W.S. §35-11-406(j) will be mailed a copy of this notice. The Wyoming Oil and Gas Commission will be mailed a copy of the application mine plan map as required in W.S. §35-11-406(j).

03/04, 03/11, 03/18, 03/25



**Stakeholders Planning Meeting  
Meeting Minutes  
March 14, 2016**

Attachment(s)-A1

<b>Campbell County Public Land Board Members (CCPLB)</b>	<b>CAM-PLEX Staff</b>
<b>Present:</b> L.D. Gilbertz, Shilo Lundvall, Jordan Ostlund, Mary Silvernell, Marilyn Mackey, Don Hamm, Duane Evenson	<b>Present:</b> Paul Foster, Greg Rook, ReNae Keuck, Jaymi Gilmour, Mark Smith, Kathy Ashton, Ashley Winn
<b>City</b>	<b>County</b>
<b>Present:</b> Louise Carter-King, Tim Carsrud, Robin Kuntz, Kevin McGrath, Billy Montgomery, Ted Jerred, Dan Barks, Carter Napier, Michelle Henderson, Tom Pittlick	<b>Present:</b> Matt Avery, Mark Christensen, Garry Becker, Micky Shober, Rusty Bell, Maxine Lieber, Anthony Langone, Robert Palmer
<b>NewsRecord</b>	
<b>Present:</b> Tony Jarmusz	

	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTIONS TO BE TAKEN</b>
1.	<b>Call to Order/Attendance</b>	The dinner began at 5:30 and the meeting was called to order at 5:53 PM MDT on March 14, 2016, by CCPLB Chair L.D. Gilbertz.	
2.	<b>Opening Statement: Land Board and CAM-PLEX Highlights</b>	<p>CCPLB Chair L.D. Gilbertz summarized the following topics to the group:</p> <ul style="list-style-type: none"> <li>• Board training, done with Bill Charney and Associates workshops, benefited CCPLB members by providing a clear understanding of the differences between governance and management. The Board learned to empower the staff but with systemic accountability. Through the process both the CCPLB By-Laws and Policies were updated as well. Mr. Charney will continue to be a resource for the CCPLB Board.</li> <li>• CAM-PLEX updates from 2015-2016 included development of a Strategic and Operational Plan for the organization.</li> <li>• 2015 was a very busy year for CAM-PLEX with many attendees and events including Wyoming Horse Racing, PGI and many theater events. CAM-PLEX has received a 99% approval rating with a high response rate of 60% as well.</li> <li>• 2016 is bringing back the National High School Finals Rodeo, several large RV rallies, the Western Regional Taxidermy &amp; Sportsman's Expo, and several other large equine events.</li> <li>• The CCPLB Board appreciates the City and County support and cares deeply about CAM-PLEX's future.</li> </ul>	

	ITEM	DISCUSSION	ACTIONS TO BE TAKEN
3.	<b>Operations Budget Overview</b>	<p>CCPLB Vice-Chair Shilo Lundvall expressed his gratitude to the group for attending and the intention from the CCPLB Member's new format presentation was to help manage everyone's precious time more wisely. Mr. Lundvall reported on the following budget items:</p> <ul style="list-style-type: none"> <li>• He reported the Operational Budget from CCPLB does not show many changes for the upcoming year and any changes will be communicated on the justification column. The budget will be presented in full on the timeline created by both the City and County after CCPLB approval.</li> <li>• It was noted that CCPLB policy is to adjust building and equipment rental fees annually using the Northeast Wyoming cost of living percentage provided by the State of Wyoming using the average of the 2<sup>nd</sup> and 4<sup>th</sup> quarter percentages. The 4<sup>th</sup> quarter number will come in early April. The Board created this policy to prevent dramatic increases to the community. The Board is recommending not increasing rental fees this year due to the current economic forecast and condition of the local economy.</li> <li>• The Joint Powers Agreement outlines the split for funding between the City and County for the Operational Budget. The split will change each year until the year 2018 in which case it will be at and stay at a 20/80 split between the City and County respectively. For the 2016-2017 Budget the City will contribute 18% and the County 82%. Each entity will continue to contribute 50/50 for items approved in the Capital Budget.</li> <li>• <b>3.1 Special Event Account Review (ENC. #1):</b> Mr. Lundvall explained this account was created in 1993 and this account continues to allow CAM-PLEX to manage large regional and national events separate from the general budget. Each year at this meeting the account is discussed. It is CCPLB Board's recommendation to leave money in this account to accommodate upcoming events.</li> <li>• <b>3.2 Trust Fund Review (ENC. #2):</b> Mr. Lundvall summed up what the accounts are and what they are used for. It is the CCPLB Board's recommendation to keep the available money and not send it to the Trust Fund for this year. When asked what the monies could be used for the response was it could be used for Capital and/or Operational Budget items or funding for a loss for some of the special events.</li> </ul>	
4.	<b>Fleet Discussion</b>	<p>County Fleet Manager, Anthony Langone, reported on his duties of overseeing the process of maintaining the County fleet. His duties include evaluating methods of tracking vehicle depreciation, vehicle replacements and managing funding. Mr. Langone highlighted several topics on the handout he provided. (ATTACHMENT A1)</p> <ul style="list-style-type: none"> <li>• Funding is available when vehicles depreciate.</li> <li>• The City and County supply 50/50 for this fund.</li> <li>• The final tally is TBD. The City is committing to \$100,000.</li> <li>• CAM-PLEX has equipment worth \$1,227,000.</li> <li>• Equipment for disposal will be sold through the County auction.</li> <li>• The Scorecard assists in rating vehicles.</li> </ul>	

	ITEM	DISCUSSION	ACTIONS TO BE TAKEN
	<b>Fleet Discussion</b> (continued)	<ul style="list-style-type: none"> <li>• The last 2 pages show the new depreciation values for each vehicle.</li> <li>• The Budget Breakdown was given for CAM-PLEX. The mower and pickup will not be replaced this year but the two snow plow attachments were approved.</li> <li>• Mr. Langone informed the group there was a misprint on the handout on page 5 under CAM-PLEX Vehicle Budget Request FY 16/17. The 5<sup>th</sup> amount listed at \$820.62.00 should be \$1,164.00.</li> <li>• Fleet Management's goal is to improve overall in time CAM-PLEX's fleet.</li> <li>• The unit # prefixes such as CUS and OP numbers are going to be removed from the lists on the last two pages.</li> </ul> <p>The question was asked if the County has paid their portion in the Vehicle Reserve Account and the answer was yes.</p>	
5.	<b>Capital Budget Presentation</b>	<p>CCPLB Treasurer Mary Silvernell provided a quick overview on the 2016-2017 Capital Requests for CAM-PLEX. She noted the budget was comparable from the 2015/2016 budget to the 2016/2017 budget. Mrs. Silvernell also explained that the Heritage Center and Energy Hall numbers were merely placeholders until final numbers came in from Dale Buckingham Architects.</p> <p>Mrs. Silvernell went line-by-line on each Capital Request item and explained the justification along with a photo presentation of every item. It was also noted that the Capital Request Items are in the order of highest to lowest priority and the CCPLB members have worked closely with the CAM-PLEX staff.</p> <p>Mrs. Silvernell also went over all the Capital Requests needed for the upcoming NHSFR event coming this summer.</p> <p>Questions and comments from the Capital Budget Presentation:</p> <ul style="list-style-type: none"> <li>• Reata Field Water System Replacement: Current water access being above ground in the campground is a concern because they are frequently ran over. Burying the water line would eliminate this problem. The question was asked about backflow. Operations Manager, Greg Rook, believes there is a backflow preventer in place already and will look into it.</li> <li>• Heritage Center (HC) and Energy Hall (EH) Remodel: The renovations for HC &amp; EH generated a lot of discussion. CAM-PLEX General Manager, Paul Foster, explained to the group about the steering committee formed for these two building projects and what direction they have headed. The group has had tours and discussions about the trouble spots in each building. They have also received feedback from the community. CAM-PLEX staff is also working with Dale Buckingham Architects about basic concepts and Mr. Buckingham is also informing the steering committee of these improvements. Final project cost estimates are to be provided by March 24 from Mr. Buckingham. The group is working on a phased approach per earlier County recommendations. The planning and funding is a high priority for CCPLB and staff because these two facilities will need closure dates and scheduling must be done to block time out. Events are already booked a year in advance so proper planning is a must. Comments from several County Commissioners were in support of both projects. However; because of the economy, the County is expecting to</li> </ul>	<p>The CCPLB would appreciate feedback on the setup from tonight's meeting.</p> <p>Mr. Rook will confirm there is a backflow preventer in place for Reata.</p>

	ITEM	DISCUSSION	ACTIONS TO BE TAKEN
	<b>Capital Budget Presentation</b> (continued)	<p>reduce budgets by \$500-\$750 thousand overall in the County. The \$100,000 placeholders for both facilities were expressed to be too low. Suggestions were made to possibly carry the budgeted monies forward and close the buildings in a couple of years to do updates.</p> <ul style="list-style-type: none"> <li>• Wyoming Center (WC) Exterior Light Fixtures Replacement: The question was asked if the WC lights could be replaced using monies set aside in a fund specifically for the WC. Consensus was to use those monies only if really necessary for large needs and to try and fund through this process. Can adaptors in the current light fixtures be installed to use LED lights? It is preferred that no buildings be down or under construction during the NHSFR.</li> <li>• Special Events Fund open discussion: CCPLB members expressed the desire to keep the available funds of \$71,120.49 and not send it to the WYO-STAR Fund. Allowing use of these funds could provide the needed monies for the NHSFR and other Capital Budget items. It was noted that for years the amount of \$110,000 was required to be kept on hand for large events and it has always been agreed to. The \$71,120.49 could add to this amount as well. It was suggested to revise the policy to increase the amount to a rounded figure such as \$150,000 for ease of calculations and direct it to the rodeo. There was also some discussion about this form having two fiscal year figures on the table.</li> </ul> <p>Small Group Discussions: Each table had discussions on the following topics:</p> <ul style="list-style-type: none"> <li>• Capital Budget Items.</li> <li>• Hot topics and critical issues about CAM-PLEX that citizens have.</li> <li>• Projections of future funding for Energy Hall and the Heritage Center updates.</li> </ul>	
6.	<b>Adjournment</b>	Meeting was adjourned at 7:12 PM MDT	

Respectfully submitted,

---

Jordan Ostlund, Secretary

# Joint Powers Public Land Board Cam-Plex Equipment Replacement Fund FY 2016-2017



[ 1 ]

## Purpose

- To develop an adequate Depreciation/ Replacement account
- To ensure funding of equipment replacement
- To develop a scorecard to monitor equipment use and life expectancy
- To develop a process of disposing of equipment

[ 2 ]

## Cam-Plex

- 2014 Campbell County & City of Gillette
  - Adopted a utilization based depreciation and replacement program for Public Land Board vehicles.
- Campbell County Fleet Manager
  - Appointed to manage depreciation fund and replacement program.
- Agreed upon funding formula:
  - Fifty Percent (50%)                      Campbell County
  - Fifty Percent (50%)                      City of Gillette

[ 3 ]

## Establishment of Baseline PLB Vehicle Reserve Account

- Campbell County established the Public Land Board Vehicle Reserve Account in Fiscal Year 2014.
- Both Governmental entities have agreed to contribute an equal amount to fund this account.

