



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: May 6, 2016

The following meetings are scheduled for the week of **May 7 – May 13:**

Tuesday, May 10th

5:30 p.m. City Council Work Session, Agenda Attached

- Executive Session
 - Personnel
- Sage Valley Cell Tower Lease Agreement and Zoning Requirements Discussion
- Budget Workshop #2
- Review May 17th Council Agenda
- City Hall – 3rd Floor Conference Room
- **Dinner Served at 5:00 p.m.**

1. Attached please find information regarding **Sales/Use Tax Revenue** provided by **Finance Director Pitlick**.
2. Attached please find **Department of Engineering Project Updates** provided by **Development Services Director Hamilton**.
3. Attached please find the **Campbell County Public Land Board Agenda** dated **May 12, 2016**.
4. Attached please find the **Campbell County Fire Department Newsletter Issue 32** dated **May 2016** provided by the **Campbell County Fire Department**.
5. Attached please find an **e-mail** regarding the **Fashionable Fare Event** on **June 4th at 2:00 p.m.** provided by the **Campbell County Rockpile Museum**.
6. Attached please find an **invitation to Phyllis Jassek's Retirement Party** in the **Community Meeting Room** on **May 9, 2016**.
7. Attached please find **thank you cards** from the **Senior Center**.

	Work Session Meeting Tuesday, May 10, 2016 Meeting: 5:30 p.m. Third Floor Conference Room

Dinner served at 5:00 p.m. in the Third Floor Conference Room

Agenda Topics:

- Executive Session
 - Personnel
- Sage Valley Verizon Cell Tower Lease Agreement and Zoning Requirements Discussion
- Council Budget Workshop #2
- Review May 17th Council Agenda

Upcoming Work Session Topics:

May 18 – WEDNESDAY – 5:30 p.m. – 3rd Floor Conference Room

- Gillette Gun Club Funding Request
- Council Budget Workshop #3
- Executive Session

May 24

- Honor & Remember Flag Presentation
- Third Street Plaza MOU
- Snow Debrief
- Drive and Drop Debrief
- Liaison Appointments
- Grant Application for Activated Carbon Project (**Tentative**)
- Review June 7th Agenda
- Executive Session

May 31 - CANCELED

June 14 – SPECIAL MEETING

- **ACTION ITEM:** Budget Ordinance – 2nd Reading
- Review June 21st Agenda
- Executive Session

June 28

- Review July 5th Agenda
- Executive Session

July 12

- Review July 19th Agenda
- Executive Session

July 26

- Review August 2nd Agenda
- Executive Session

City/County/Town of Wright Meetings

Upcoming Council Events

May 26

- Senior Center Luncheon
- 12:00 p.m.

Upcoming Council Pre-Meeting Topics:

May 17

- Energy Hall & the Heritage Center Theater Remodel Discussion
- Review May 17th Agenda
- Executive Session

- CCHS Champions Reception 6:30 p.m. Council Chambers Lobby

June 7

- Citizen Survey
- Madison Update
- Review June 7th Agenda
- Executive Session

June 21

- Review June 21st Agenda
- Executive Session

July 5

- Review July 5th Agenda
- Executive Session

July 19

- 2nd Quarter Updates
 - CCJP Fire Board
 - Cam-Plex
 - Energy Capital Economic Development
 - Gillette Main Street
- Review July 19th Agenda
- Executive Session

New Agenda Items for May 17, 2016

1. Council Consideration of a Request for a Street Closure Permit for the 100 Block of Gillette Avenue Between 1st Street and 2nd Street on August 27th, from 11:00 a.m. to 1:00 p.m., for a Wild West Performance by the Cheyenne Gunslingers, Requested by the Campbell County Rockpile Museum.

(New Business – Minute Action)

2. Council Consideration of a Request for a Street Closure Permit for the 3rd Street Plaza Between Gillette Avenue and Kendrick Avenue on June 11th, from 8:00 a.m. to 6:00 p.m., for Gillette Main Street's "Third and Main Festival of the Arts".

(New Business – Minute Action)

3. Council Consideration of a Bid Award for the School Zone Crossing Phase II Project to Powder River Construction, Inc., in the Amount of \$167,291.10 (1% Project).

(New Business – Minute Action)

4. Council Consideration of a Bid Award for the Pavement Management System 2016 Schedule C Project to S & S Builders, LLC, in the Amount of \$639,636.00 (1% Project).

(New Business – Minute Action)

5. A Public Hearing for a Zoning Map Amendment for Property Generally Located at the Intersection of Chickasaw Avenue and Wigwam Boulevard, and Legally Described as Lot 1A-1, Tract M, Sunburst Subdivision No. 3, from C-1, General Commercial District, to M-H Mobile Home District. (Pending Approval of the Planning Commission on 5/10/16)

(Public Hearings and Considerations)

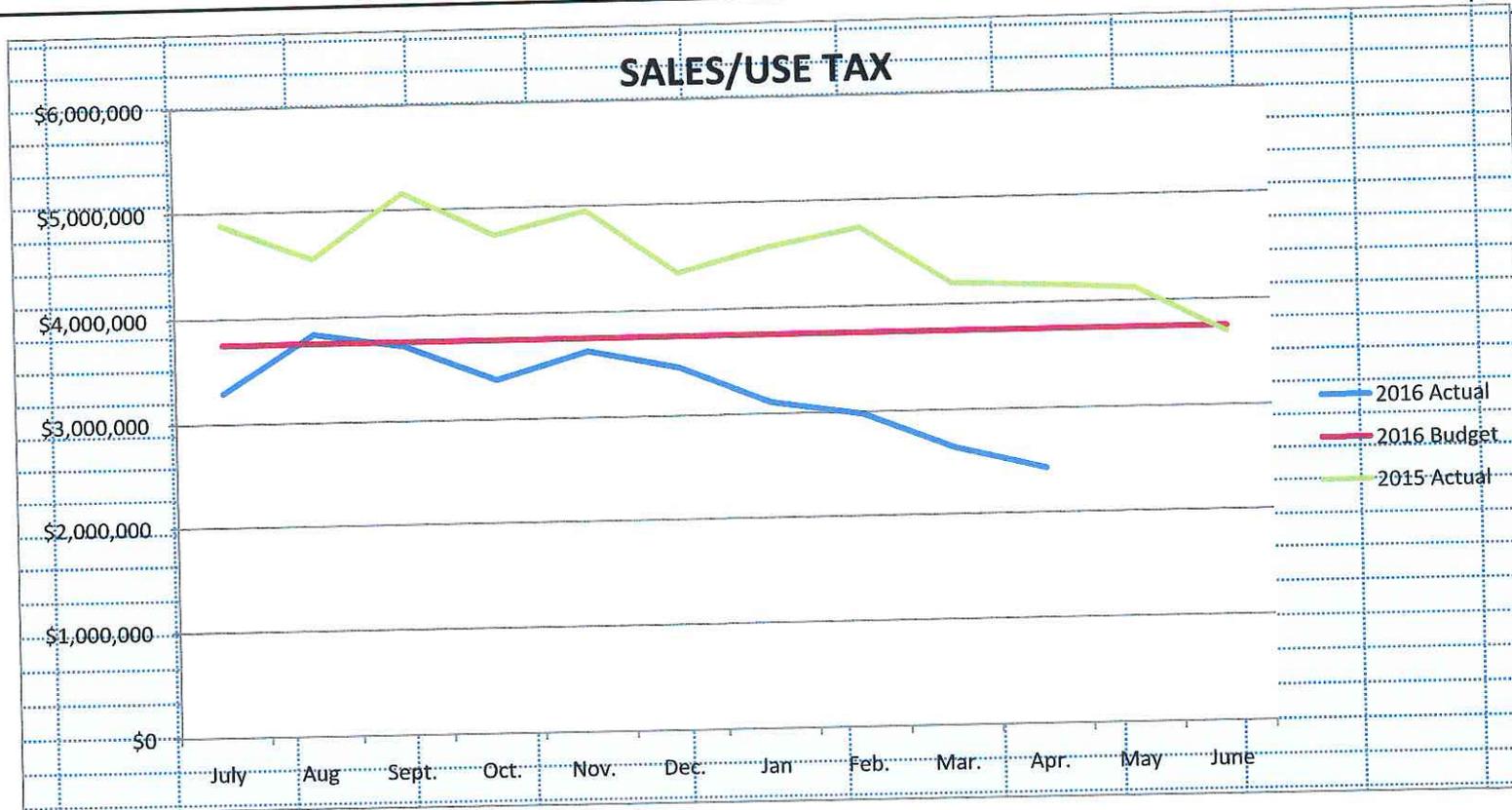
6. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Lot 1A-1 of Tract M, Sunburst Subdivision No. 3 from C-1, General Commercial District, to M-H, Mobile Home District, Subject to All Planning Requirements (Pending Approval of the Planning Commission on 5/10/16)

(Public Hearings and Considerations)

1% SALES/USE TAX REVENUE						YTD BUDGET
MONTH	2014 Actual	2015 Actual	2015 BUDGET	2016 Actual	2016 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	\$1,631,941	\$1,666,667	
Dec.	\$1,782,737	\$1,956,419	\$1,750,000	\$1,553,096	\$1,666,667	
Jan	\$2,094,728	\$2,059,551	\$1,750,000	\$1,397,081	\$1,666,667	
Feb.	\$1,719,078	\$2,131,287	\$1,750,000	\$1,339,636	\$1,666,667	
Mar.	\$1,727,604	\$1,888,193	\$1,750,000	\$1,187,296	\$1,666,667	
Apr.	\$1,963,305	\$1,873,713	\$1,750,000	\$1,090,995	\$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	\$14,598,825	\$20,000,000	\$16,666,667
GENERAL FUND SALES/USE TAX						YTD BUDGET
MONTH	2014 Actual	2015 Actual	2015 BUDGET	2016 Actual	2016 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	\$1,995,137	\$2,083,333	
Dec.	\$2,181,749	\$2,392,974	\$2,133,333	\$1,900,213	\$2,083,333	
Jan	\$2,563,565	\$2,518,115	\$2,133,333	\$1,707,093	\$2,083,333	
Feb.	\$2,099,104	\$2,608,989	\$2,133,333	\$1,638,389	\$2,083,333	
Mar.	\$2,115,571	\$2,311,830	\$2,133,334	\$1,450,422	\$2,083,333	
Apr.	\$2,403,364	\$2,294,055	\$2,133,334	\$1,332,759	\$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	\$17,833,535	\$25,000,000	\$20,833,333
TOTAL SALES/USE TAX						YTD BUDGET
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	\$3,627,078	\$3,750,000	
Dec.	\$3,964,486	\$4,349,393	\$3,883,333	\$3,453,309	\$3,750,000	
Jan	\$4,658,293	\$4,577,666	\$3,883,333	\$3,104,174	\$3,750,000	
Feb.	\$3,818,182	\$4,740,276	\$3,883,333	\$2,978,025	\$3,750,000	
Mar.	\$3,843,175	\$4,200,023	\$3,883,334	\$2,637,718	\$3,750,000	
Apr.	\$4,366,669	\$4,167,768	\$3,883,334	\$2,423,754	\$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	\$32,432,360	\$45,000,000	\$37,500,000
			GF			1%
Jan	\$4,577,666		Sept.	\$2,835,751	Sept.	\$2,319,150
Feb.	\$4,740,276		Oct.	\$2,606,081	Oct.	\$2,133,732
Mar.	\$4,200,023		Nov	\$2,724,609	Nov	\$2,224,851
Apr.	\$4,167,768		Dec	\$2,392,974	Dec	\$1,956,419
May	\$4,123,983		Jan	\$2,518,115	Jan	\$2,059,551
June	\$3,697,322		Feb.	\$2,608,989	Feb.	\$2,131,287
July	\$3,290,700		Mar.	\$2,311,830	Mar.	\$1,888,193
Aug	\$3,837,654		Apr.	\$2,294,055	Apr.	\$1,873,713
Sept.	\$3,708,259		May	\$2,270,969	May	\$1,853,014
Oct.	\$3,371,689		June	\$2,034,346	June	\$1,662,976
Nov	\$3,627,078		July	\$1,808,457	July	\$1,482,243
Dec	\$3,453,309		Aug	\$2,110,093	Aug	\$1,727,561