	<u>Campbell County</u>	<u>City of Gillette</u>
2014/15	\$402,500.00	\$0
budgeted	\$ 52,740.00	
2015/16	\$ 116,100.00	\$0
budgeted	\$ 198,000.00	
2016/17		

[ 4 ]

## Asset Replacement Values

- Cam-Plex has Equipment worth approximately \$1,227,000 that this fund would oversee
- Equipment types and replacement values
  - 2 CAT Loaders \$172,000
  - Skid Steer Loader \$35,000
  - 12 Pick-ups \$323,000
  - 1 One Cab And Chassis \$36,000
  - 3 Administrative Vehicles \$79,000
  - 5 John Deere Gators \$45,000
  - 4 Ag Type Tractors \$217,000
  - 3 Front Mounted JD Mowers \$ 60,000
  - 2 Dump Trucks & 1 Water Truck \$200,000
  - 2 Man lifts & Forklift \$60,000

{ 5 }

## Equipment Disposal

- Equipment will be sold through the County Surplus Auction
- All proceeds will be deposited into the Public Land Board Cam-Plex Equipment Depreciation/Replacement fund administered by Campbell County
- Equipment will be replaced based on scorecard rating system

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# Scorecard

- Point Ranges

- 0-23 Excellent Do not need to replace
- 24-28 Very Good Re-evaluate for next year's budget
- 29-33 Good Qualifies for replacement this year if M/R cost exceeds 60% of cost
- 34-38 Fair Qualifies for replacement this year if budget allows
- 39+ Poor Needs priority replacement

[ 7 ]

# Original Replacement Funding

Asset ID	Asset Type	Year	Asset Description	Original Cost	Current Value	Replacement Cost	Remaining Life	Condition	Notes
1001	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1002	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1003	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1004	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1005	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1006	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1007	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1008	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1009	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1010	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1011	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1012	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1013	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1014	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1015	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1016	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1017	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1018	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1019	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1020	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1021	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1022	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1023	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1024	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1025	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1026	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1027	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1028	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1029	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1030	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1031	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1032	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1033	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1034	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1035	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1036	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1037	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1038	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1039	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1040	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1041	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1042	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1043	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1044	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1045	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1046	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1047	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1048	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1049	Light	2005	Street Light	\$150	\$100	\$150	10	Good	
1050	Light	2005	Street Light	\$150	\$100	\$150	10	Good	

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## Cam-plex

Cam-Plex / Public Land Board  
Fleet Management 16/17 Fleet Capital Vehicle Budget Worksheet

vehicle	Vehicle Being Replaced				Replacement			Replacement	Remarks
equip score	Dept	Year	Desc	Mileage	Projected Cost	\$ in Rep Acct	Total	Account	
NA	CP		New Snow plow attachment		\$ 7,750.00	\$ -	\$ -	\$ 7,750.00	Plows are needed as old plows are going to auction
NA	CP		New Snow plow attachment		\$ 7,750.00	\$ -	\$ -	\$ 7,750.00	Plows are needed as old plows are going to auction
27	CP	2004	JD front loader	2307	\$ 20,000.00	\$ 8,775.66	\$ 8,775.66	\$ 13,224.34	Does not meet score criteria replacement points
33	CP	2001	Chevrolet S-10	87,165	\$ 22,000.00	\$ 11,568.00	\$ 11,568.00	\$ 10,432.00	Does not meet score criteria replacement points
<b>Totals</b>					\$ 57,500.00	\$ 18,361.66	\$ 18,361.66	\$39,138.34	

( 9 )

## Cam-Plex Vehicle Budget Request FY 16/17

- Cam-Plex Replacement Account
  - Cam-Plex Vehicle Replacement Account Request \$ 30,905.00
    - Total Depreciation Funds Requested \$ 30,905.00
  - Vehicle Requests
    - 16/17 vehicles requested \$57,000.00
    - Monies available in current replacement account \$ 17,197.00
    - 16/17 Monies requested above for replacement \$ 820.62.00
    - Total available if replacement account approved \$18,361.00
    - Shortage needed if all vehicles approved \$39,139.00
  - Request to replace 1 vehicle 1 equipment 2 new plows \$ 57,000.00
    - Capital Contingency (Wrecked Vehicle) \$30,000.00
    - Total Capital Request \$87,000.00
  - **Totals**
    - Total depreciation funds requested \$ 30,905.00
    - Fleet Manager vehicle replacement recommendation \$45,500.00
    - **\$76,405.00**

→ 1,164

## Cam-plex

- (2) Two new 7 ½ ' Snow plow attachments
- Replacement funds are currently not calculated separately in the vehicle depreciation
- Replacement Equipment (2) Two 7 ½ ' Slow plow attachments
- New Equipment cost \$ 15,500.00

## Goal

- The goal we are working towards is jointly reducing fleet size and costs, while maximizing utilization of our fleet vehicles and equipment without hindering production.
- Cam-plex received 4 replacement vehicles this year and have 5 going to county auction. Last county auction Cam-plex was able purge several pieces of equipment as well as a few vehicles.
- As we work towards another year we will continue to monitor a make adjustments to improve vehicle usage. The plan this year is to remove department oriented unit numbers, this will allow staff to access more vehicles and equipment as needed.

3/5/2016

CAM-PLEX VEHICLE REPLACEMENT FUND REQUEST BUDGET YEAR 2016/2017

CAM-PLEX	unit #	Make	Color	Asset #	Year	Model	Life Expectancy	Replacement Cost	2015		Replacement Cost Per Mile/Hour	Yearly Replacement Cost	Total 16/17 Budget Request
									Year End Mileage	Miles Driven			
	OP-V0841135	Bobcat	white	12472	1991	853	10,000	\$ 2,500.00	6,878	166	\$0.25	\$41.50	\$41.50
	OP-906H	CAT	yellow	29143	2012	906	10,000	\$ 65,870.00	10,079	86	\$6.59	\$566.48	\$566.48
	OP-906	CAT	yellow	12689	2005	906	10,000	\$ 67,690.60	3,042	171	\$6.77	\$1,157.51	\$1,157.51
	BM-550	Chevrolet	white	686	2000	2500	100,000	\$ 23,012.55	39,068	1,213	\$0.23	\$279.14	\$279.14
	CUS-560	Chevrolet	white	12771	2000	2500	100,000	\$ 19,518.00	101,704	2,674	\$0.20	\$521.91	\$521.91
	GK-562	Chevrolet	white	12964	2001	S-10	100,000	\$ 13,075.00	87,185	4,533	\$0.13	\$592.69	\$592.69
	OP-547	Dodge	white	20894	2002	2500	100,000	\$ 23,958.00	39,969	5,689	\$0.24	\$1,362.97	\$1,362.97
	OP-559	Ford	white	687	1985	L8000	100,000	\$ 11,000.00	217,191	1949	\$0.11	\$214.39	\$214.39
	GK-561	Ford	white	7549	1990	F250	100,000	\$ 15,000.00	97,196	612	\$0.15	\$91.80	\$91.80
	GK-553	Ford	white	7541	1991	F250	100,000	\$ 8,979.00	117,949	35	\$0.09	\$3.14	\$3.14
	CUS-558	Ford	white	7661	1994	F250	100,000	\$ 9,119.60	148,918	916	\$0.09	\$83.54	\$83.54
	OP-551	Ford	white	15411	1996	F250	100,000	\$ 18,625.00	41,322	1,639	\$0.19	\$305.26	\$305.26
	BM-563	Ford	white	29148	2008	F250	100,000	\$ 25,690.00	28,462	5,296	\$0.26	\$1,360.54	\$1,360.54
	BM-549	Ford	white	29144	2011	F250	100,000	\$ 20,679.00	9,696	4,845	\$0.21	\$1,001.90	\$1,001.90
	OP-914	Ford	white	12990	2013	F250	100,000	\$ 23,456.00	14,008	10,181	\$0.23	\$2,388.06	\$2,388.06
	AD-545	Ford	white	12606	1997	Taurus	100,000	\$ 14,500.00	120,562	1,049	\$0.15	\$152.11	\$152.11
	OP-554	Freightliner	blue	688	1996		100,000	\$ 79,600.00	123,111	636	\$0.80	\$506.26	\$506.26
	CUS-GS2646	Genie	blue	21278	2002	GS 2646	7,000	\$ 12,765.00	631	55	\$1.82	\$100.30	\$100.30
	OP-G-LIFT	Genie	blue	29147	2000	GS60	7,000	\$ 4,000.00	6,309	300	\$0.57	\$171.43	\$171.43
	AD-791	Jeep	white	12947	2006	Commander	100,000	\$ 15,000.00	81,505	4,278	\$0.15	\$641.70	\$641.70
	GK-A	John Deere	green	12666	2004	1435	5,000	\$ 13,435.00	2,307	427	\$2.69	\$1,147.35	\$1,147.35
	GK-725	John Deere	green	29150	2005	725	5,000	\$ 4,620.00	1,605	479	\$0.92	\$442.60	\$442.60
	GK-B	John Deere	green	12897	2008	1435	5,000	\$ 15,725.00	1,753	513	\$3.15	\$1,613.39	\$1,613.39
	BM-061579	John Deere	green	20883	2001		5,000	\$ 7,258.00	363	41	\$1.45	\$59.52	\$59.52
	OP-103522	John Deere	green	29149	2004		5,000	\$ 6,250.00	1,530	560	\$1.25	\$700.00	\$700.00
	GK-3	John Deere	green	12665	2003	TX	5,000	\$ 5,141.00	1,530	43	\$1.03	\$44.21	\$44.21
	GK-1	John Deere	green	29145	2012	TX	5,000	\$ 7,162.26	485	314	\$1.43	\$449.79	\$449.79
	GK-2	John Deere	green	29146	2013	TX	5,000	\$ 7,162.26	462	286	\$1.43	\$409.68	\$409.68
	OP-2155	John Deere	green	12483	1990	2155	5,000	\$ 25,000.00	4,823	382	\$5.00	\$1,910.00	\$1,910.00
	OP-7220	John Deere	green	29141	2008	7220	10,000	\$ 47,475.00	4,785	909	\$4.75	\$4,315.48	\$4,315.48
	GK-3520	John Deere	green	29142	2011	3520	5,000	\$ 34,722.00	1,650	763	\$6.94	\$5,298.58	\$5,298.58
	OP-811	Kenworth	white	12974	1998	12 yrd box	100,000	\$ 37,000.00	522,665	3043	\$0.37	\$1,125.91	\$1,125.91
	AD-546	Pontiac	white	12692	2004		100,000	\$ 23,600.00	69,020	7,823	\$0.24	\$1,846.23	\$1,846.23