Sept.	\$2,037,999	Sept.	\$1,670,260
Oct.	\$1,852,973	Oct.	\$1,518,716
Nov	\$1,995,137	Nov	\$1,631,941
		
		
		



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

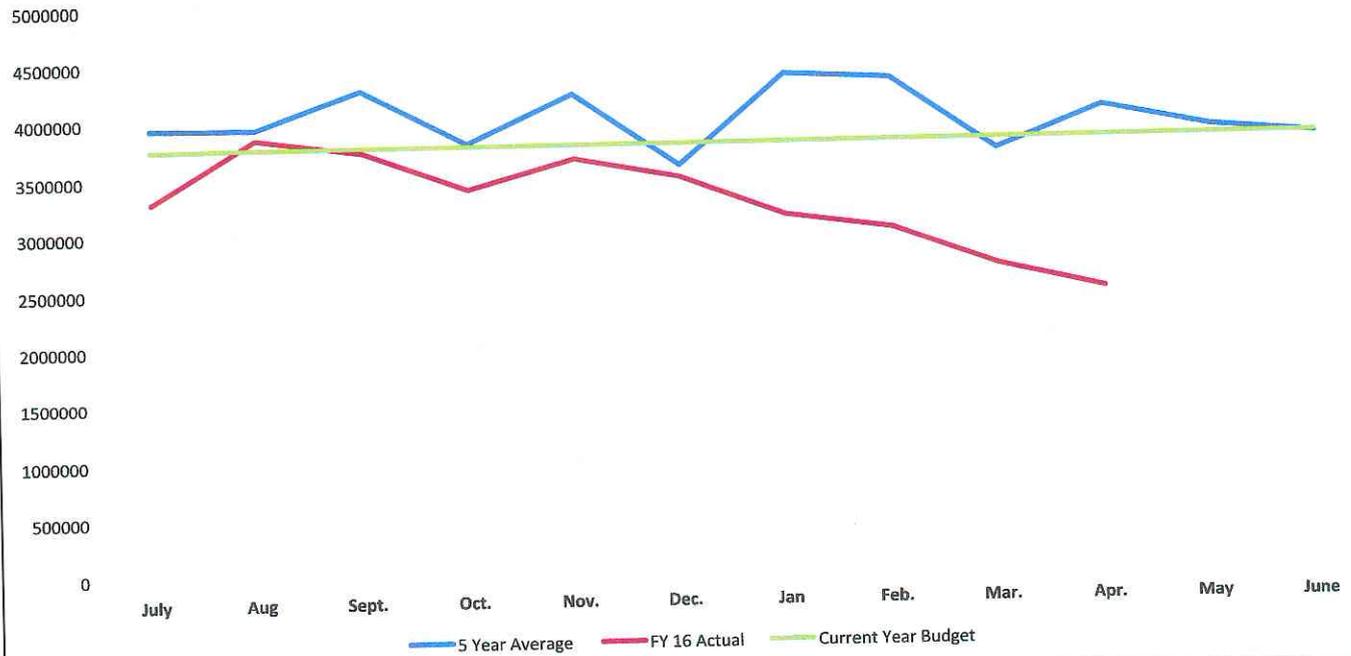
FY 2014

FY 2015

FY 2016

	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	\$3,627,078	-26.72%
Dec.	\$4,349,393	\$3,453,309	-20.60%
Jan	\$4,577,666	\$3,104,174	-32.19%
Feb.	\$4,740,276	\$2,978,025	-37.18%
Mar.	\$4,200,023	\$2,637,718	-37.20%
Apr.	\$4,167,768	\$2,423,754	-41.85%
May	\$4,123,983	\$0	-100.00%
June	\$3,697,322	\$0	-100.00%
TOTAL	\$54,129,257	\$32,432,360	-40.08%
	\$46,307,952		-29.96%

Sales Tax Collection 5 Year Average



Here are the Project Status Reports for the GI packet this week. The one below is from CJ Sloan and 5 others should be attached as well. Thank you!

Project Status Report from CJ Sloan:

Permits Issued and Improvements Accepted

Legacy Ridge Subdivision, Ph. III - Accepted by Council on 4/19/16

Permits Under Review

None

Additional Development Staff Reviews, Meetings, and other Miscellaneous Items

Attended a Staff Review Meeting on 4/21/16 to present review comments on the following projects:

- *Commercial Site Plan - Michael's Construction - Storage Building (3503 Echeta Road)*

Attended a Pre-Staff Review Meeting on 4/28/16

Attended a Staff Review Meeting on 4/28/16 to present review comments on the following projects:

- *Commercial Site Plan - Goings Building, Lots 8-14, Block 2, Original Town Subdivision (113 S. Gillette Avenue)*

Attended a Staff Review Meeting on 5/5/16 to present review comments on the following projects:

- *Administrative Plat - Resubdivision of Lots 4A & 4B to Lot 4C, Block 3, Interstate Industrial Park*

Attended a meeting regarding a new Verizon cell tower on 4/21/16

Final, Interim, and Warranty Inspections Conducted

TownePlace Suites - Final C.O. Inspection on 4/15/16
Black Hills Orthopedics (Meyer-Dana Orthodontic) - Final C.O. Inspection on 4/20/16
TownePlace Suites - Final C.O. Re-inspection on 4/20/16
Powder River Construction Cold Storage Building - Final C.O. Inspection on 5/2/16

Teddie Beck
City of Gillette
Administrative Assistant
Engineering Division

DEPARTMENT OF ENGINEERING - Project Status Report

5/5/2016

Project Manager - Luke Antonich, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	PROJECT MANAGER	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
12EN20	SCOPE OF WORK		COMMENTS				Eng Notice to Proceed	18-Jun-12
	Design of improvements for Phase I of the Field of Dreams, which includes: 12" domestic water infrastructure, a gravity sewer line, drainage improvements, and eight ball fields and associated appurtenances.		Earth work is complete. Water line installation is complete. Sanitary sewer installation is complete. Landscaping is complete. Remaining work includes finishing the punch lists for the grading and for the landscaping under the Warranty period.			2-Nov-12	Final Drawing 100%	9-Nov-12
						17-Dec-12	Council Award	17-Dec-12
						14-Jan-13	Notice to Proceed	15-Jan-13
						1-Nov-13	Final Completion	29-Dec-15
						Dec-13	Council Acceptance	
15EN15	SCOPE OF WORK		COMMENTS				CM/GC RFQ Issued	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Campbell County Fire Station No. 3 project. The project includes construction of the fire station and associated site development.		Schutz Foss and design team developed a design and produced construction documents. The selected CMAR and Architect and Owner worked through a VE process and the CMAR issued a GMP for project. Bidding has taken place and construction is underway.				Qualifications Due	
							CMAR Selection	
						25-Aug-15	CMAR Pre-Const. Award	28-Aug-15
						8-Mar-16	GMP Complete	8-Mar-16
						15-Mar-16	GMP Consideration	15-Mar-16
28-Dec-16	Project Completion							
15EN35	SCOPE OF WORK		COMMENTS				CM/GC RFQ Issued	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Gillette College Student Housing Phase II project. Construct the next phase of student housing.		MOA and design team developed a design and produced construction documents. The selected CMAR and MOA and Owner worked through a VE process and the CMAR issued a GMP for project. Construction is underway. The foundation is complete.				Qualifications Due	
						Spring 2015	CMAR Selection	Spring 2015
							CMAR Pre-Const. Award	20-May-15
						October 2015	GMP Complete	11-Dec-15
						October 2015	GMP Consideration	15-Dec-15
Fall 2016	Project Completion							
15EN37	SCOPE OF WORK		COMMENTS				Preliminary Design	Spring 2015
	The repair of damage caused by trench settlement on Golden Rod and Blaine Court and on Saddle String Circle.		A design and quote form have been assembled and the project quoted and a contractor selected. The quote was change ordered to include repairs on the north side of Blaine Ct as well as a large patch on Saddle String Circle. Construction is complete. Completion of the punch list is pending.					
						Fall 2015	Substantial Completion	Fall 2015
						Fall 2015	Final Completion	
15EN47	SCOPE OF WORK		COMMENTS				Eng Notice to Proceed	13-Oct-15
	Design improvements for the Interstate Industrial Park with a		The design is 90% complete. The district has met and is moving			Spring 2016	Design Completion	

	focus on replacing the failing existing water system with a new larger system connected to the City water system and rehabilitating/replacing E. 2nd Street and Conestoga Drive pavement sections. Work with District to form an Local Improvement District (L.I.D.).	forward with gaining popular approval of the landowners to form an L.I.D.	Spring 2016	Form L.I.D.	
			Spring 2017	Bidding	
			Spring 2017	Council Award	
			2017	Substantial Completion	
			2017	Final Completion	
			2017	Council Acceptance	

DEPARTMENT OF ENGINEERING - Project Status Report

3/8/2016

Project Manager - Luke Antonich, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	PROJECT MANAGER	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
12EN20	Gillette Softball/Baseball Complex	\$ 4,087,825.90	Levi Jensen	PCA	Van Ewing		Eng Notice to Proceed	18-Jun-12	
	SCOPE OF WORK			COMMENTS			2-Nov-12	Final Drawing 100%	9-Nov-12
	Design of improvements for Phase I of the Field of Dreams, which includes: 12" domestic water infrastructure, a gravity sewer line, drainage improvements, and eight ball fields and associated appurtenances.			Earth work is complete. Water line installation is complete. Sanitary sewer installation is complete. Landscaping is complete. Remaining work includes finishing the punch lists for the grading and for the landscaping under the Warranty period.			17-Dec-12	Council Award	17-Dec-12
							14-Jan-13	Notice to Proceed	15-Jan-13
							1-Nov-13	Final Completion	
							Dec-13	Council Acceptance	
13EN33	Gillette Softball/Baseball Complex CMAR	\$ 7,475,701.00	Levi Jensen	PCA	Van Ewing	28-Jun-13	CM/GC RFQ Issued	28-Jun-13	
	SCOPE OF WORK			COMMENTS			17-Jul-13	Qualifications Due	13-Jul-13
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of a Softball/Baseball Complex.			All of the major and most of the minor work has been completed on the complex and site. Punch lists were generated and reviewed and items have been completed or rolled into the Warranty.			24-Jul-13	CMAR Selection	24-Jul-13
							5-Aug-13	CMAR Pre-Const. Award	5-Aug-13
							11-Sep-13	GMP Complete	11-Sep-13
							16-Sep-13	GMP Consideration	16-Sep-13
							18-Jul-14	Project Completion	5-Jan-16
14EN10	PMS 2014 - Schedule C	\$ 800,000	Bruce Engineering, Inc.		Powder River Construction	31-Jan-14	Study Phase Completed		
	SCOPE OF WORK			COMMENTS			23-Jan-15	Preliminary Design	
	Street repair in the RC Ranch Subdivision (Rocking T Drive, J-Cross Avenue, Tate Avenue, and Spur Court. Removal and replacement of 1,700 sy AC pavement, 4,600 sf sidewalk and driveway, 1,020 LF curb and gutter, prepare 1,800 cy of excavation below subgrade. Install 3,750 lf 4" sub-drain, 1,600 LF 18" CPE & 410 LF 15" CPE storm drain pipe, 5 manholes and 19 storm drain inlets.			Bruce Engineering, Inc. performed the design on a storm sewer system on Rocking T Dr and J Cross Ave and began designing street repairs on Rocking T, J-Cross, Tate Ave and Spur Ct. The design emphasis shifted to incorporating sub-drain systems as a preliminary measure to protect the sub-grade and were subsequently designed for the above streets as well as Lexington Ave. Construction completed. Final Completion attained. Improvements have been accepted by Council.			1-Mar-15	Bidding	20-Feb-15
							3-Mar-15	Council Award	3-Mar-15
							Fall - 2015	Substantial Completion	5-Nov-15
							Fall - 2015	Final Completion	20-Nov-15
							Fall - 2015	Council Acceptance	15-Dec-15
15EN35	Gillette College Student Housing Ph. II	\$ 12,500,000	Architect MOA Architecture		CMAR Van Ewing		CM/GC RFQ Issued		
	SCOPE OF WORK			COMMENTS				Qualifications Due	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Gillette College Student Housing Phase II project. Construct the next phase of student housing.			MOA assembled a design team, started the design programming, and developed the programming document, schematic design, and design drawings. A CMAR has been selected. Construction Documents phase of design is complete. An early bid package/GMP called "Foundation CD's" was issued, accepted, and is under construction. A GMP for the remainder of the project, encompassing the "Foundation CD's," has been accepted and is under construction.			Spring 2015	CMAR Selection	Spring 2015
								CMAR Pre-Const. Award	20-May-15
							October 2015	GMP Complete	11-Dec-15
							October 2015	GMP Consideration	15-Dec-15
						Fall 2016	Project Completion		
15EN37	Golden Rod Repairs	\$ 117,946	Engineer In House		CONTRACTOR Simon Contractors				
	SCOPE OF WORK			COMMENTS				Preliminary Design	Spring 2015
The repair of damage caused by trench settlement on Golden			A design and quote form have been assembled and the project						

	Rod and Blaine Court and on Saddle String Circle.	quoted and a contractor selected. The quote was change ordered to include repairs on the north side of Blaine Ct as well as a large patch on Saddle String Circle. Construction is complete. Completion of the punch list is pending.					
					Fall 2015	Substantial Completion	Fall 2015
					Fall 2015	Final Completion	
PROJECT NUMBER	PROJECT NAME	Budget	Engineer	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Warlow Yard Access Road	\$ 300,000	In House	Simon Contractors			
15EN43	SCOPE OF WORK	COMMENTS				Study Phase Completed	
	The survey and design and construction management of a reconstruction of the Warlow Yard Access Road to replace the existing deteriorated section.	The survey and design are complete. The project has been awarded. Construction has been completed. The punch list has been completed and the project has been accepted by Council.				Preliminary Design	
						Bidding	July 2015
						Council Award	August 2015
					Fall 2015	Substantial Completion	16-Nov-15
					Fall 2015	Final Completion	25-Nov-15
					Fall 2015	Council Acceptance	15-Dec-15
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Interstate Industrial Park L.I.D. and Street Improvements	\$1,800,000 Streets \$2,000,000 Water	DOWL	Pending Bid Process			
15EN47	SCOPE OF WORK	COMMENTS				Eng Notice to Proceed	13-Oct-15
	Design improvements for the Interstate Industrial Park with a focus on replacing the failing existing water system with a new larger system connected to the City water system and rehabilitating/replacing Second Street and Conestoga Drive pavement sections. Work with District to form an Local Improvment District (L.I.D.).	The design is approaching 90% complete. The district has met and is moving forward with gaining popular approval of the landowners to form an L.I.D.			Spring 2016	Design Completion	
					Spring 2016	Form L.I.D.	
					Spring 2017	Bidding	
					Spring 2017	Council Award	
					2017	Substantial Completion	
					2017	Final Completion	
					2017	Council Acceptance	

DEPARTMENT OF ENGINEERING - Project Status Report

4/5/2016

Project Manager - Luke Antonich, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	PROJECT MANAGER	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Gillette Softball/Baseball Complex	\$ 4,087,825.90	Levi Jensen	PCA	Van Ewing			
12EN20	SCOPE OF WORK		COMMENTS				Eng Notice to Proceed	18-Jun-12
	Design of improvements for Phase I of the Field of Dreams, which includes: 12" domestic water infrastructure, a gravity sewer line, drainage improvements, and eight ball fields and associated appurtenances.		Earth work is complete. Water line installation is complete. Sanitary sewer installation is complete. Landscaping is complete. Remaining work includes finishing the punch lists for the grading and for the landscaping under the Warranty period.			2-Nov-12	Final Drawing 100%	9-Nov-12
						17-Dec-12	Council Award	17-Dec-12
						14-Jan-13	Notice to Proceed	15-Jan-13
						1-Nov-13	Final Completion	
						Dec-13	Council Acceptance	
PROJECT NUMBER	PROJECT NAME	BUDGET	Architect	CMAR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
	Campbell Country Fire Station No. 3	\$ 3,984,660.00	Schutz Foss Architects	Hladky Construction				
15EN15	SCOPE OF WORK		COMMENTS				CM/GC RFQ Issued	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Campbell County Fire Station No. 3 project. Construct the fire station and associated		MOA and design team developed a design and produced construction documents. The selected CMAR and MOA and Owner worked through a VE process and the CMAR issued a GMP for project. Construction is underway. The foundation is complete.				Qualifications Due	
							CMAR Selection	
						25-Aug-15	CMAR Pre-Const. Award	
						8-Mar-16	GMP Complete	
						15-Mar-16	GMP Consideration	
28-Dec-16	Project Completion							
PROJECT NUMBER	PROJECT NAME	BUDGET	Architect	CMAR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
	Gillette College Student Housing Ph. II	\$ 12,500,000.00	MOA Architecture	Van Ewing				
15EN35	SCOPE OF WORK		COMMENTS				CM/GC RFQ Issued	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Gillette College Student Housing Phase II project. Construct the next phase of student housing.		MOA and design team developed a design and produced construction documents. The selected CMAR and MOA and Owner worked through a VE process and the CMAR issued a GMP for project. Construction is underway. The foundation is complete.				Qualifications Due	
						Spring 2015	CMAR Selection	Spring 2015
							CMAR Pre-Const. Award	20-May-15
						October 2015	GMP Complete	11-Dec-15
						October 2015	GMP Consideration	15-Dec-15
Fall 2016	Project Completion							
PROJECT NUMBER	PROJECT NAME	Quote	Engineer	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
	Golden Rod Repairs	\$ 117,946.45	In House	Simon Contractors				
15EN37	SCOPE OF WORK		COMMENTS				Preliminary Design	Spring 2015
	The repair of damage caused by trench settlement on Golden Rod and Blaine Court and on Saddle String Circle.		A design and quote form have been assembled and the project quoted and a contractor selected. The quote was change ordered to include repairs on the north side of Blaine Ct as well as a large patch on Saddle String Circle. Construction is complete. Completion of the punch list is pending.					
						Fall 2015	Substantial Completion	Fall 2015
						Fall 2015	Final Completion	
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
	Interstate Industrial Park L.I.D. and Street Improvements	\$1,800,000 Streets \$2,000,000 Water	DOWL	Pending Bid Process				
15EN47	SCOPE OF WORK		COMMENTS				Eng Notice to Proceed	13-Oct-15
	Design improvements for the Interstate Industrial Park with a		The design is 90% complete. The district has met and is moving			Spring 2016	Design Completion	

	<p>focus on replacing the failing existing water system with a new larger system connected to the City water system and rehabilitating/replacing E. 2nd Street and Conestoga Drive pavement sections. Work with District to form an Local Improvement District (L.I.D.).</p>	<p>forward with gaining popular approval of the landowners to form an L.I.D.</p>	<p>Spring 2016 Spring 2017 Spring 2017 2017 2017 2017 </p>	<p>Form L.I.D. Bidding Council Award Substantial Completion Final Completion Council Acceptance </p>	
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DEPARTMENT OF ENGINEERING - Project Status Report							5/2/2016
Project Manager - Bonnie Hochhalter							
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Pathway Repairs 2015	\$300,000.00	In-House	SIMON CONTRACTORS			
16EN25	SCOPE OF WORK The designated pathway is on the north side of Westover Road from Skyline to Overdale - approximately 5100 LF.		COMMENTS Project is in design. Rick Eddy is core drilling the existing pathway to determine the thickness of the current asphalt. Preliminary plan set is being drawn and will be ready for review on February 9th. Kurt is reviewing plan set - 2/13/2015. Kurt still has the plan set under review. Kurt returned the reviewed plan set on April 1, comments were addressed and the project is ready for bid. This project has been placed into a winter shut-down until June 2016. Simon Contractors has requested a tentative start date of May 16, 2016 - weather permitting.		9-Feb-15 20-Feb-15 20-Feb-15 6-May-15 19-May-15 6-Jun-16 20-Jun-16 5-Jul-16	90% Review 100% Plan Set Final Report Bid Date Council Award Substantial Completion Final Completion Council Acceptance	6-Feb-15 7-Apr-15 7-Apr-15 6-May-15 19-May-15
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	PMS 2016 Schedule B	\$1,400,000.00	PCA Engineering, Inc.	TBD			
16EN11	SCOPE OF WORK Sunridge Ave (1490 LF), Paintbrush Dr (740 LF), Columbine Dr (480 LF), Jonquil Lane (500 LF), and minor asphalt patching on Summerfield Lane, Carrington Ave, Huntington, Mountain Shadow, Chancery and Fairway Dr.		COMMENTS Plan set reviewed at 90% and returned to PCA for revisions. Due to budgetary concerns this project has been put on hold until a later date.		21-Sep-15 6-Oct-15 1-Feb-16 16-Mar-16 16-Mar-16 TBD TBD TBD TBD TBD	Proposal Council Approval 90% Review 100% Plan Set Final Report Bid Date Council Award Substantial Completion Final Completion Council Acceptance	21-Sep-15 6-Oct-15 6-Jan-16 11-Feb-16 11-Feb-16
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Alley PMS 2015	\$500,000.00	Bruce Engineering	Powder River Const, Inc.			
16EN13	SCOPE OF WORK Portion of the alley from 5th St to 6th St between Gillette Ave and Kendrick Ave (200 LF) including removing and replacing several sewer service Fernco wyes if needed, West 5th St running east from Warren Ave to the end of the alley (200 LF), the alley running from West 5th St to 4th St between Gillette Ave and Warren Ave (320 LF) including repairing the sanitary manhole invert and small length of sewer if needed, and the alley running from 3rd St to 4th St between 4J Rd and Rockpile Blvd (340 LF) including removing and replacing the existing 8" sanitary sewer line.		COMMENTS Plan set in review - 90% review meeting will be held the week of February 8th with Bruce Engineering. The delays on this project have been on the City side determining budget availability. Powder River Construction, Inc. has requested a start date of May 2, 2016. Construction has started on the Cloud Peak alley between 5th Street and 6th Street.		5-Oct-15 20-Oct-15 22-Jan-16 5-Feb-16 5-Feb-16 17-Mar-16 5-Apr-16 26-Jul-16 9-Aug-16 6-Sep-16	Proposal Council Approval 90% Review 100% Plan Set Final Report Bid Date Council Award Substantial Completion Final Completion Council Acceptance	5-Oct-15 20-Oct-15 25-Jan-16 23-Feb-16 23-Feb-16 24-Mar-16 5-Apr-16

Project Manager - Todd Merchen, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	DATES	MILESTONES	ACTUAL DATES
16EN30	Westover Slope Erosion	funded by AML	RESpec				
	The erosion of the exposed slope along Westover Road east of Oregon Street will be stabilized by the Abandoned Mine Lands Program. Funding will be all AML funds. The slope was a previous AML mine reclamation project of The Vines-Campbell Mine. A portion of the reclamation has become unstable and is eroding on to the Westover Road surface resulting in high maintenance in the spring of the year. AML has retained RESpec of Cheyenne, Wyoming to design stabilization methods for the slope.		RESpec anticipates construction the summer of 2016. RESpec has received authorization from the AML to proceed with the design of the project. The City has received a copy of the preliminary plans for the remediation of the slope. City Engineering is in contact with RESpec to assist in the advancement of the project.....The AG's office determined that the erosion issues were not mine related but more likely a result of the original construction of Westover Road. RESPEC will complete the design and provide a copy for our records. RESPEC is investigating a reclassification for the project with AML based on our community being impacted by mining.				