vehicles being requested 16/17

Total depreciation Requested 16/17 \$30,905.34

3/5/2016

CAM-PLEX VEHICLE REPLACEMENT FUND REQUEST BUDGET YEAR 2016/2017

CAM-PLEX	unit #	Make	Color	Year	Asset #	Model	VIN	Life Expectancy	Vehicle Price	2013/2014 replacement funds	Total 16/16 replacement funds	current funds available	Total 16/16 replacement funds	Total 16/17 Budget Request
	OP-V0841135	Bobcat	white	1991	12472	853	508411351	10,000	\$2,500.00	\$ 1,678.00	\$ 17.50	\$ 1,695.50	\$ 17.50	\$41.50
	OP-906H	CAT	yellow	2012	29143	906	JRF00196	10,000	\$65,870.00	\$ 6,544.00	\$ 270.07	\$ 6,814.07	\$ 270.07	\$566.48
	OP-906	CAT	yellow	2005	12689	906	MERO0782	10,000	\$67,690.60	\$ 55,426.00	\$ 6,945.06	\$ 62,371.06	\$ 6,945.06	\$1,157.51
	BM-550	Chevrolet	white	2000	686	2500	1GCGK24R1YR158450	100,000	\$23,012.55	\$ 8,707.00	\$ 257.51	\$ 8,964.51	\$ 257.51	\$279.14
	CUS-560	Chevrolet	white	2000	12771	2500	1GCGK29U4YE424824	100,000	\$19,518.00	\$ 19,806.00	\$ 479.56	\$ 20,285.56	\$ 479.56	\$521.91
	GK-562	Chevrolet	white	2001	12964	5-10	1GCC719W718249495	100,000	\$13,075.00	\$ 10,745.00	\$ 248.29	\$ 10,993.29	\$ 248.29	\$592.69
	OP-547	Dodge	white	2002	20894	2500	3B7KF26Z62M239951	100,000	\$23,958.00	\$ 9,593.00	\$ 1,617.17	\$ 11,210.17	\$ 1,617.17	\$1,362.97
	OP-559	Ford	white	1985	687	L8000	1FDYK87U6FVA15730	100,000	\$11,000.00	\$ 23,677.00	\$ 115.06	\$ 23,792.06	\$ 115.06	\$214.39
	GK-561	Ford	white	1990	7549	F250	2FTHF25H9MCA47487	100,000	\$15,000.00	\$ 14,488.00	\$ 51.15	\$ 14,539.15	\$ 51.15	\$91.80
	GK-553	Ford	white	1991	7541	F250	1FTHF25H2MKA74347	100,000	\$8,979.00	\$ 10,613.00	\$ 2.60	\$ 10,615.60	\$ 2.60	\$3.14
	CUS-558	Ford	white	1994	7661	F250	1FTHX26H6RKA84642	100,000	\$9,119.60	\$ 12,871.00	\$ 79.71	\$ 12,950.71	\$ 79.71	\$83.54
	OP-551	Ford	white	1996	15411	F250	1FTHF26H7TLB25140	100,000	\$18,625.00	\$ 7,540.00	\$ 187.00	\$ 7,727.00	\$ 187.00	\$305.26
	BM-563	Ford	white	2008	29148	F250	1FTNF21538EA08943	100,000	\$25,690.00	\$ 6,024.00	\$ 777.38	\$ 6,801.38	\$ 777.38	\$1,360.54
	BM-549	Ford	white	2011	29144	F250	1FD8F2B64CEC32091	100,000	\$20,679.00	\$ 1,488.00	\$ 1,949.35	\$ 1,949.35	\$ 461.35	\$1,001.90
	OP-914	Ford	white	2013	12990	F250	1FT7X2B60DEA40286	100,000	\$23,456.00	\$ 1,900.00	\$ 1,040.04	\$ 2,940.04	\$ 1,040.04	\$2,388.06
	AD-545	Ford	white	1997	12606	Taurus	1FALP52UXVG268709	100,000	\$14,500.00	\$ 18,010.00	\$ 83.81	\$ 18,093.81	\$ 83.81	\$152.11
	OP-554	Freightliner	blue	1996	688		1FUY3EDB7TH819735	100,000	\$79,600.00	\$ 97,980.00	\$ 158.40	\$ 98,138.40	\$ 158.40	\$506.26
	CUS-G52646	Genie	blue	2002	21278	GS 2646	ML00764	7,000	\$12,765.00	\$ 1,092.00	\$ 43.77	\$ 1,135.77	\$ 43.77	\$100.30
	OP-G-LIFT	Genie	blue	2000	29147	GS60	S60-6133	7,000	\$4,000.00	\$ 3,494.00	\$ 68.57	\$ 3,562.57	\$ 68.57	\$171.43
	AD-791	Jeep	white	2006	12947	Commander	1J8HG48NX6C318729	100,000	\$15,000.00	\$ 10,864.00	\$ 779.10	\$ 11,643.10	\$ 779.10	\$641.70
	GK-A	John Deere	green	2004	12666	1435	TC1435D040189	5,000	\$13,435.00	\$ 5,631.00	\$ 572.33	\$ 6,203.33	\$ 572.33	\$1,147.35
	GK-725	John Deere	green	2005	29150	725	TCF725X150390	5,000	\$4,620.00	\$ 1,137.00	\$ 100.72	\$ 1,237.72	\$ 100.72	\$442.60
	GK-B	John Deere	green	2008	12897	1435	TC1435D080751	5,000	\$15,725.00	\$ 4,744.00	\$ 836.57	\$ 5,580.57	\$ 836.57	\$1,613.39
	BM-061579	John Deere	green	2001	20883	6X4	W006X4XD61579	5,000	\$7,258.00	\$ 2,204.00	\$ 37.74	\$ 2,241.74	\$ 37.74	\$59.52
	OP-103522	John Deere	green	2004	29149	TX	W04X2XD005115	5,000	\$6,250.00	\$ 2,617.00	\$ 175.00	\$ 2,792.00	\$ 175.00	\$700.00
	GK-3	John Deere	green	2003	12665	TX	W004XX2X103522	5,000	\$5,141.00	\$ 2,156.00	\$ 37.02	\$ 2,193.02	\$ 37.02	\$44.21
	GK-1	John Deere	green	2012	29145	TX	1M04X2XDTCM080137	5,000	\$7,162.26	\$ 472.00	\$ 227.76	\$ 699.76	\$ 227.76	\$449.79
	GK-2	John Deere	green	2013	29146	TX	1M04X2XDTCM080237	5,000	\$7,162.26	\$ 1,915.00	\$ 197.68	\$ 2,112.68	\$ 197.68	\$409.68
	OP-2155	John Deere	green	1990	12483	2155	W00175X048628	5,000	\$25,000.00	\$ 23,210.00	\$ 1,005.00	\$ 24,215.00	\$ 1,005.00	\$1,910.00
	OP-7220	John Deere	green	2008	29141	7220	RW7220D045958	10,000	\$47,475.00	\$ 20,943.00	\$ 2,530.42	\$ 23,473.42	\$ 2,530.42	\$4,315.48
	GK-3520	John Deere	green	2011	29142	3520	1LV3520HCAH740128	5,000	\$34,722.00	\$ 7,995.00	\$ 3,138.87	\$ 11,133.87	\$ 3,138.87	\$5,298.58
	OP-811	Kenworth	white	1998	12974	12 yrd box	1XKDDR9X5WJ763276	100,000	\$37,000.00	\$ 192,992.00	\$ 12,038.69	\$ 205,030.69	\$ 12,038.69	\$1,125.91
	AD-546	Pontiac	white	2004	12692	VAN	1GMDX13E04D207833	100,000	\$23,600.00	\$ 15,317.00	\$ 618.79	\$ 15,935.79	\$ 618.79	\$1,846.23
	vehicles being requested 16/17									\$ 603,873.00	\$ 35,199.66	\$ 639,072.66	\$ 35,199.66	\$30,905.34

**Small Group Discussion  
Meeting Minutes  
March 14, 2016**

Attachment(s)-NONE

<b>Table One (T1)</b>	<b>Table Two (T2)</b>
Shilo Lundvall, Paul Foster, Tim Carsrud, Matt Avery, Louise Carter-King, Robert Palmer	Mary Silvernell, Greg Rook, Ashley Winn, Robin Kuntz, Mark Christensen, Anthony Langone
<b>Table Three (T3)</b>	<b>Table Four (T4)</b>
Jordan Ostlund, ReNae Keuck, Kevin McGrath, Garry Becker, Carter Napier	Duane Evenson, Jaymi Gilmour, Billy Montgomery, Micky Shober, Maxine Lieber
<b>Table Five (T5)</b>	<b>Table Six (T6)</b>
L.D. Gilbertz, Don Hamm, Mark Smith, Ted Jerred, Rusty Bell	Marilyn Mackey, Kathy Ashton, Dan Barks, Michelle Henderson, Tom Pitlick

	ITEM	DISCUSSION
1.	<b>Special Events Fund</b>	<p><b>T1-</b> Take the excess funds from the special events account and use some of that for rodeo capital projects.</p> <p><b>T1-</b> We discussed having the threshold raised just during the rodeo and then having it come back down to the \$110,000. We can use the \$36,168 right now for the capital projects. This way we don't have to wait until the beginning of the fiscal year.</p> <p><b>T2-</b> General consensus IS to not allow it for general operating but ok with it going towards the rodeo (use it to prep for a special event). This has been done before where the funds went towards an RV park (used a loan from the city or county to get this done)</p> <p><b>T3-</b> Everyone at the table agreed that we should keep the \$71,000 from Special Events and not send it to the trust fund.</p> <p><b>T4-</b> Discussions at this table liked increasing the special events fund as things cost more now, might be ok with using balance to fund NHSFR capital- or maybe Operations capital? Maybe City and County tell CCPLB what they will fund and let CCPLB decide what to do with the overage. Some thought the overage should be used for NHSFR but ok with choice.</p>
2.	<b>WYO-STAR Trust Fund</b>	<p><b>T5-</b> What will this maintenance fund interest be used for? The Commissioners need to know that. CCPLB should be able to use the overage.</p> <p><b>T6-</b> Could the funds be transferred into a different higher yielding fund? Bill 18 was introduced to legislature on this subject and CAM-PLEX staff will follow-up on this bill.</p> <p><b>T6-</b> The group was informed of the Board's discussion to lower the fund from \$10 to \$5 million. All the funding that came to be in that account was also explained.</p> <p><b>T6-</b> City used D.A. Davidson for their reserve account and gets a return of about 1.9%. It does cost for their services.</p> <p><b>T6-</b> CCPLB is the sole decision maker for WC fund repairs.</p>
3.	<b>Wyoming Community Foundation Endowment</b>	<p><b>T1-</b> Why do we have a deficit in the Wyoming Community Foundation Endowment? Why is it showing a \$13,000 loss? Can we change how we manage this account?</p>

	ITEM	DISCUSSION
4.	<b>Capital vs. Capital Construction</b>	<p><b>T1-</b> Can we segregate capital and capital construction? Could computers be “capital” and asphalt repair be “capital construction”. CAM-PLEX can’t neglect preventative maintenance. Is an extra year needed on the computers? It is the preference not to play catch-up. HCT and EH are capital construction and the group discussed raising to the top of the priority list.</p> <p><b>T4-</b> The discussion come up if CCPLB was asking too much in Capital Budget Items. From the County’s standpoint it was not really but it is just the easiest thing to cut in an economic downturn, the County is to obtain the reductions needed through Capital reductions. They think they will have 5.2 billion assessed valuation- 20% drop, not including the 1 mil lost through state legislature. It is only going to get worse- next year even worse (4.6 billion assessment projected- then what do you cut? Programs?) It was suggested that CCPLB may be need to prioritize capital, in a separate letter or doc- address the overage and how to use it.</p>
5.	<b>Capital Request Outline and Direction</b>	<p><b>T1-</b> The question was asked about the Capital Request and where it was started. What was the outline of the process of what CAM-PLEX/CCPLB have already gone through? What have we already cut? What process has the Board taken to prioritize and reduce the capital request list? Put this information in the narrative for the funding entities to know.</p> <p><b>T3-</b> There was surprises that direction was given to hold the Budget and not reduce it.</p>
6.	<b>3-Year Plan</b>	<p><b>T1-</b> Can the three year capital plan with the City and County be shared? This will help give them the big picture overview. Reference the Strategic Plan and Operational Plan as a process used to create the capital lists.</p>
7.	<b>City and County’s Budget</b>	<p><b>T1-</b> The city is looking at about 20% cut. The city will be unable to fund it entirely. Some of this cut may be necessary in the Operational budget. NO! NO!</p> <p><b>T6-</b> The City is due to lose \$1 million and the County even more (\$4-\$5 million) possibly.</p>
8.	<b>2006 and 2010 CAM-PLEX Capital Budget Info Request</b>	<p><b>T1-</b> The City would like to look at the total Budget capital and everything from 2010. This is a good comparison of what they need to get to. They are a having all their departments look at this. The County said they like the 2006 budget year for a good comparison.</p>
9.	<b>Capital Requests: Energy Hall and Heritage Center Remodel</b>	<p><b>T2-</b> Agree with needing to shut it down and get ALL the remodel done at once. If the cost will be 1 million we should budget \$500,000 for 2 years and then start the project. The remodel idea might not sell because of the budget cuts as the city is looking at cutting funds like vehicles, etc.</p> <p><b>T2- <u>Budget items that may not get approved:</u></b> video upgrade and digital signage. Wait and see what happens with the remodel and what this would include before wiring digital signs and then needing to remove them. Also, could phase the video upgrade. The design work item might not pass because plans will be out dated in 4-5 years. Prioritize what needs the upgrade the most and get that done.</p> <p><b>T2- <u>Energy Hall:</u></b> Need a plan that will make this building more “beautiful” and appealing for banquets, conferences, and weddings/receptions. Carpet is a good idea too.</p> <p><b>**Side note:</b> CAM-PLEX should recognize the Landers donation as it is a large donation. Could name a room, building, or space after them as a type of recognition</p> <p><b>T3-</b> There was discussion that the Heritage Center Theater is in much better shape than a lot of theatres and may not need to be upgraded. The placeholder amounts were questioned. The explanation was that putting in minimal amounts for the first year was done was because both buildings will need to be shut down for major renovations, which will take some planning. CCPLB and staff would know more on the amounts after talking to the architects, but they feel like the curtains and lighting in the theatre are things we can do</p>

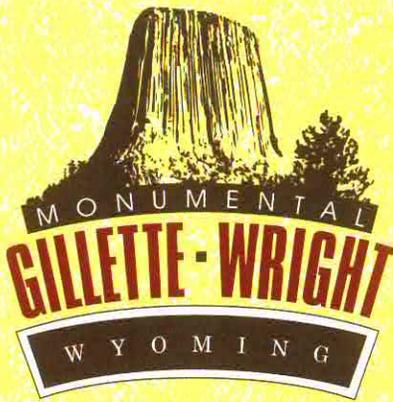
	ITEM	DISCUSSION
		<p>without shutting the building down. Is replacing the curtains alone more than the \$100,000 in the budget. The seats will be very expensive to replace as well.</p> <p><b>T3-</b> Discussion of the project being next to impossible to fund any remodel projects at this time and should think about postponing it. There was suggestions that the City and County could each put in some money that could be carried forward until there was enough to do the remodel projects. They thought that might be a doable possibility.</p> <p><b>T4-</b> EH/ HC funding discussion was possibly having CCPLB choose to do one building completely and then the next. If the funds are available it could support funding each, is it okay to intermingle funds from each to the other? Which building need could be used for the best advantage?</p> <p><b>T5-</b> Comments were made that EH and the theatre needs to be ahead of the barn 3 project and that it could be delayed for more than 2 years.</p> <p><b>T5-</b> The County wants to hear what Buckingham has to say. The project may not going to see a lot from the funding entities. The County may have look at as much as they can for capital for EH.</p> <p><b>T5-</b> Can we really afford to shut EH and the theatre to remodel and when could we do it?</p> <p><b>T5-</b> New lighting alone would be so much better in EH and the building is so far behind in technology we need to catch up. When can we really do this?</p> <p><b>T6-</b> This group discussed that the \$100,000 listed for EH &amp; HC were merely placeholders for the remodels for a “phased” approach and the total cost will be given to the funding entities at the end of the month.</p> <p><b>T6-</b> It was discussed that perhaps certain Capital items such as the HC chandeliers and other critical equipment could be replaced if the projects are going to be funded but put on hold because of facility shut-down planning.</p> <p><b>T6-</b> Finding out what would be CCPLB’s priority if one or the other needs to be done first was discussed. Should HC be the first one remodeled or EH?</p> <p><b>T6-</b> What big events are expected in 2018 if a facility is to be closed? How would that affect either building?</p> <p><b>T6-</b> Events that are typically in EH could potentially go to Central Pavilion.</p>
10.	<b>Capital Requests: NHSFR</b>	<p><b>T4-</b> Everyone is looking forward to NHSFR</p> <p><b>T4-</b> The subject was brought about maybe having NHSFR every two years. It is hard because of the number of volunteers and more and we wouldn't want them to come and not perform well for them.</p>
11.	<b>Capital Requests: Digital Signs and Website</b>	<p><b>T5-</b> There was discussion of not needing the digital signs or a website.</p>
12.	<b>Concerts and other big events</b>	<p><b>T5-</b> Would like to see more concerts on weekends instead of during the week. Understands it costs more but more people would come. We should explore outdoor concerts Sheridan does it so why can't we.</p> <p><b>T5-</b> PGI was big success and the community loved and supported it and we need more of these type of events.</p>

	ITEM	DISCUSSION
13.	<b>Capital Equipment: Manlift, Mics</b>	<p><b>T3-</b> There was discussion on if the lift could be repaired and not replaced. If it's a safety issue then it should be higher on our list or we should purchase it now.</p> <p><b>T3-</b> The price of the microphones were discussed. The price is really high and the question was asked if we could go out for bids to get a lower price. It was explained that staff gets an estimate in order to get the price but that staff would have to go out for bids if approved.</p> <p><b>T5-</b> The question was asked of how the capital budget items were prioritized, who did it and was the staff involved in it? Is the man lift a real safety issue and if it was why isn't it 2<sup>nd</sup> or 1<sup>st</sup> in the list? This was discussed 3 times during our meeting.</p> <p><b>T5-</b> Can the \$15,000 for Merkai switches be used for the new lift?</p>
14.	<b>Capital Request: Vehicles</b>	<p><b>T5-</b> The group discussed: Do we really need a front mower? Does the S10 truck having such low miles and doesn't leave CAM-PLEX need to be replaced?</p> <p><b>T6-</b> The City vs. County vehicle rating differences were discussed and how much different their scorecards were.</p>
15.	<b>Capital Requests: Asphalt and Concrete</b>	<p><b>T3-</b> The question was asked about asphalt and concrete. The amounts are so low that if we are patching here and there are we wasting money? In response it was told that we have a lower amount because we do crack sealing and asphalt sealing. There was discussion on how amount is determined and how do we know what the price will be until it has been looked at by an engineer. Staff works with the City Engineer to create a "master plan" for concrete and each year when we have a larger amount in the budget like \$200,000 the engineer will figure how much work we can do for that amount. It was asked if the City's engineer could come out and tell us what we can do for the lower amounts that we have in the budget this year for asphalt and concrete. The city replied they could definitely have their engineer come and do that. It was also asked if we could just hold off for a year and not do anything.</p>
16.	<b>Capital Request: Wi-Fi</b>	<p><b>T3-</b> The group discussed hearing that vendors in a trade show have a really hard time using their credit card machines because of the internet connection and wanted to know if we are going to fix that anytime soon. A fix has already been done and that was all part of the Wi-Fi project they gave us money for.</p>
17.	<b>Capital Request: East Pavilion/Barn 3 Design</b>	<p><b>T5-</b> There was discussion on why the Barn 3 design was put in. Dale Buckingham Architects was already doing it and it might as well have this done at the same time.</p>