DEPARTMENT OF ENGINEERING - Project Status Report							5/5/2016	
Project Manager - Josh Richardson								
PROJECT NUMBER	Boxelder Extension Phase III	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
		TBD	DOWL-HKM	Earth Works				
15EN06	SCOPE OF WORK		COMMENTS		4-Aug-15	Council Award	18-Aug-15	
	To develop an extension to Boxelder Road from Burma Avenue to Skyline Drive (Highway 50). Includes utilities and new pavement.		The project was awarded to Earth Works at \$2,640,972.04. Major earth moving is complete. Concrete sidewalk and the south side curb, gutter and paving has been installed. Most concrete work shall be performed this month.		8-Sep-15	Construction Start	8-Sep-15	
					24-Jun-16	Substantial Completion		
					18-Jul-16	Final Competition		
					02-Aug-16	Council Acceptance		
PROJECT NUMBER	Boxelder Road Enhancements-Emerson to 59	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
		\$ 724,000.00	PCA Engineers	TBD				
16EN16	SCOPE OF WORK		COMMENTS		20-Oct-15	Council Award	20-Oct-15	
	Widen roadway and gentle the S curve on Boxelder Road. Project includes a permanent traffic signal at the K-Mart exit. (Budget includes ROW acquisition and design for 4-J to Emerson)		PCA has been selected as design engineers on the project for \$125,192.00. Construction timing to be determined during budgetary review in 2016. Design is progressing.			Construction Start		
						Substantial Completion		
						Final Competition		
PROJECT NUMBER	Boxelder Extension Phase 2-B	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
		\$ 3,391,121.59	Dowl-HKM	MVB				
12EN29	SCOPE OF WORK		COMMENTS		7-Jan-13	Council Award	19-Feb-13	
	To perform the reconstruction of Boxelder from west of the Detention Center to 4-J including the signals at 4-J and perform landscaping improvements along roadway and in Cottonwood Park and the 4-J Substation area.		Construction by Mountain View Building, Inc. for \$2,888,800. Final Completion has been reached. A final walk though list has been given to the contractor and they plan on performing this spring.		27-Mar-13	Construction Start	29-Mar-13	
					27-Sep-13	Substantial Completion	28-Apr-14	
					4-Nov-13	Final Competition	2-Sep-14	
						Council Acceptance	20-Jan-15	
PROJECT NUMBER	Potter Quiet Zone	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
		\$ 670,000.00	KLJ & BNSF	S & S Builders				
14EN37	SCOPE OF WORK		COMMENTS		1-Sep-15	Council Award	1-Sep-15	
	Project is to expand the City's Quiet Zone to include the last City Crossing at Potter Ave.		BNSF has estimated their cost at \$ 259,392. Project was awarded to S & S Builders 9/1/15 for \$227,328.00. All work is complete and crossing is now a quiet zone.		21-Sep-15	Construction Start	21-Sep-15	
					16-Oct-15	Substantial Completion	22-Oct-15	
					30-Oct-15	Final Competition	8-Mar-16	
PROJECT NUMBER	Christinck Storm Sewer	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES	
		\$ 40,000.00	CITY	DRM				
15EN14	SCOPE OF WORK		COMMENTS			Award	10-Apr-15	
	The project is install a Storm Sewer at the west end of Christinck to handle flooding that has been occurring in the area.		DRM was awarded this Quote Project at \$32,102.74. Seed has started to germinated.			Construction Start	7-May-15	
					6-Jul-15	Substantial Completion	15-Jul-15	
				6-Jul-15	Final Competition	15-Jul-15		

DEPARTMENT OF ENGINEERING - Project Status Report

5/5/2016

Project Manager - Josh Richardson

PROJECT NUMBER	SCOPE OF WORK	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
15EN06	Boxelder Extension Phase III To develop an extension to Boxelder Road from Burma Avenue to Skyline Drive (Highway 50). Includes utilities and new pavement.	TBD	ENGINEER DOWL-HKM	CONTRACTOR Earth Works	4-Aug-15	Council Award	18-Aug-15
					8-Sep-15	Construction Start	8-Sep-15
					24-Jun-16	Substantial Completion	
					18-Jul-16	Final Competition	
					02-Aug-16	Council Acceptance	
16EN16	Boxelder Road Enhancements-Emerson to 59 Widen roadway and gentle the S curve on Boxelder Road. Project includes a permanent traffic signal at the K-Mart exit. (Budget includes ROW acquisition and design for 4-J to Emerson)	\$ 724,000.00	ENGINEER PCA Engineers	CONTRACTOR TBD	20-Oct-15	Council Award	20-Oct-15
						Construction Start	
						Substantial Completion	
						Final Competition	
12EN29	Boxelder Extension Phase 2-B To perform the reconstruction of Boxelder from west of the Detention Center to 4-J including the signals at 4-J and perform landscaping improvements along roadway and in Cottonwood Park and the 4-J Substation area.	\$ 3,391,121.59	ENGINEER Dowl-HKM	CONTRACTOR MVB	7-Jan-13	Council Award	19-Feb-13
					27-Mar-13	Construction Start	29-Mar-13
					27-Sep-13	Substantial Completion	28-Apr-14
					4-Nov-13	Final Competition	2-Sep-14
						Council Acceptance	20-Jan-15
14EN37	Potter Quiet Zone Project is to expand the City's Quiet Zone to include the last City Crossing at Potter Ave.	\$ 670,000.00	ENGINEER KLJ & BNSF	CONTRACTOR S & S Builders	1-Sep-15	Council Award	1-Sep-15
					21-Sep-15	Construction Start	21-Sep-15
					16-Oct-15	Substantial Completion	22-Oct-15
					30-Oct-15	Final Competition	8-Mar-16
15EN14	Christinck Storm Sewer The project is install a Storm Sewer at the west end of Christinck to handle flooding that has been occurring in the area.	\$ 40,000.00	ENGINEER CITY	CONTRACTOR DRM		Award	10-Apr-15
						Construction Start	7-May-15
					6-Jul-15	Substantial Completion	15-Jul-15
					6-Jul-15	Final Competition	15-Jul-15

DEPARTMENT OF ENGINEERING - Project Status Report

5/3/2016

Project Manager - Kurt Siebenaler, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Boxelder Road - Hwy 50 to Overdale (11EN32)	\$ 2,064,000	WyDOT - Staff	tbd			
11EN32	SCOPE OF WORK		COMMENTS		tbd	Proposal	
	This is a Urban Systems Project that will extend Boxelder Road from Highway 50 to Overdale Drive in the Westover Subdivision. It will be a three lane, major collector.		WyDOT opened bids and the project has been awarded to Hedquist Construction, a Casper Company. Construction started on February 23rd. They have stripped top soil and began earthwork for the new roadway. They are also installing sanitary sewer main and 12" water main.		17-Nov-15	Council Concurrence	Nov. 17th
					1-Mar-16	Notice to Proceed	Feb. 23rd
					30-Oct-16	Final Completion	
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Boxelder Road West Utility Extension Project	included above	In-house and DOWL	tbd			
11EN32	SCOPE OF WORK		COMMENTS			Will be included in project above.	
	The construction management services will be done with city staff and with minimal assistance from DOWL for the water main and sanitary sewer main extensions along Boxelder Road between Overdale and Hwy 50. (Part of the Urban Systems Project with WyDOT)		This project will be incorporated into the Boxelder Road Extension Project that WyDOT is managing. The utility plans have been inserted into the roadway plans and the utility extensions will be inspected by DOWL in conjunction with WyDOT's roadway improvements.				
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Fishing Lake Improvements - Phase II	\$ 150,000	HDR Engineering	tbd			
14EN30	SCOPE OF WORK		COMMENTS		tbd	Preliminary Design	
	To design bank stabilization and new outlet works for the lake and design dredging operations to enhance the water quality.		HDR has been working on the design. They submitted a technical report on dredging options that staff will review with City Council. They continue working on the bank stabilization and outlet works designs. This project will be delayed until funding for construction is approved in the budget.		tbd	Final Design	
					tbd	Bidding	
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
						Study Phase Completed	
	SCOPE OF WORK		COMMENTS			Preliminary Design	
						Bidding	
					Construction		
					Council Acceptance		
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
						Study Phase Completed	
	SCOPE OF WORK		COMMENTS			Preliminary Design	
						Bidding	
					Construction		
					Council Acceptance		
PROJECT	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED	MILESTONE	ACTUAL

NUMBER				DATES	DATES		
	SCOPE OF WORK		COMMENTS		Study Phase Completed		
					Preliminary Design		
					Bidding		
					Construction		
					Council Acceptance		
PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	SCOPE OF WORK		COMMENTS			Study Phase Completed	
						Preliminary Design	
						Bidding	
						Construction	
						Council Acceptance	