Respectfully submitted,

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Jordan Ostlund, Secretary



**CAMPBELL COUNTY**  
**CONVENTION & VISITORS BUREAU**  
**1810 S. DOUGLAS HIGHWAY, SUITE A**  
**GILLETTE, WY 82718**  
**307.686.0040 • 800.644.6136 TOLL FREE**  
**MARY@VISITGILLETTEWRIGHT.COM**  
**VISITGILLETTEWRIGHT.COM**



Ms. Becky Brazelton, Campbell County Treasurer  
500 S. Gillette Avenue Suite 1700  
P.O. Box 1027  
Gillette, WY 82717

March 15, 2016

Ms. Brazelton,

I am requesting the Treasurer's Office make a procedural change to the monthly Lodging Tax distribution, as per the executed Memorandum of Understanding between the Campbell County Commission, the City of Gillette, the Town of Wright, and the Campbell County Lodging Tax Joint Powers Board. Effective immediately, ten percent of the monthly Lodging Tax receipts are to be distributed as allowed by Wyoming Statute to Campbell County, which then is to be distributed proportionally by percent of actual collections for the period indicated by the Department of Revenue, between Campbell County, the City of Gillette, and the Town of Wright.

The ten percent funds distribution is to start with the August 2015 Lodging Tax deposit, representing the July 2015 collections, and are to continue until further notice, or until/if the Lodging Tax Resolution is defeated on the November 2016 ballot. A check for \$40,719.91 will be sent to you from the Campbell County Convention & Visitors Bureau for the July 2015 through February 2016 collection period (August through March distributions), for you to distribute \$616.09 to the County, \$35,813.67 to the City of Gillette; and \$4,290.15 to the Town of Wright. From the March collection period/April deposit forward, please calculate the distributions and forward to me copies of the original Department of Revenue Lodging Tax Distribution Detail report monthly, as you have in the past, with a copy of the ten percent deductions/distributions made to each of the Joint Powers entities.

I will be happy to meet with you to finalize any other details as needed.

Thank you very much for your assistance,

Mary Silvernell  
Executive Director, Campbell County Convention & Visitors Bureau

Attachments: Memorandum of Understanding  
Lodging Tax Deposit Detail Department of Revenue Report

cc: Barbara Craig, Town of Wright Clerk/Treasurer  
Carter Napier, City Administrator, City of Gillette  
Robert Palmer, Administrative Director, Campbell County Commission  
Lodging Tax Joint Powers Board Members

**LODGING TAX CAPITAL CONSTRUCTION FUND**  
**MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** is entered into by and between Campbell County (hereinafter referred to as "County") and the City of Gillette (hereinafter referred to as "City"), the Town of Wright (hereinafter referred to as "Town") and the Campbell County Lodging Tax Joint Powers Board d/b/a the Campbell County Convention and Visitor's Bureau (hereinafter referred to as "Board"). The County, City, Town and Board may hereafter be collectively referred to as "the Parties".

1. Purpose.

This agreement is to set forth the terms and understanding between the Parties for the establishment of a capital fund for the purpose of the construction of a visitor's center and continued use of ten percent (10%) of the lodging tax revenues collected in Campbell County pursuant to Wyoming Statute 39-15-204(a)(ii) .

2. Background.

At the primary election in August of 2008, the voters of Campbell County approved a proposition to establish a two percent (2%) excise tax upon the sales price paid for lodging services within Campbell County. Wyoming law requires that a joint powers board be established to oversee the spending of the lodging tax revenues when the imposition of the tax is county wide. A joint powers agreement was approved by the County, City, Town and Wyoming Attorney General on December 5, 2008. The seven member Board was established under the agreement, a majority of whom are from the travel and tourism industry as required by law.

3. Establishment of Fund

For a county wide lodging tax and pursuant to Wyoming Statute Section 39-15-211(a)(ii)(B)(II), an amount not to exceed ten percent (10%) of the total amount of lodging tax collected is to be distributed by the Board to the County, City and Town in the proportionate amount of the total amount collected to be used for general revenue purposes.

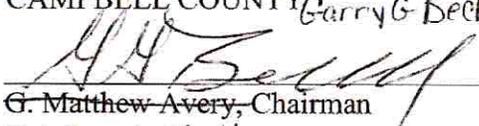
The Parties agree that it is for the mutual benefit of the County, City, Town and Board that a facility be built in a mutually agreeable location for the purpose of fostering travel and tourism within the county but that Wyoming law prohibits the use of lodging tax revenue for capital construction. The Parties agree that rather than distribute the ten percent (10%) to the County, City and Town in their proportionate share, ten percent (10%) of all lodging tax collected in Campbell County shall be withheld and held by the Board in a separately maintained fund and/or account for purposes of establishing a capital building fund for the purpose of construction of a facility in a mutually agreeable location to foster travel and tourism in Campbell County.

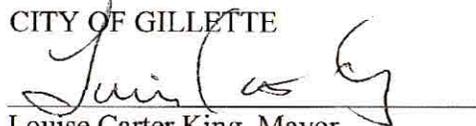
The Parties further agree that ten percent (10%) of all lodging tax collected in Campbell County following accumulation of an amount sufficient to build a facility shall continue to be withheld by the Board rather than distributed to City, County and Town for use by the Board to operate and maintain the facility and for such other use as it deems necessary until such time as

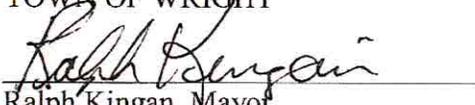
this agreement is terminated by the Parties or until any one Party notifies the Board that it no longer wants its proportionate share to be withheld. Upon such notice, the Board shall distribute to that Party its proportionate share.

4. Contingency.

In the event the lodging tax is defeated by the voters of Campbell County prior to the collection of the amount necessary to construct the facility or the ability to use the funds for such purpose is determined to violate state law or construction of the facility is otherwise rendered an impossibility, then this agreement shall terminate and the tax accumulated shall be returned to the Parties in their proportionate share or upon the consent of the County, City or Town, the Board may keep the proportionate share of the County, City or Town for use by the Board for continued operations of promoting travel and tourism within Campbell County.