DEPARTMENT OF ENGINEERING - Project Status Report

5/3/2016

Project Manager - Kurt Siebenaler, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	Boxelder Road - Hwy 50 to Overdale (11EN32)	\$ 2,064,000	WyDOT - Staff	tbd			
11EN32	SCOPE OF WORK This is a Urban Systems Project that will extend Boxelder Road from Highway 50 to Overdale Drive in the Westover Subdivision. It will be a three lane, major collector.		COMMENTS WyDOT opened bids and the project has been awarded to Hedquist Construction, a Casper Company. Construction started on February 23rd. They have stripped top soil and began earthwork for the new roadway. They are also installing sanitary sewer main and 12" water main.		tbd 17-Nov-15 1-Mar-16 30-Oct-16	Proposal Council Concurrence Notice to Proceed Final Completion	Nov. 17th Feb. 23rd
	Boxelder Road West Utility Extension Project	included above	In-house and DOWL	tbd			
11EN32	SCOPE OF WORK The construction management services will be done with city staff and with minimal assistance from DOWL for the water main and sanitary sewer main extensions along Boxelder Road between Overdale and Hwy 50. (Part of the Urban Systems Project with WyDOT)		COMMENTS This project will be incorporated into the Boxelder Road Extension Project that WyDOT is managing. The utility plans have been inserted into the roadway plans and the utility extensions will be inspected by DOWL in conjunction with WyDOT's roadway improvements.			Will be included in project above.	
	Fishing Lake Improvements - Phase II	\$ 150,000	HDR Engineering	tbd			
14EN30	SCOPE OF WORK To design bank stabilization and new outlet works for the lake and design dredging operations to enhance the water quality.		COMMENTS HDR has been working on the design. They submitted a technical report on dredging options that staff will review with City Council. They continue working on the bank stabilization and outlet works designs. This project will be delayed until funding for construction is approved in the budget.		tbd tbd tbd	Preliminary Design Final Design Bidding	
	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	SCOPE OF WORK		COMMENTS			Study Phase Completed Preliminary Design Bidding Construction Council Acceptance	
	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
	SCOPE OF WORK		COMMENTS			Study Phase Completed Preliminary Design Bidding Construction Council Acceptance	
PROJECT	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED	MILESTONE	ACTUAL



CAMPBELL COUNTY PUBLIC LAND BOARD
MEETING AGENDA
 May 12, 2016 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>																							
1.	CALL TO ORDER/ATTENDANCE (2.5.10)																							
2.	APPROVAL OF AGENDA (2.3.3)																							
3.	APPROVAL OF MINUTES (2.3.3) for the A. April 7, 2016 CCPLB Board meeting (ATTACHMENT "A")																							
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS. (ATTACHMENT "B")																							
5.	CITIZEN INPUT (2.2.1)																							
6.	NEW STAFF MEMBER (ATTACHMENT "C")																							
7.	MONITORING GENERAL MANAGER PERFORMANCE (4.4) A. MANAGEMENT PARAMETERS MONITORING (ATTACHMENT "D") <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">AGENDA ITEM #</th> <th style="text-align: center;">POLICY #</th> <th style="text-align: center;">TITLE</th> <th style="text-align: center;">DUE DATE</th> <th style="text-align: center;">DATE SUBMITTED</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i.</td> <td style="text-align: center;">3.7</td> <td>Emergency Management Succession (Annual Report) <i>resubmitted from February Monitoring Report</i></td> <td style="text-align: center;">May</td> <td style="text-align: center;">5/5/16</td> </tr> <tr> <td style="text-align: center;">ii.</td> <td style="text-align: center;">3.0</td> <td>General Management Constraint (Annual Report)</td> <td style="text-align: center;">May</td> <td style="text-align: center;">5/5/16</td> </tr> <tr> <td style="text-align: center;">iii.</td> <td style="text-align: center;">3.8</td> <td>Board Awareness and Support (Annual Report)</td> <td style="text-align: center;">May</td> <td style="text-align: center;">5/5/16</td> </tr> </tbody> </table> <p style="margin-top: 10px;"><i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.7, Emergency Management Succession (Annual Report), Policy #3.0, General Management Constraint (Annual Report) and Policy #3.8, Board Awareness and Support (Annual Report)" conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates compliance with the Management Parameters policy provisions, consistent with the General Manager's interpretations."</i></p>				AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED	i.	3.7	Emergency Management Succession (Annual Report) <i>resubmitted from February Monitoring Report</i>	May	5/5/16	ii.	3.0	General Management Constraint (Annual Report)	May	5/5/16	iii.	3.8	Board Awareness and Support (Annual Report)	May	5/5/16
AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED																				
i.	3.7	Emergency Management Succession (Annual Report) <i>resubmitted from February Monitoring Report</i>	May	5/5/16																				
ii.	3.0	General Management Constraint (Annual Report)	May	5/5/16																				
iii.	3.8	Board Awareness and Support (Annual Report)	May	5/5/16																				

CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

May 12, 2016 – 6:30 P.M.



ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>													
	<p>B. ENDS MONITORING:</p> <table border="1" data-bbox="383 398 1899 530"> <thead> <tr> <th data-bbox="383 398 556 475">AGENDA ITEM #</th> <th data-bbox="556 398 692 475">POLICY #</th> <th data-bbox="692 398 1468 475">TITLE</th> <th data-bbox="1468 398 1668 475">DUE DATE</th> <th data-bbox="1668 398 1899 475">DATE SUBMITTED</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 475 556 530">i.</td> <td data-bbox="556 475 692 530">1.0</td> <td data-bbox="692 475 1468 530">Broadest End: Purpose (Annual Report)</td> <td data-bbox="1468 475 1668 530">May</td> <td data-bbox="1668 475 1899 530">5/5/16</td> </tr> </tbody> </table> <p data-bbox="383 541 1849 640"><i>"MOTION: that the Board approve that the General Manager's monitoring report on Ends Policy #1.0, Broadest End: Purpose, conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates achievement of the Ends policy provisions, consistent with the General Manager's interpretations."</i></p>				AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED	i.	1.0	Broadest End: Purpose (Annual Report)	May	5/5/16
AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED										
i.	1.0	Broadest End: Purpose (Annual Report)	May	5/5/16										
8.	<p>BOARD PROCESS</p> <p>A. ELECTION OF OFFICERS (By Laws-Section II)</p> <ul style="list-style-type: none"> i. Chairperson <i>"MOTION: to nominate __ as Chairperson." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i> ii. Vice Chairperson <i>"MOTION: to nominate __ as Vice Chairperson." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i> iii. Secretary <i>"MOTION: to nominate __ as Secretary." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i> iv. Treasurer <i>"MOTION: to nominate __ as Treasurer." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i> <p>B. GENERAL BUDGET DISUCSSION</p> <p>C. "FACILITIES THAT WOW!" BOARD DISCUSSION</p> <p>D. NHSFR DISCUSSION</p> <ul style="list-style-type: none"> i. Board's Welcome Reception ii. Board's Shirts for Rodeo iii. Bidding for 2020 & 2021 <p>E. MARKETING DISCUSSION</p> <p>F. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3)</p> <ul style="list-style-type: none"> i. Ends Policy 1.3 Update. 													



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

May 12, 2016 – 6:30 P.M.

ITEM #	AGENDA ITEM (CCPLB Governing Policies Manual Number or By-Laws) <i>NOTES IN GREEN – Guidance for the handling of the item.</i>
	<p>G. CONTRACTING/PURCHASING DECISIONS (2.2.7): (Bid documents will be provided at the meeting)</p> <ul style="list-style-type: none"> i. APPROVAL OF THE CAM-PLEX STREET IMPROVEMENTS BID <i>"MOTION: that the Board approve the CAM-PLEX Street Improvements bid from ___ for the amount of \$___."</i> ii. APPROVAL OF THE EH/HC CONTROL SYSTEM UPGRADE FINAL PHASE BID <i>"MOTION: that the Board approve the EH/HC Control system Upgrade Final Phase bid from ___ for the amount of \$___."</i>
9.	<p>OPERATIONS REPORT/UPDATE (3.8.1.C) Items GM Foster will be discussing include:</p> <p>A. GM Foster will discuss:</p> <ul style="list-style-type: none"> i. Operation Plan Adjustments ii. FEMA Training iii. Homeland Security Assessment
10.	<p>MATTERS FOR NOTING:</p> <p>A. MAJOR CORRESPONDENCE:</p> <ul style="list-style-type: none"> i. Letter to Campbell County requesting use of 11 Passenger Van (ATTACHMENT "E") ii. Thank you letter from Education Department (ATTACHMENT "F") <p>B. BOARD CALENDAR: (ATTACHMENT "G")</p> <ul style="list-style-type: none"> i. Upcoming Board Meetings: <ul style="list-style-type: none"> a. June 9, 2016 at 6:30 p.m. (Dinner at 6:00 p.m.) b. July 7, 2016 at 6:30 p.m. (Dinner at 6:00 p.m.) Special meeting date because of NHSFR ii. Other meetings/events: <ul style="list-style-type: none"> a. June 2, 2016 at 11:30 a.m. for the Steering Committee <p>C. SUMMARY OF FOLLOW-UP ITEMS: (items from this meeting to be followed up at the next meeting)</p>
11.	<p>BOARD MEETING EVALUATION (2.1.8) - Board members will share observations/opinions as to:</p> <ul style="list-style-type: none"> • what worked really well at this meeting? • what we could have done to make it more productive?
12.	<p>ADJOURNMENT</p>

ATTACHMENT A
Campbell County Public Land Board (CCPLB)
Meeting Minutes
April 7, 2016

Attachment(s)-A1, A2

Board Members	Staff
Present: L.D. Gilbertz, Shilo Lundvall, Jordan Ostlund, Mary Silvernell, Marilyn Mackey, Don Hamm Absent: Duane Evenson	Present: Paul Foster, Greg Rook, ReNae Keuck, Jaymi Gilmour, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Rusty Bell the <i>County Liaison</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The meeting was called to order at 6:30 PM MDT on April 7, 2016, by Chair L.D. Gilbertz.		
2.	Approval of Agenda	The April 7, 2016 agenda was reviewed.	Mr. Ostlund made a motion to approve the April 7, 2016 agenda. Mrs. Silvernell seconded the motion and it passed unanimously.	
3.	Approval of Minutes	The March 10, 2016 CCPLB meeting minutes were reviewed. In addition the March 14, 2016 minutes from the Stakeholders Planning meeting and Small Group Discussion minutes were also reviewed.	Mrs. Mackey made a motion to approve the March 10 and two March 14, 2016 meeting minutes as presented. Mr. Lundvall seconded the motion and it passed unanimously.	
4.	Consent Agenda	A. Approval of Warrants: The Warrants for the April 7, 2016 meeting were reviewed. - March 2016 Accounts Payable Voucher Numbers 45073-45160 (General Fund/Special Events) in the amount of \$113,281.88. - March 2016 Manual Purchase Order Numbers 9216-9242 in the amount of \$110,963.36. - March 2016 Payroll Warrants in the amount of \$236,146.28 for the period of 2/14/2016-3/26/2016.	Mr. Lundvall made a motion to approve the April 7, 2016 warrants as presented. Mr. Ostlund seconded the motion and it passed unanimously.	
5.	Citizen Input	None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Monitoring General Manager Performance	<p>A. The Board discussed the General Manager's Management Parameters Monitoring Reports:</p> <ul style="list-style-type: none"> • Policy 3.2 Treatment of Staff (Annual Report): <ul style="list-style-type: none"> ○ Employee "grievance" terminology was discussed. • Policy 3.4 Asset Protection (Annual Report): <ul style="list-style-type: none"> ○ No comments • Policy 3.6 Compensation and Benefits (Annual Report): <ul style="list-style-type: none"> ○ No comments <p>There was discussion on the value of the Monitoring Reports. The ultimate goal is to use these as a tool and improve on the evaluation process for the GM. Since this is the first year of implementation, it is a lot of work for Mr. Foster but as this process continues it will become easier.</p> <p>B. The Board discussed the Ends Monitoring Report.</p> <ul style="list-style-type: none"> • Policy 1.3 CAM-PLEX Recognized as a Premier Venue/Destination (Annual Report) <ul style="list-style-type: none"> ○ There was discussion about removing the Visitor's Center verbiage in this policy. 	<p>A. Mrs. Silvernell made a motion to approve that the General Manager's monitoring report on Policy 3.2, Treatment of Staff (Annual Report), Policy 3.4, Asset Protection (Annual Report), and Policy 3.6, Compensation and Benefits (Annual Report) conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates compliance with the Management Parameters policy provisions, consistent with the General Manager's interpretations. Mrs. Mackey seconded the motion and it passed unanimously.</p> <p>B. Mrs. Mackey made a motion to approve that the General Manager's monitoring report on Ends Policy 1.3, CAM-PLEX Recognized as a Premier Venue/Destination (Annual Report), conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates achievement of the Ends policy provisions, consistent with the General Manager's interpretations. Mr. Lundvall seconded the motion and it passed unanimously.</p>	<p>B. The CCPLB Governing Policies Manual Policy 1.3 needs to be amended to delete CC Visitors Center verbiage from the policy.</p>

<p>7.</p>	<p>Board Process</p>	<p>A. The Board discussed Boxelder Road extension/easement with Mr. Tony Knievel with the County Public Works Department.</p> <ul style="list-style-type: none"> Mr. Knievel explained the improvements proposed for this area. Currently scheduled is the building of the Gillette College Arena on the property annexed by the City. The property was deeded by CCPLB to the City for the purpose of utility access and future development. All utilities will be needed for the new arena. The County is asking for a 100 foot easement and will ask conveyance from the City. Option two would be to ask for individual utility easements. The Board is in favor of the 100 foot easement up to the college at this point. <p>In the future, there is discussion by the County for a proposed industrial park to be developed. Mr. Knievel recommended talking to commissioners at a later date for the industrial park easement if that becomes developed. The County may include in their future plans to do pavement, curb, and gutter.</p> <p>There was much discussion on maintaining the Boxelder Road extension. Mr. Stevens said once the property was made public it is no longer CCPLB's responsibility to maintain. The public access at this point is up to the college. The 100 foot easement will be the dominating strip over the city's existing 30 easement in the middle of it.</p> <p>The college MOU was also discussed regarding the non-compete.</p> <p>B. The Board discussed the Special Events Fund.</p> <p>C. The Board discussed the 2016-2017 Campbell County Public Land Board budget.</p> <ul style="list-style-type: none"> ReNae's Keuck, Comptroller, gave the Board a 2016-17 Proposed Operational Budget Cuts form. (Attachment A1) 	<p>B. Mrs. Silvernell made a motion to approve the Special Events Funding balance remain in the account for 2016. Mr. Lundvall seconded the motion and it passed unanimously.</p> <p>C. Mrs. Mackey made a motion to approve the 2016-2017 CCPLB budget as presented with the addition of the proposed budget cuts. Mr. Ostlund seconded the motion and it passed unanimously.</p>	<p>A. Mr. Knievel will get a legal description to the college arena for the Board. He will work with Mr. Stevens and Mr. Foster on the grant language and will ask for only the 100 foot easement up to the college arena in his description. The Board would like language in the grant that CCPLB does not have any responsibility for road maintenance.</p> <p>Mr. Stevens and Mr. foster will also notify the surrounding leased properties of these plans. This road would provide access to the leased property as well.</p> <p>Mr. Foster will make sure the College MOU has a non-compete clause.</p>
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	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>D. The Board discussed consent for the Wyoming State Engineer's Office to access the CAM-PLEX monitoring well.</p> <p>E. Committee progress reports</p> <ul style="list-style-type: none"> • The committee for the New Member Board Training and will be making plans for the new members that begin their terms in July. <p>F. Food Concession Update</p> <ul style="list-style-type: none"> • The Board briefly discussed the possibility of bidding out concessions. Could concessionaires be hired by the month(s) or year? The Board is interested in what other venues do. The topic was tabled. <p>G. Post Event Report Policy</p> <ul style="list-style-type: none"> • There was discussion on Board requests for event reports. The Profit and Loss report for Mamma Mia was handed out (attachment A2). The Board would like reports on CAM-PLEX and co-sponsored events. Staff has Board approval to choose the events being reported. A realistic expectation for complete reports is two months after the actual event because of the cycle of incoming invoices and statements from outside companies. The Board would also like to see attendance records in the report. The Board can then track trends and make informed decisions. <p>H. The following topics were followed up on from the previous meeting.</p> <ol style="list-style-type: none"> i. Mr. Lundvall and Mr. Foster reported on the discussions with consultant Bill Charney on Policy 3.7 Emergency Management Succession. Mr. Foster handed out the revised Monitoring Report to the Board. This will be added to the next agenda for approval ii. Steering Committee update. 	<p>D. Mr. Ostlund made a motion to approve the consent form to access CAM-PLEX property to employees of the Wyoming State Engineer's Office for the purpose of collecting resource data while conducting official business of the Wyoming State Engineer's Office. Mr. Lundvall seconded the motion and it passed unanimously.</p>	<p>E. Mr. Lundvall, Mr. Evenson, and Mrs. Mackey will decide place, date, and time for incoming new Board members.</p> <p>F. Mr. Foster will prepare information and add topic to a future agenda.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> • The committee met last Wednesday. Entry ways were discussed for the planning process as well as the budget. Mr. Buckingham will be giving written justifications. City capital funding may come from the City's reserves. The County and City still have to go through an approval process for any improvements. <p>I. There were no contracting or purchasing decisions at this meeting.</p>		
8.	Ends Review and Planning	<p>Ends Policy 1.0 "Broadest End: Purpose" will be reported on in Paul's Monitoring Report next month.</p> <ul style="list-style-type: none"> • No comments. 		
9.	Operations Report/Update	<p>A. General Manager Paul Foster discussed the following items:</p> <ul style="list-style-type: none"> i. Mr. Foster and ReNae Keuck worked on the City/County Budget request letter which will go out next Wednesday along with the proposed CAM-PLEX budget. Paul will email all members a request for bulleted topics for budget letter. Revenue from rodeo letter will also be sent with budget. ii. 2016 NHSFR update. <ul style="list-style-type: none"> o Rodeo members were here this week along with Cinch representatives. Sponsorships are still going well despite the economic turndown. Vendor show is sold out and staff is discussing expanding to the mezzanine. Road and Bridge is working on rodeo needs this week. There will be 300 more stalls this year because of the reining cow horse event. Volunteer sign-ups are slow but expected to pick up closer to the event. The cafeteria idea for volunteer food was explained to the Board. The Board would like to have a VIP social or dinner with the NHSRA Executive Board along with clothing. Next two year cycle after Rock Springs was discussed and the NHSRA would like us to bid. The Junior Rodeo may be of interest as well. The NHSRA is wanting to move towards self-hosting. iii. <ul style="list-style-type: none"> o Mamma Mia! Performance report: 		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> o This was the biggest Broadway show CAM-PLEX has hosted. There were 4 semi-trucks of equipment and many staff members worked the 19 hour day for the show. Tech department worked really hard to prepare this facility. It was a sold out show. Reviews from community and tour group were outstanding and more Broadway shows are on the horizon. iv. Digital sign convention report: <ul style="list-style-type: none"> o Greg & Paul received excellent information from the convention. One company will be contacted to further. 		
10.	Matters for Noting	<p>A. Major Correspondence:</p> <ul style="list-style-type: none"> i. Letter sent to City and County to reduce/waive waste fees for the NHSFR. <p>B. Board Calendar:</p> <ul style="list-style-type: none"> i. The May Board Meeting will be at 6:30 p.m. on May 12, 2016 with dinner at 6:00 p.m. Next meeting officers will be elected. <p>C. Summary of Follow-Up Items:</p> <ul style="list-style-type: none"> i. Actions to be taken are noted in minutes. 		B. Paul will email members the Board appointment schedule for the City and the County.
11.	Board Meeting Evaluation	Pre-meeting went well.		
12.	Adjournment	Meeting was adjourned at 8:04 PM MDT		

Respectfully submitted,

Jordan Ostlund, Secretary

ATTACHEMENT A1

2016-17 Proposed Operational Budget Cuts

<u>Administrative</u>		<u>Current</u>	<u>Proposed</u>	<u>Decrease</u>
		<u>Budget</u>	<u>Budget</u>	
Postage Meter	1-10-6050-00-0000	\$ 4,500.00	\$ 4,000.00	\$ 500.00
Overnight Mail	1-10-6050-01-0000	\$ 250.00	\$ -	\$ 250.00
800 Number	1-10-6060-02-0000	\$ 300.00	\$ -	\$ 300.00
Water & Sewer	1-10-6110-02-0000	\$ 70,000.00	\$ 68,000.00	\$ 2,000.00
Natural Gas	1-10-6110-03-0000	\$ 148,000.00	\$ 125,000.00	\$ 23,000.00
Marquee Sign Maintenance	1-10-6230-03-0000	\$ 500.00	\$ -	\$ 500.00
Telephone Maintenance	1-10-6230-04-0000	\$ 1,000.00	\$ -	\$ 1,000.00
Conferences & Workshops	1-10-6260-00-0000	\$ 5,300.00	\$ 4,000.00	\$ 1,300.00
Travel Expenses	1-10-6270-00-0000	\$ 5,700.00	\$ 5,000.00	\$ 700.00
General Supplies	1-10-6500-00-0000	\$ 22,000.00	\$ 20,000.00	\$ 2,000.00
Computer Supplies	1-10-6505-00-0000	\$ 18,000.00	\$ 17,000.00	\$ 1,000.00
				<u>\$ 32,550.00</u>
 <u>Operations</u>				
Parking Attendant	1-20-6155-00-0000	\$ 1,000.00	\$ 500.00	\$ 500.00
Automobile Travel	1-20-6250-00-0000	\$ 500.00	\$ -	\$ 500.00
Conferences & Workshops	1-20-6260-00-0000	\$ 3,500.00	\$ 1,595.00	\$ 1,905.00
Travel Expenses	1-20-6270-00-0000	\$ 4,000.00	\$ 750.00	\$ 3,250.00
Outside Laundry	1-20-6545-00-0000	\$ 500.00	\$ -	\$ 500.00
Gasoline	1-20-6555-01-0000	\$ 16,800.00	\$ 12,800.00	\$ 4,000.00
Diesel Fuel	1-20-6555-02-0000	\$ 17,600.00	\$ 13,600.00	\$ 4,000.00
				\$ -
				<u>\$ 14,655.00</u>
 <u>Marketing</u>				
Travel & Transportation	1-30-6252-00-0000	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00
Meals & Lodging	1-30-6255-00-0000	\$ 12,600.00	\$ 10,000.00	\$ 2,600.00
Conferences & Workshops	1-30-6260-00-0000	\$ 6,200.00	\$ 4,000.00	\$ 2,200.00
Travel Expenses	1-30-6260-00-0000	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00
				\$ -
				<u>\$ 10,800.00</u>
 <u>Heritage Center</u>				
Printing	1-40-6070-00-0000	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
Tickets	1-40-6075-00-0000	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
Association Dues & Subscriptions	1-40-6100-00-0000	\$ 5,429.00	\$ 5,000.00	\$ 429.00
Natural Gas	1-40-6110-03-0000	\$ 32,000.00	\$ 28,000.00	\$ 4,000.00
Automobile Travel	1-40-6250-00-0000	\$ 700.00	\$ 300.00	\$ 400.00
Conferences & Workshops	1-40-6260-00-0000	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00
Travel Expenses	1-40-6270-00-0000	\$ 4,400.00	\$ 3,000.00	\$ 1,400.00
Gallery Exhibition Fees/Freight	1-40-6355-00-0000	\$ 1,250.00	\$ 500.00	\$ 750.00
Gallery Shows	1-40-6365-00-0000	\$ 2,500.00	\$ 1,500.00	\$ 1,000.00
Concession Supplies	1-40-6510-00-0000	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Software Support	1-20-6625-00-0000	\$ 1,000.00	\$ 500.00	\$ 500.00
				<u>\$ 12,979.00</u>
 Total Proposed Budget Cuts -				\$ 70,984.00

	<u>These Cuts</u>	<u>Overall</u>
City Funding Change	\$ (12,777.00)	\$ 2,995.00
County Funding Change	\$ (58,207.00)	\$ (195,643.00)
	<u>\$ (70,984.00)</u>	<u>\$ (192,648.00)</u>

Date: 4/7/2016

ATTACHMENT A2
CAM-PLEX
Profit and Loss
For 7/1/2015 To 6/30/2016
Mamma Mia!