CAMPBELL COUNTY *Garry G. Becker*  
  
G. Matthew Avery, Chairman  
Dated: 1-5-16

CITY OF GILLETTE  
  
Louise Carter King, Mayor  
Dated: 1/19/2016

TOWN OF WRIGHT  
  
Ralph Kingan, Mayor  
Dated: 1-25-16

CAMPBELL COUNTY JOINT LODGING TAX BOARD  
  
Debby Zolnoski, Chair  
*Jeri Kemp*  
Dated: 2/11/16

DEPARTMENT OF REVENUE

RUN DATE	CAMPBELL	10% Funds	Percentage within county	GILLETTE	10% Funds	Percentage within county	WRIGHT	10% Funds	Percentage within county	TOTAL	10% Funds	OTC Stlmnt Funds
6/1/2016												
5/1/2016												
4/1/2016												
3/1/2016												
2/29/2016	\$277.16	\$27.72	1.02%	\$22,176.08	\$2,217.61	81.82%	\$4,651.11	\$465.11	17.16%	\$27,104.35	\$2,710.44	
1/29/2016	\$259.99	\$26.00	1.38%	\$15,498.71	\$1,549.87	82.11%	\$3,117.87	\$311.79	16.52%	\$18,876.57	\$1,887.66	
12/31/2015	\$323.59	\$32.36	0.71%	\$41,017.08	\$4,101.71	89.91%	\$4,278.78	\$427.88	9.38%	\$45,619.45	\$4,561.95	
11/30/2015	\$817.34	\$81.73	1.39%	\$51,859.04	\$5,185.90	88.33%	\$6,036.73	\$603.67	10.28%	\$58,713.11	\$5,871.31	
10/30/2015	\$335.10	\$33.51	0.51%	\$59,294.33	\$5,929.43	91.04%	\$5,498.15	\$549.82	8.44%	\$65,127.58	\$6,512.76	
9/30/2015	\$1,135.66	\$113.57	1.53%	\$65,704.99	\$6,570.50	88.78%	\$7,165.10	\$716.51	9.68%	\$74,005.75	\$7,400.58	
8/31/2015	\$2,378.94	\$237.89	3.72%	\$55,302.41	\$5,530.24	86.38%	\$6,343.72	\$634.37	9.91%	\$64,025.07	\$6,402.51	
7/31/2015	\$633.06	\$63.31	1.18%	\$47,284.13	\$4,728.41	88.01%	\$5,810.04	\$581.00	10.81%	\$53,727.23	\$5,372.72	
<b>FY 2015-16 TOTALS</b>	<b>\$6,160.84</b>	<b>\$616.09</b>		<b>\$358,136.77</b>	<b>\$35,813.67</b>		<b>\$42,901.50</b>	<b>\$4,290.15</b>		<b>\$407,199.11</b>	<b>\$40,719.91</b>	
6/30/2015	\$440.03	\$44.00	0.98%	\$39,212.68	\$3,921.27	87.39%	\$5,218.12	\$521.81	11.63%	\$44,870.83	\$4,487.08	
5/29/2015	\$428.43	\$42.84	0.99%	\$37,171.17	\$3,717.12	85.54%	\$5,853.28	\$585.33	13.47%	\$43,452.88	\$4,345.29	
4/30/2015	\$375.09	\$37.51	0.84%	\$37,033.98	\$3,703.40	82.46%	\$7,502.91	\$750.29	16.71%	\$44,911.98	\$4,491.20	
3/31/2015	\$367.86	\$36.79	0.69%	\$47,992.96	\$4,799.30	90.23%	\$4,827.36	\$482.74	9.08%	\$53,188.18	\$5,318.83	\$5,570.97
2/27/2015	\$457.91	\$45.79	0.72%	\$55,774.38	\$5,577.44	87.79%	\$7,300.01	\$730.00	11.49%	\$63,532.30	\$6,353.23	\$14,901.73
1/30/2015	\$451.91	\$45.19	1.05%	\$36,468.94	\$3,646.89	84.98%	\$5,994.91	\$599.49	13.97%	\$42,915.76	\$4,291.57	
12/31/2014	\$536.30	\$53.63	0.67%	\$73,398.22	\$7,339.82	91.07%	\$6,660.65	\$666.07	8.26%	\$80,595.17	\$8,059.52	
11/28/2014	\$547.91	\$54.79	0.84%	\$58,181.35	\$5,818.14	89.30%	\$6,423.50	\$642.35	9.86%	\$65,152.76	\$6,515.28	
10/31/2014	\$1,253.30	\$125.33	1.56%	\$71,620.90	\$7,162.09	89.09%	\$7,517.96	\$751.80	9.35%	\$80,392.16	\$8,039.22	
9/30/2014	\$752.85	\$75.29	0.98%	\$71,404.61	\$7,140.46	92.88%	\$4,724.79	\$472.48	6.15%	\$76,882.25	\$7,688.23	
8/29/2014	\$2,129.62	\$212.96	2.70%	\$70,157.44	\$7,015.74	88.88%	\$6,646.86	\$664.69	8.42%	\$78,933.92	\$7,893.39	
7/31/2014	\$486.32	\$48.63	0.91%	\$46,108.58	\$4,610.86	86.18%	\$6,908.01	\$690.80	12.91%	\$53,502.91	\$5,350.29	
<b>FY 2014-15 TOTALS</b>	<b>\$8,227.53</b>	<b>\$822.75</b>		<b>\$644,525.21</b>	<b>\$64,452.53</b>		<b>\$75,578.36</b>	<b>\$7,557.85</b>		<b>\$728,331.10</b>	<b>\$72,833.13</b>	\$20,472.70
6/30/2014	\$730.51	\$73.05	1.50%	\$36,869.17	\$3,686.92	75.93%	\$10,959.05	\$1,095.91	22.57%	\$48,558.73	\$4,855.83	
5/30/2014	\$342.58	\$34.26	0.87%	\$37,442.36	\$3,744.24	95.23%	\$1,532.93	\$153.29	3.90%	\$39,317.87	\$3,931.77	
4/30/2014	\$261.85	\$26.19	0.67%	\$32,861.11	\$3,286.11	84.57%	\$5,731.79	\$573.18	14.75%	\$38,854.75	\$3,885.75	
3/31/2014	\$2.45	\$0.24	0.01%	\$20,400.55	\$2,040.06	84.62%	\$3,704.82	\$370.48	15.37%	\$24,107.82	\$2,410.78	
2/28/2014	\$168.41	\$16.84	50.00%	\$26,296.11	\$2,629.61	78.69%	\$6,952.13	\$695.21	20.80%	\$33,416.65	\$3,341.66	
1/31/2014	\$489.39	\$48.94	1.65%	\$22,775.71	\$2,277.57	76.59%	\$6,470.86	\$647.09	21.76%	\$29,735.96	\$2,973.60	
12/31/2013	\$16.42	\$1.64	0.05%	\$30,180.21	\$3,018.02	87.62%	\$4,248.23	\$424.82	12.33%	\$34,444.86	\$3,444.86	
11/29/2013	\$398.20	\$39.82	90.00%	\$37,418.10	\$3,741.81	84.64%	\$6,390.44	\$639.04	14.46%	\$44,206.74	\$4,420.67	
10/31/2013	\$403.22	\$40.32	0.87%	\$41,755.40	\$4,175.54	90.07%	\$4,200.56	\$420.06	9.06%	\$46,359.18	\$4,635.99	
9/30/2013	\$831.98	\$83.20	1.56%	\$47,119.04	\$4,711.90	88.20%	\$5,471.93	\$547.19	10.24%	\$53,422.95	\$5,342.95	
8/30/2013	\$4,223.32	\$422.33	6.51%	\$56,443.93	\$5,644.39	87.05%	\$4,170.16	\$417.02	6.43%	\$64,837.41	\$6,483.74	
7/31/2013	\$512.87	\$51.29	1.18%	\$36,839.33	\$3,683.93	84.81%	\$6,086.80	\$608.68	14.01%	\$43,900.00	\$4,390.00	
<b>FY 2013-14 TOTALS</b>	<b>\$8,381.20</b>	<b>\$838.12</b>		<b>\$426,401.02</b>	<b>\$42,640.10</b>		<b>\$65,919.70</b>	<b>\$6,591.97</b>		<b>\$501,162.92</b>	<b>\$50,162.92</b>	
6/30/2013	\$224.37	\$22.44	68.00%	\$28,160.65	\$2,816.07	85.65%	\$4,493.89	\$449.39	13.67%	\$32,878.91	\$3,287.91	
5/31/2013	-\$3,179.41	-\$317.94	-7.93%	\$30,846.65	\$3,084.67	76.98%	\$12,406.01	\$1,240.60	30.96%	\$40,073.25	\$4,073.25	
4/30/2013	-\$483.29	-\$48.33	-2.80%	\$17,648.00	\$1,764.80	102.13%	\$115.53	\$11.55	0.67%	\$17,880.24	\$1,780.24	
3/29/2013	\$3,649.09	\$364.91	17.87%	\$15,477.92	\$1,547.79	75.79%	\$1,295.92	\$129.59	6.35%	\$20,422.93	\$2,042.93	
2/28/2013	\$149.20	\$14.92	0.53%	\$25,936.62	\$2,593.66	92.37%	\$1,992.20	\$199.22	7.10%	\$28,078.02	\$2,807.80	
2/1/2013	\$317.35	\$31.74	1.44%	\$13,833.80	\$1,383.38	62.94%	\$7,828.90	\$782.89	35.62%	\$21,980.05	\$2,198.05	
12/31/2012	\$233.92	\$23.39	0.82%	\$26,392.01	\$2,639.20	92.73%	\$1,834.30	\$183.43	6.45%	\$28,460.23	\$2,840.23	
11/30/2012	\$411.81	\$41.18	1.01%	\$35,700.31	\$3,570.03	87.88%	\$4,511.46	\$451.15	11.11%	\$40,623.58	\$4,062.35	
10/31/2012	\$3,430.21	\$343.02	6.15%	\$44,631.12	\$4,463.11	79.98%	\$7,739.47	\$773.95	13.87%	\$55,800.80	\$5,580.80	
9/29/2012	\$558.50	\$55.85	1.26%	\$42,248.81	\$4,224.88	95.21%	\$1,567.00	\$156.70	3.53%	\$44,374.31	\$4,437.43	
8/31/2012	\$934.24	\$93.42	1.77%	\$46,217.66	\$4,621.77	87.42%	\$5,714.92	\$571.49	10.81%	\$52,866.82	\$5,286.68	
7/29/2012	\$919.87	\$91.99	2.06%	\$34,061.15	\$3,406.12	76.36%	\$9,624.29	\$962.43	21.58%	\$44,605.31	\$4,605.31	
6/29/2012	\$338.01	\$33.80	1.09%	\$30,083.40	\$3,008.34	96.85%	\$639.74	\$63.97	2.06%	\$31,061.15	\$3,106.15	
5/31/2012	\$310.84	\$31.08	0.93%	\$27,835.11	\$2,783.51	82.84%	\$5,455.34	\$545.53	16.24%	\$33,601.29	\$3,360.13	



# AGENDA

## Public Works & Utilities Advisory Committee

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March 16, 2016 • 5:30 p.m.  
2<sup>nd</sup> Floor Community Room, City Hall  
Please RSVP Jill at 686-5265

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### COMMITTEE MEMBERS:

Mark Hines – Chair, *Engineer* | Ken McKillop – Vice Chair, *Contractor* | Tom Sylte, *At-Large*  
Robin Matti, *Supplier* | Mike Oakley, *At-Large* | Aaron Beyerl, *At-Large* | Travis Bourne, *Contractor*  
Dennis Russell, *Engineer*

**City Staff:** Dustin Hamilton, *Development Services Director* | Kendall Glover, *Utilities Director*  
Kurt Siebenaler, *City Engineer* | Heath VonEye, *City Engineer* | Kent Clark, *Public Works Operations Manager*  
Michael Foote, *Sustainability Manager* | Jill McCarty, *Administrative Support*

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### I. Call to Order

### II. Approval of Minutes

### III. Personal Appearances

### IV. Old Business

#### A. Agenda for 2016

1. Waste Diversion Program/Recycling
2. Mix Designs
  - i. Asphalt
  - ii. Concrete

#### B. City Staff Updates

1. Stormwater Ordinance
2. Project Update
3. Standard Specs – Modifications or Adjustments

### V. New Business

### VI. Other Business

Next Meeting: April 20, 2016.

### VII. Adjournment



# MINUTES

## Public Works & Utilities Advisory Committee

February 17, 2016

### Attendance:

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**Committee Members:**

Mark Hines – Chair, *Engineer*  
Ken McKillop – Vice Chair, *Contractor*  
Aaron Beyerl, *At-Large*  
Tom Sylte, *At-Large*  
Robin Matti, *Supplier*

**City Staff:**

Dustin Hamilton, *Development Services Director*  
Kendall Glover, *Utilities Director*  
Kurt Siebenaler, *City Engineer*  
Kent Clark, *Public Works Operations Manager*  
Jill McCarty, *Administrative Support*

**Absent:**

Mike Oakley, *At-Large*  
Dennis Russell, *Engineer*  
Travis Bourne, *Contractor*

**Meeting Quorum:** Yes

### I. Call to Order:

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Meeting was called to order at 5:47 p.m. by Mark Hines, Chair.

### II. Approval of Minutes:

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Robin Matti made a motion to approve the minutes and Aaron Beyerl seconded the motion. All were in favor.

### III. Personal Appearances:

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Electrical Services Superintendent Mick Wolf, and Electrical Engineering Manager Dan Bridges were in attendance for follow up from the last PWUAC meeting.