Page: 1

	Account Number	Current YTD
REVENUE		
THEATER GRANTS - 0101	1-40-5100-02-0101	\$2,660.00
THEATER EVENTS - 0101	1-40-5600-00-0101	50,813.00
MERCHANDISE COMMISSION - 0101	1-40-5685-20-0101	398.75
		<hr/>
Gross Sales		\$53,871.75
 EXPENSES		
STAGE CREWS - CAM-PLEX - 0101	1-40-6025-03-0101	\$5,532.06
FICA TAXES - 0101	1-40-6040-01-0101	423.19
WORKERS COMPENSATION - 0101	1-40-6040-02-0101	122.24
PRINTING - 0101	1-40-6070-00-0101	584.43
ADVERTISING - HERITAGE CENTER - 0101	1-40-6085-00-0101	2,669.20
EVENT FEES - 0101	1-40-6160-00-0101	4,989.84
ARTIST HOSPITALITY - MEALS - 0101	1-40-6165-00-0101	1,047.75
THEATER SERIES ARTIST FEES - 0101	1-40-6175-00-0101	25,000.00
CONTRACT LABOR - 0101	1-40-6188-00-0101	3,609.02
		<hr/>
Total Expenses		\$43,977.73
		<hr/>
NET INCOME		\$9,894.02
		<hr/> <hr/>

1635 Reata Drive
Gillette, WY 82718

cam-plex@ven.com
www.cam-plex.com



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

ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

ATTACHMENT C

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

Dear Campbell County Public Land Board Members,

Please join me in welcoming Kendra Anderson as our new CAM-PLEX Senior Administrative Assistant. Kendra joined the team March 21, 2016. Her responsibilities include supporting the Theater Manager and Heritage Center Theater staff through various administrative duties such as assisting with season contracts (i.e. reviewing and complying with Artist contract specifications.), sending out press releases for all CAM-PLEX entertainment events, providing hospitality requirements for each Heritage Center events; and assisting in grant writing. Other duties include answering phones for the CAM-PLEX offices, filling in at different CAM-PLEX positions (i.e. Reception; Ticket Office Personnel, Front Of House); and other miscellaneous duties as assigned. Kendra will report to the Theater Manager, Jaymi Gilmour, and work closely with the other CAM-PLEX staff.

Kendra previously worked for the County as the Senior Administrative Assistant for the County Commissioners Office. In this position, she created the agendas and packets for the Board of Commissioners, added appointments to their calendars as well as calendars for other staff, made travel arrangements for the Board, kept track of County Board appointments, monitored the Board and office budget accounts, supervised (mentored) the COE student, assisted all County employees with any questions they may have, and many "other duties as assigned".

Kendra is married to Todd Anderson. They have five children – Zac (22), Amanda (20), Brooke (19), Laci (17), and Haylea (8), two grandchildren – Aleigha (1 ½) and Bridger (10 months), one puppy – Yeti (St. Bernard) and one cat – Kitty. Only Laci and Haylea are at home, the others have spread their wings and are learning to fly (in Gillette)!

Kendra had always heard CAM-PLEX was a great place to work, everyone worked as a team and it was like a big family. Since work sometimes becomes a home away from home, a big family seemed appealing. She is most surprised about the flexibility! She said it takes a little getting used to.

Kendra has been invited to eat dinner with us and attend our monthly Board meeting on May 12, 2016, but is unable to attend. Please introduce yourself when you see her and help her feel welcomed as part of our team. Her contact information has been updated on our contacts list if you need to communicate with her.

Thank you for your help in welcoming our newest CAM-PLEX team member!

With Warm Regards,

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a blue ink scribble.

Paul Foster, CAM-PLEX General Manager

Campbell County Public Land Board

MONITORING REPORT



TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager

RE: Annual Monitoring Report on **Policy 3.7 Emergency Management Succession**

DATE: April 7, 2016 - **REVISED**

I hereby present my monitoring report on the Management Parameters Policy 3.7 “**Emergency Management Succession**” in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is accurate through April 7, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster", with a stylized flourish at the end.

SIGNED:

BROADEST POLICY PROVISION: The General Manager will not operate without management succession planning processes to facilitate smooth and competent operation of the organization during key personnel transitions.

GENERAL MANAGER INTERPRETATION: I interpret this policy as requiring that systems be in place ensuring no material disruption to operations resulting from departure of key personnel from positions at CAM-PLEX. For purposes of this policy, I interpret the “key personnel” positions (other than the General Manager, which is addressed in the subsequent policy provision) to include:

- The Operations Manager, Greg Rook
- The Comptroller, ReNae Keuck
- The Marketing Manager, Mark Smith
- The Heritage Center Theater Manager, Jaymi Gilmour

REPORT: Having “bench strength” among the key personnel is a priority that was neglected prior to my arrival as General Manager. Strengthening our core management team has been a key focus since I joined CAM-PLEX in May of 2014. As part of our progress, this performance expectation, was added by the Board to our policies in December of 2015. Each of the key personnel positions attend staff meetings where team members discuss their job duties,

responsibilities, and particular job challenges. Currently, we have sufficient strength and experience among the direct reports in the Marketing Department such that there would not be material disruption to operations in that department. On the other hand, in the Operations, Administrative (Comptroller), and Heritage Center Theater departments, we would at this point have some vulnerability to operational disruption if we had sudden loss of the department heads. I am working with Greg, Jaymi and ReNae to develop and implement plans to strengthen the capabilities of at least one direct report to each of them. To address training, staff development and possible budget implications (if elevating the responsibilities of certain staff members), we aim to make progress in these areas in the coming months and hope to report compliance by December of 2016. I REPORT NON-COMPLIANCE.

POLICY PROVISION A: The General Manager will not have less than two (2) other members of the management team sufficiently familiar with Board and General Manager issues and processes to enable either to take over with reasonable proficiency as an interim successor.

GENERAL MANAGER INTERPRETATION: I have an obligation to ensure at least two members of the management team have the capability of filling in as an interim General Manager, (as may be designated) by the Campbell County Public Land Board if I become unavailable. This capability is to guide and lead the operational organization, and to support and communicate with the Board, including the ability to fulfill Board expectations and comply with fulfillment of Board's Ends Policies and Management Parameters. Long-term I would hope to build our team so there would be strong internal candidate(s) for a future General Manager, this policy is interpreted solely as applying to short-term or interim appointment by the Board.

REPORT: I propose the following plan with implementation beginning immediately. Greg Rook, the Operations Manager, and ReNae Keuck, the Comptroller, have extensive experience on the daily operations and management of CAM-PLEX. The three of us work closely together and over the past two years have collaborated extensively in developing our strategic and operational plans. Both have attended and conducted Board meetings, both are familiar with and have read the Governing Policies Manual, and both have worked with me on the generation of Monitoring Reports and other formal Board communications. In my estimation both ReNae and Greg have sufficient skills and capabilities at this time to be appointed as interim General Manager if I became unavailable. In order to facilitate a smooth transition and to create confidence, I will hold periodic individual meetings with both ReNae and Greg to update them on governance priorities, organizational issues, and relevant management information. Only pertinent information will be shared and discussed. I REPORT COMPLIANCE.

Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: Annual Monitoring Report on **Policy 3.0 General Management Constraint**

DATE: May 5, 2016

I hereby present my monitoring report on your Management Parameters Policy 3.0 “**General Management Constraint**,” in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true as of May 5, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a horizontal line.

SIGNED:

BROADEST POLICY PROVISION: The General Manager will not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, inconsistent with the Joint Powers Agreement, imprudent, or in violation of commonly accepted business and professional ethics and practices.

GENERAL MANAGER INTERPRETATION: I interpret “practice, activity, decision or organizational circumstance” to mean and include all methods, decisions and activities that occur at the operational level (i.e. delegated to me or under my authority). For any issues at or under other direct authority of the Board of Directors (e.g. Board officers, committees, etc.), I am required to inform the Board, typically via the Chair, of any such concerns.

I interpret “unlawful” to mean acting in opposition of any civil and criminal laws generally applicable to employers and government entities.

Pertaining to the Board’s concerns regarding ethics and prudence, I submit that these concerns are comprehensively interpreted in the other policy titles under “Management Parameters.” I further interpret this to mean that, should a circumstance arise in which the Board has not articulated any specific policies, it will use the test of “is this something an ethical General Manager, exercising sound business judgment, might reasonably have done in this context?” as the “catch-all” criteria for evaluation. I interpret “commonly accepted business practices” to be an additional qualifier of the Board’s intentions regarding ethics and prudence. By this I mean that if staff and/or I were to proceed with something which we believe would be judged both

ethical and prudent, but for some reason was inconsistent with what could be argued to be a common business practice within the venue/multi events facility industry, the staff and I do not have the authority to proceed.

REPORT: My reports on prudence, ethics and business practices are, per my interpretation above, incorporated into specific monitoring provided to and done by the Board on each of the other Management Parameters policies. I therefore am focusing this report on the policy provision proscribing against any “unlawful” actions or situations.

There have been no allegations or charges pertaining to noncompliance with any laws. To ensure this to be the case, CAM-PLEX takes the following steps to ensure legal/regulatory compliance. All contracts, MOU’s, bid documents, and agreements of any type are first reviewed and approved by our legal counsel. Any issues that may affect litigation in any way are communicated and discussed thoroughly with legal counsel before any direction is taken. In addition, any items listed in the above provision are discussed with the Board to demonstrate complete transparency. I REPORT COMPLIANCE.

Campbell County Public Land Board

MONITORING REPORT



TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager

RE: Annual Monitoring Report on **Policy 3.8 Board Awareness and Support**

DATE: May 5, 2016

I hereby present my monitoring report on the Management Parameters Policy 3.8 “**Board Awareness and Support**” in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is accurate through May 5, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster".

SIGNED:

BROADEST POLICY PROVISION: The General Manager will not cause or allow the Board to be uninformed or unsupported in its work.

GENERAL MANAGER INTERPRETATION: One of my primary obligations as the General Manager is to ensure that the Board has the information, resources and support necessary for the fulfillment of its role, as defined by the Joint Powers Agreement, and further by the Board’s governing policies. I submit that the subsequent provisions comprehensively define this policy. My interpretations and reporting data are presented below.

POLICY PROVISION A: The General Manager will not withhold, impede or confound information necessary for the Board’s informed accomplishment of its job.

GENERAL MANAGER INTERPRETATION: I am to ensure that the Board is aware of all statutorily required functions and actions, and that it receives information that is clear and sufficient to make informed decisions and take appropriate actions.