### IV. Old Business:

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- **Waste Diversion Program/Recycling**

Michael Foote provided a handout to the committee in his absence. Kurt said the county is in discussions to close the transfer and recycling center located in town, and the county has approached the city to take over the operations of the recycling center. Kent said the city has hired Inberg-Miller to do a study of the current recycling, waste diversion, and solid waste operations, and to look at options for making the operations more efficient. All the information gathered so far is in the preliminary stages, but Kent said the report will look at the impact of the transfer station closing, the added drive time to the new dump site, and the effects on the city's ability to serve their customers effectively.

Mark said the county is looking at closing the current landfill and moving further north in the next 3 to 5 years, and could see where the county would not want to run two operations at two different locations.

Kurt said there is not a current timeline for a decision to be made for the city to take over the recycling process. That decision would ultimately be up to the City Council and the community he said.

- **Mix Designs**

The subcommittee has not met again as of yet.

- **Stormwater Ordinance**

Dustin said the subcommittee with members from the Chamber of Commerce and Northeast Wyoming Contractor's Association has met three times so far, with a fourth meeting scheduled this February 19. Most of the comments gathered from the last open house have been gone through as of this point. The revised ordinance will go to a Council Workshop in late March. It is expected for the highlighted changes and clarifications made to be brought to the committee at the next meeting.

- **Project Update**

Kurt said the designing of projects is still on-going. Kendall said the city had one bid opening today for the Sanitary Sewer Replacement Project.

Kurt said Hedquist Construction had previously been awarded the Boxelder Road Extension project from Skyline to Overdale Drive, and will be having a pre-construction meeting next Monday. It is expected construction startup on the project to begin in the next week or two, weather permitting. Kurt also said the City West remodel work continues, with the first phase being approximately 80% completed. The project is expected to be completed by mid-summer. And Dowl is working on the preliminary stages of the Transportation Master Plan project.

Kendall said the advertisement is out for the Potable Transmission Line, which is the last section of the Madison 42-inch pipeline, and there are pre-qualified bidders for the project.

Kendall also let the committee know the Utilities Division met with City Council and recommended a rate increase for wastewater and electrical service. Also, a correction on water rates has been made after going through a regional water rate study.

- **Standard Specs – Modifications or Adjustments**

Kurt said there have been no developments for the updates to the Standard Construction Specifications.

- **Electrical Line Extension Policy**

Kendall said the Utilities Division wanted to request a recommendation from the PWUAC to take with them to the City Council on the proposed updated electrical standards. Mick said there have not been updates made to the electrical standards since 2002. Discussion was held by the committee on various impacts the updates would have on developers and home buyers.

Mark entertained a motion from the committee to support the proposed updates. Robin motioned for the support of the electrical line changes including the cost increases, and Tom seconded. All were in favor.

Dan gave an update of the proposed Fiber Optics License Agreement. The agreement would allow non-franchised internet service providers to install duct work with multi-path system for use by multiple companies in the right-of-way. Collaboration with the Engineering Division is taking place for a construction standard to be developed for this work.

## **V. New Business:**

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None.

## **VI. Other Business:**

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Next Meeting March 16, 2016.

## **VII. Adjournment:**

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Meeting adjourned at 6:28 p.m.

## Snow Event Report #14

Event Start Date: 3/15/2016 Event Start Time: 1:30 a.m.  
Event End Date: 3/15/2016 Event End Time: 9:30 a.m.  
Duration of Event: 8 Hours Streets First Responder: Billy Little

### Storm Event Overview:

The Streets on-call Operator was called out by PD at 1:15 a.m. on 3/15/16 due to snowfall and slick conditions. The night shift was then summoned to assist with plowing and applying material to priority 1's, 2's and trouble areas until 9:00 a.m. The Crew initially encountered wet snowy conditions in all areas turning to slush and ice as the road surfaces cooled. Blowing snow accumulated on the open areas that were wet from rain. Pavement temperatures varied from 27 – 38 degrees resulting in thick crusty slush and ice. Efforts had to be focused on priority and trouble areas, subdivisions were only entered to deal with known trouble spots. After sunrise temperatures started to rise allowing melting to begin.

### Number of Pieces of Equipment Used:

Snow Plows:	<u>6</u>	Blades:	<u>0</u>
1-Tons:	<u>1</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

### Amount of Material Used:

Ice Slicer lbs:	<u>29,067</u>
Scoria lbs:	<u>0</u>
Liquid Gallons:	<u>120</u>

### Number of Miles Plowed During Event: 664

### Personnel:

Night Crew – Leonard Taylor, Nick Scherry, Dustin Younger, Billy Little, Dale Harter, Mike McFarlane, Toby Fiske

### Contractor Work Effort:

N/A

### Subdivision Activities:

We applied material to known trouble areas during this event.

### Parks Division Activities:

Parks staff cleaned and maintained all City owned parking lots and facilities.

### Environmental Conditions Present:

Snow: 1" Drifting: yes Rain: yes Low Temp: 25 Wind: NW 23-31

### Equipment Issues:

N/A

### Incidents:

N/A

### Complaints / Concerns:

N/A

### Items of Interest:

There was one crash investigated by the City of Gillette Police Department during this event.

Brine was not applied as the brine truck was been prepped for the spring season flushing operations and to avoid corrosion during extended periods of non-use.





## Gillette Police Department 2015/2016 Weather Event Crash Report

IR#	Date/Time	Location	Injury	Property Damage	Citation
6320	03/15/2016 - 0732	12th Street / East CCHS Parking Lot	None	Private - >\$1,000	No

March 15th, 2016 1:15 a.m. to March 15th, 2016 9

During this weather event the Gillette Police Department investigated three vehicle crashes. One of those c  
roadway and were influenced by weather conditions.



# CITY OF GILLETTE

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

## Legend

### Large Snow Plows

#### Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 99 Snow Plow
- Unit 157 Snow Plow

● Reported Crashes

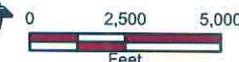
According to the AVL system,  
Our snowplows drove a total of 554 miles during this event.

Police reports recorded:  
Crashes: 1  
Crashes w/ Injuries: 0  
Citations: 0  
Personal Property Damage: \$1,000  
City Property Damage: \$0

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.



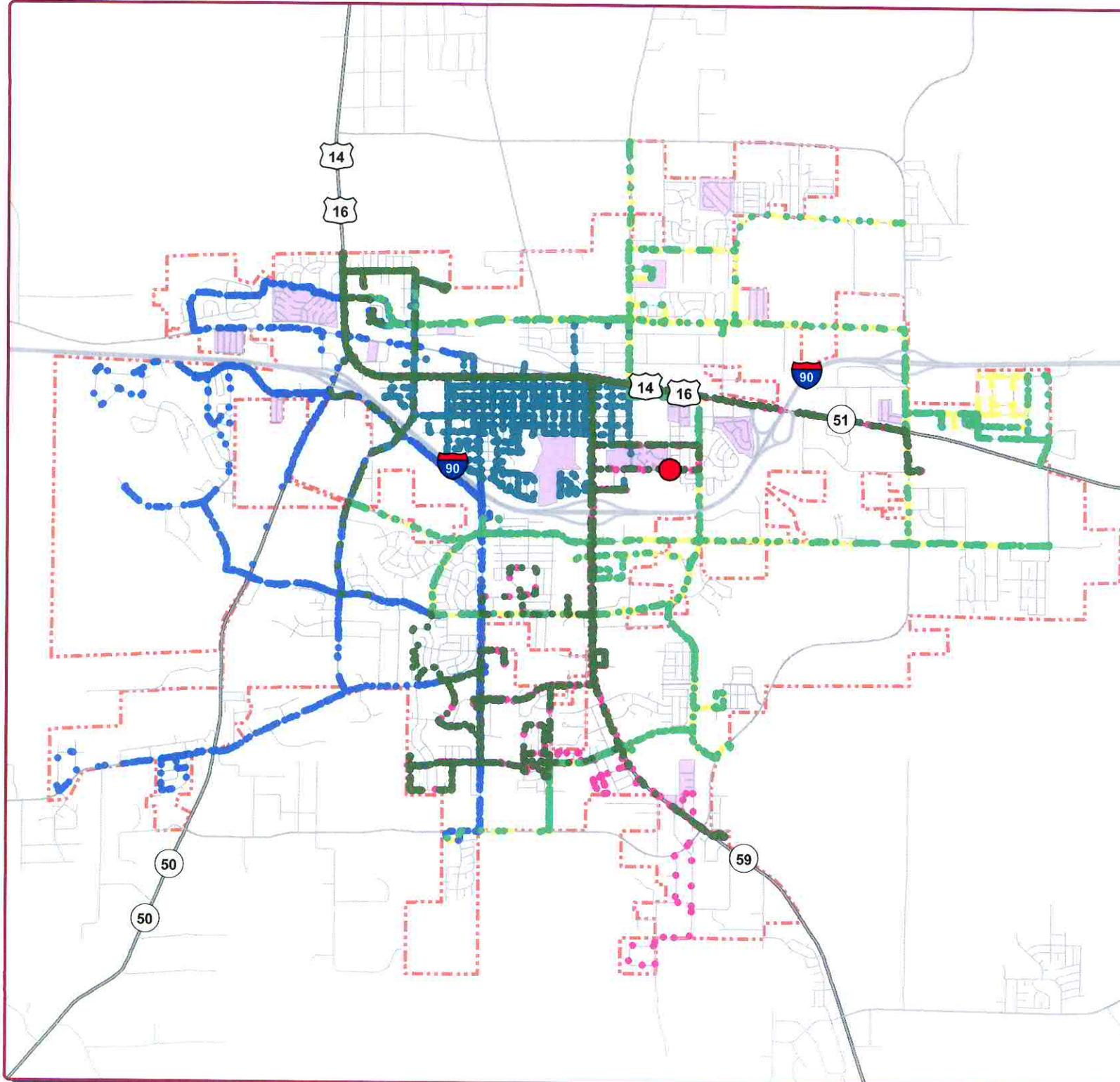
Y:\GIS Work\PublicWorks\Public WorksAdmin\SnowFollowup(2015-16)\Streets\WorkFolder\SnowPlows.mxd



### Snowplow AVL

Snow Event Fourteen  
03/15/2016 01:15 am to  
03/15/2016 09:30 am  
March 15, 2016

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





# CITY OF GILLETTE

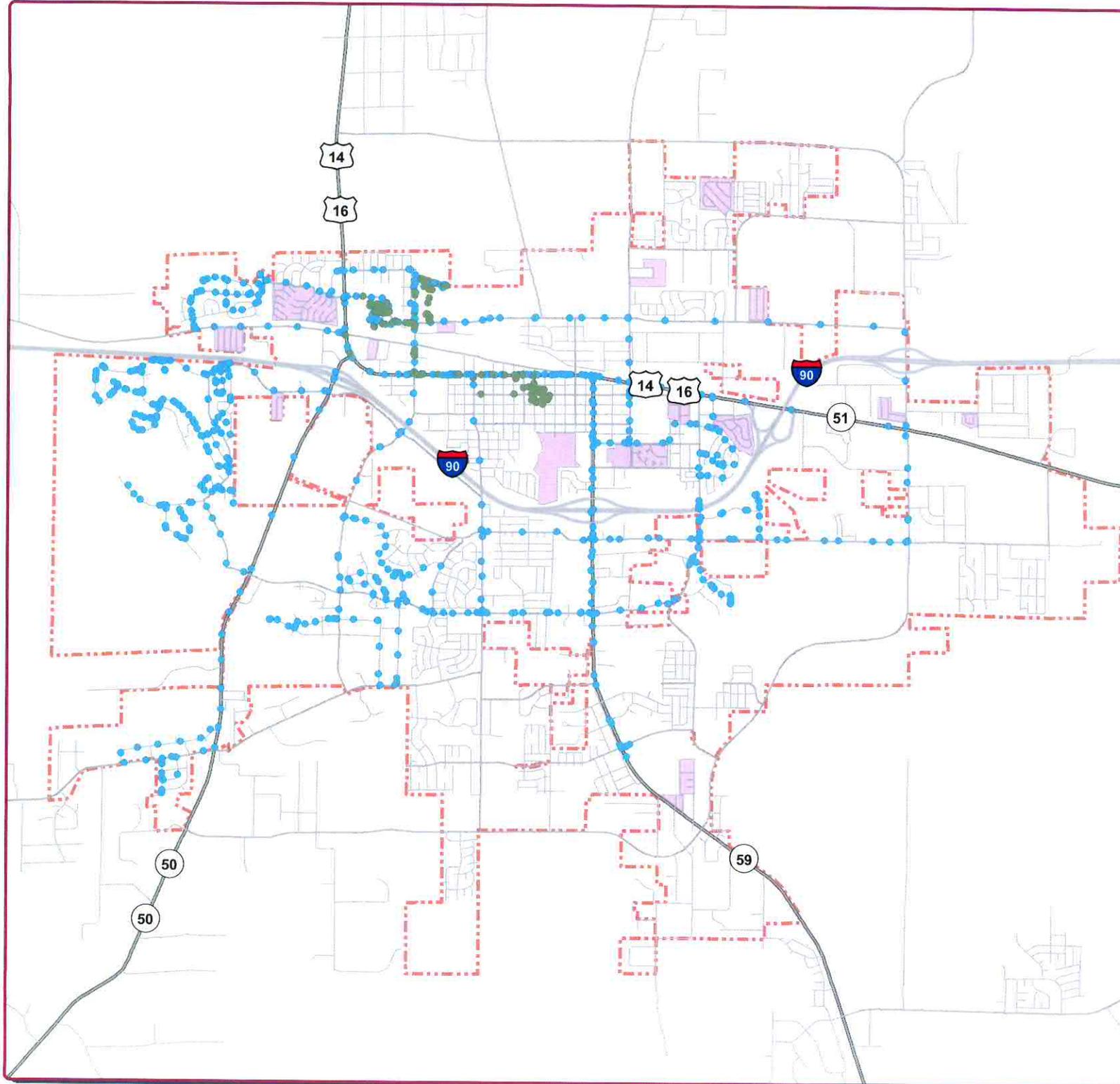
GIS Division  
P.O. Box 3003  
Gillette, Wyoming 82717-3003  
Phone (307) 686-5364  
www.gillettewy.gov

## Legend

### One Tons

### Unit # & Description

- Unit 168 One Ton Streets
- Unit 184 One Ton Parks



According to the AVL system, our one ton trucks drove a total of 100 miles during this event.

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.



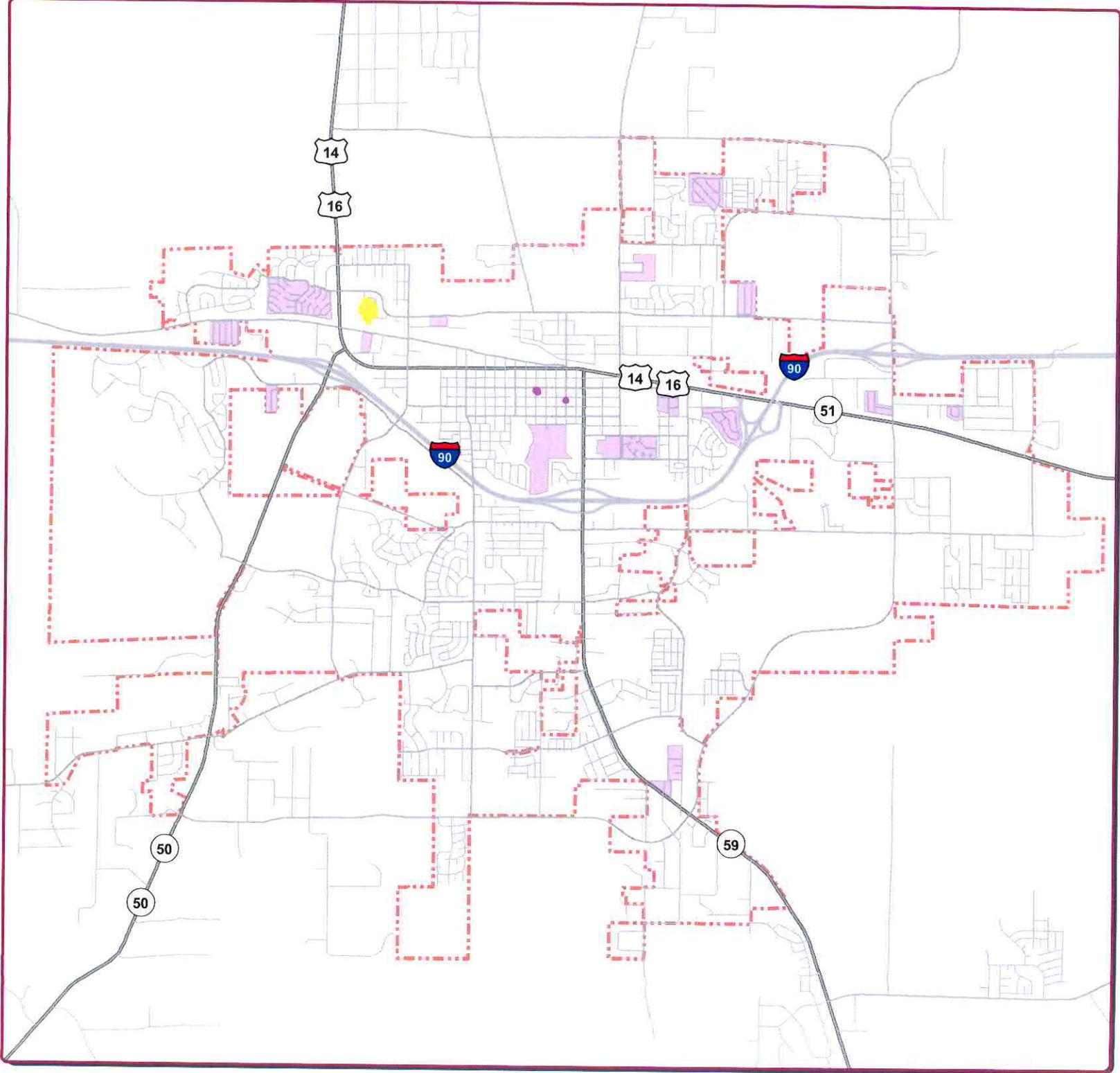
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### One Ton AVL

Snow Event Fourteen  
03/15/2016 01:15 am to  
03/15/2016 09:30 am  
March 15, 2016

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



**CITY OF GILLETTE**

GIS Division  
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 Gillette, Wyoming 82717-3003  
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**Legend**

**Tractors & Others  
 Unit # & Description**

- Unit 76 Tractor JD
- Unit 199 Skidsteer

According to the AVL system,  
 our tractors drove a total  
 of 12 miles during this event.

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.



Y:\GIS Work\PublicWorks\Public WorksAdmin\SnowFollowup\2015-16\Streets\WorkFolder\Tractor.mxd



**Tractor AVL**

**Snow Event Fourteen**  
 03/15/2016 01:15 am to  
 03/15/2016 09:30 am  
 March 15, 2016

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

# Refining

## OUR ECONOMIC ADVANCEMENT

Please join Energy Capital Economic Development and our keynote speakers to discuss the ground-breaking and exciting new project, the *Integrated Test Center, the XPRIZE* and the important impact this will have to our future economy.

### SPEAKERS

Jason Begger, Wyoming Infrastructure Authority Executive Director  
Tom Stalcup, Basin Electric Power Cooperative, Dry Fork Station Power Plant

Thursday, April 7th – 5:30p.m. - 8:00p.m.

Gillette College Technical Education Center  
Catered Dinner

Ticket Cost: \$45.00 per person

### Please RSVP with dinner choice of:

Pasta Primavera • Prime Rib with a Bourbon Reduction • Herb Baked Chicken Breast  
to Mary Melaragno (307) 686-2603 or [Mary@EnergyCapitalED.com](mailto:Mary@EnergyCapitalED.com) by March 29, 2016



THANK YOU TO OUR SPONSORS



Thank you so much for your recent support of the Council of Community Services. Your support will allow us to continue serving those suffering from poverty and homelessness. We are so grateful for your recent support. We know it will make a positive difference in our community.

Thank you again for your assistance  
Jessica Boyd

March 10, 2016

Dear Mayor and City Council,

I am the man who attended the meeting and used to live under bridges. I want to thank you for supporting the Council of Community Services.

Thank you,

A handwritten signature in cursive script, reading "Ronke Casase". The signature is written in black ink and is positioned below the typed text "Thank you,".