REPORT: Each member of the Campbell County Public Land Board has made the commitment to build the Board’s structure to achieve a high level of functionality through the policy governance process that has been established and executed. Much time and expertise was dedicated through the hiring of Bill Charney to help guide and

direct the policy governance process for the CCPLB, which speaks to the high level of commitment to ensure future success. The new approach is substantially different from previous Board governance and what Board members had previously experienced on this board and others. Extra diligence and support is required on my part to steer the “culture” of the CCPLB, in the policy governance process.

To date I have provided the Board with all details necessary at Board meetings and through other communications, for them to make informed decisions related to Board functions and accomplishments. Additional operational information has been shared on a situational basis when pertinent information relates to Board decisions. These reports are general FYI reports as outlined in this policy. I REPORT COMPLIANCE.

POLICY PROVISION 1A: The General Manager will not neglect to submit monitoring reports (including the General Manager’s policy interpretations, as well as compliance data) required by the Board (see Monitoring General Manager Performance policy in Board-Management Delegation) in a timely, accurate and understandable fashion.

GENERAL MANAGER INTERPRETATION: I am to submit monitoring reports in the month designated in policy 4.4. Each report is to include interpretation of each policy provision and factual data sufficient for the Board to make an informed judgment as to whether compliance (Parameters) or achievement (Ends) is sufficiently substantiated.

Fulfillment of this policy would be evidenced by the Board action on submitted reports noting that each met the criteria of including interpretations the Board deems reasonable, as well as reporting data the Board accepts as having demonstrated compliance and achievement.

REPORT: As to being factually complete and understandable, no reports submitted to the Board in the past five months were rejected for not meeting the “accurate and understandable” policy criteria, which I submit as evidence of having met that requirement to the Board’s satisfaction. Policy 3.7 was misinterpreted and resubmitted for approval. Minor grammatical and formatting changes were suggested by the Board. Further, the external financial audit in this reporting year substantiated the truthfulness of my financial reporting. I REPORT COMPLIANCE.

POLICY PROVISION 1B: The General Manager will not let the Board be unaware of any actual or anticipated noncompliance with any Ends or Management Parameters policy, regardless of the monitoring schedule set forth by the Board.

GENERAL MANAGER INTERPRETATION: I am to notify the Board, on a timely basis, whenever there is an incurred or anticipated violation of a Board Ends or Management Parameters Policy. Timeliness will vary depending on the perceived materiality of the non-compliance issue. Where the importance is deemed by me to be serious or potentially damaging to CAM-PLEX, actual or anticipated non-compliance issues should be reported as soon as they are known. For issues of lesser importance, and when the period of non-compliance is expected to be brief or related to an ongoing circumstance previously brought to the Board's attention, non-compliance should be at least reported in the regularly scheduled monitoring report.

I interpret the ultimate standard here to be complete assurance that when there are inevitable instances of shortcomings or miscues in CAM-PLEX's performance, the Board should have confidence they will learn of these from me as General Manager – not from citizens, vendors, other staff, etc.

REPORT: In the past five months, monitoring reports have provided the Board with substantiation of compliance of Board policies, and explanations of circumstances and/or steps taken to rectify exceptions. As a result of these reports, the Board has been kept apprised of policy compliance issues, and not been "surprised" when difficulties are encountered.

In addition, the Board has been kept aware of any issues or circumstances that have arisen under this reporting period in which the Board's policy expectations were not met. I REPORT COMPLIANCE.

POLICY PROVISION 1C: The General Manager will not let the Board be without objective background/decision information it periodically requests, or unaware of relevant trends or incidental information (e.g., anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal/organizational changes). Notification of planned internal changes is to be provided in advance, when feasible.

GENERAL MANAGER INTERPRETATION: In addition to formal reporting on Board policies, I am to fulfill requests for data and other information the Board may need. This will keep the Board apprised of material developments, such as trends in the event venue industry, issues with major contractors, etc. Timelines for such notifications will be based on context - awareness of issues such as negative media coverage or litigation is based on when the material will become public and/or otherwise impact the organization. I interpret material internal changes to be issues such as significant revisions to the scheduling of CAM-PLEX

events, to revenues or expenditures (within existing policies), or personnel changes at or above mid-management.

In summary, I view this to be a “no surprises” policy, reflecting that when there are issues about internal CAM-PLEX functions or operations, the Board should maintain confidence that it learns about them from me.

REPORT: There is currently, no pending litigation. CAM-PLEX has benefited extensively from positive media coverage in the past year, due to all the large events and significant marketing efforts. I continue to report between Board meetings, “FYI’s”, monitoring, and decision preparation information which apprise the Board of significant incidental information, as interpreted above, which does not require Board action. Correspondence with the Board, as a group and with Board members individually, has consistently been complimentary of my communications and support for Board functions and individual Board member requests. I REPORT COMPLIANCE.

POLICY PROVISION 1D: The General Manager will not let the Board be unaware of any Board or Board member actions that, in the General Manager’s opinion, are not consistent with the Board’s own policies on Board Process and Board-Management Delegation, particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the General Manager.

GENERAL MANAGER INTERPRETATION: I am to notify the Board Chair of any Board or Board members’ actions which are inconsistent with the Board’s own policies, especially if such actions undermine the Board/General Manager relationship. A primary example would be individual Board members attempting to exert authority over staff, such as by directing staff to engage in activities or work with vendors of the Board members’ choosing. In the case of perceived noncompliance by the Board Chair, I will report noncompliance issues directly to the Board if the perceived noncompliance is not resolved after discussing the perceived noncompliance with the Chair directly.

REPORT: There have been no such issues during this reporting period. I REPORT COMPLIANCE.

POLICY PROVISION 1E: The General Manager will not present information in unnecessarily complex or lengthy form or without differentiating among three types of written communications: 1) monitoring, 2) decision preparation or “action item”; and 3) incidental/FYI.

GENERAL MANAGER INTERPRETATION: Written correspondence to the Board is to be concise and labeled as one of the three types of information listed in the policy.

REPORT: Since adoption of this policy, all Board documents have been labeled accordingly. E-mail correspondence is highlighted accordingly in the subject line. Board meeting items are focused on monitoring, action items, and follow up items from previous meetings. "FYI" correspondence is also being included as periodic e-mails to the Board. I REPORT COMPLIANCE.

POLICY PROVISION B: The General Manager will not allow the Board to be without logistical and administrative support for official Board, officer or committee communications and functions.

GENERAL MANAGER INTERPRETATION: As the General Manager, I am to ensure adequate support for operations of the Board, its officers and committees. I interpret "official" to mean those functions dealing with the carrying out of the Board's governing responsibilities, including those of its officers and committees. Examples of support include arranging meeting space, phone and communication facilities, distribution of correspondence, recording minutes, providing refreshments, etc.

REPORT: Staff support for Board functions, including production and uploading/distribution of Board meeting packets, minutes, meeting logistics and refreshments, and similar arrangements for the work of official Board committees is regularly provided. There have been no exceptions. I REPORT COMPLIANCE.

POLICY PROVISION C: The General Manager will not deal with the Board in a way that favors or privileges certain Board members over others except when:

- A. Fulfilling individual requests for information, or
- B. Responding to officers or committees duly charged by the Board.

GENERAL MANAGER INTERPRETATION: I interpret this to mean I am to view the Board, collectively, as my superior, and am to provide communications about Board issues and policy choices to all Board members, rather than just to the Chair and/or Board members I may view as "sympathetic" to my concerns. The exceptions are the two circumstances stated as "A" and "B." While I am to pass requests for agenda items to the Chair, the background information supporting my request is to be distributed to all Board members. I interpret this is being pertinent only to business dealings, not to personal or social relationships.

REPORT: Monitoring reports, “FYI” information and background information on action items are distributed to all Board members. Correspondence does take place with individual Board members, either in casual/social context, or from time to time when seeking input/advice or pursuant to exceptions as set forth in the policy. I REPORT COMPLIANCE.

POLICY PROVISION D: The General Manager will not neglect to submit for the Board’s Consent Agenda those items delegated to the General Manager yet required by law, regulation or third party to be Board-approved, along with applicable monitoring information.

GENERAL MANAGER INTERPRETATION: I am to submit for the Board’s Consent Agenda all items that require Board approval when such is mandated by the Joint Powers agreement or the law. When such items are submitted, the background information supporting the action item will include written substantiation of adherence to relevant Board policies.

REPORT: The Consent Agenda portion of the Board Meeting agenda is being used primarily for the Warrants. Other approval items for the Consent Agenda will be added as needed. All such requirements for Board approvals have been met. I REPORT COMPLIANCE.

Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: Annual Monitoring Report on **Policy 1.0 Broadest Ends Statement**

DATE: May 5, 2016

I hereby present my monitoring report on your Management Parameters Policy 1.0 "**Broadest Ends Statement**" in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true as of May 5, 2016.

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a horizontal line.

SIGNED:

BROADEST POLICY PROVISION: *CAM-PLEX's Purpose: A Premier Multi-Purpose Venue at Which Citizens Experience Diverse Educational, Cultural and Entertainment Events and Attractions, Enhancing Economic Vitality in Campbell County (with results optimizing use of available resources)*

GENERAL MANAGER INTERPRETATION: My interpretation of this provision is accurately reflected in the Board's Priority Results provisions 1, 2 and 3 that follow the Broadest Ends Statement. This policy provision is the "bottom line" of why CAM-PLEX exists. All our time, energy, and effort are directed at fulfilling and achieving this Ends Statement. Simply stated, every tactic and work related task will help to fulfill and magnify this statement. If it does not fit that criteria it is not essential.

REPORT: I look at the Ends Policy Statements as defining our results. As reported in previous Ends Monitoring Reports (Priority Results 1, 2 and 3), we are making positive progress. As I look at the "big picture" view and anticipate the work we need to accomplish in the year ahead, I see the Ends Statements acting as the framework to accomplish our goals. Currently, our Ends Policy Statement addresses all our organizational priorities. I am focusing the attention of our organization on simplifying our tasks to increase productivity, generating more events and public recognition through targeted marketing efforts, updating and maintaining our facilities, and increased emphasis on CAM-PLEX team development. The Board has clearly outlined these expectations through clear Ends Policy Statements. I REPORT COMPLIANCE.

ATTACHMENT E

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

April 14, 2015

Campbell County
Attn: Tony Langone
500 South Gillette Avenue
Gillette, WY 82716

Dear Tony,

I am writing this letter at your request to demonstrate the need for the 11 passenger van. We began conversations months ago discussing possible ways for utilization of the van by CAM-PLEX. The following are examples of how we would use this incredible resource.

Having a van would be an instant asset when we host large national or regional events. We can use it to transport people to and from the airport, hotels, as well as to shuttle VIP's and elected officials around grounds or the community during events. In addition, we would be able to transport theater artists and their equipment to and from their residencies much more effectively.

We also give a numerous amount of CAM-PLEX facility tours to prospective event coordinators and staff. We typically take two vehicles or arrange with the Parks and Recreation for use of their vans. Giving a tour with an entire group present in the same vehicle, especially one with that much space and field of view, is an entirely different experience and would be invaluable! We would also utilize the AV functions by showing our promotional video during the tours.

As we negotiate contracts and respond to requests for proposals we are commonly faced with the problem of not having a hotel connected to our property. Conferences and events want to entertain knowing attendees can safely return to their hotel. We would utilize the van as a resource to offer a shuttle service for these types of groups. Having this added service makes us more competitive and attractive for hosting these large events.

Another idea and possible revenue source is to use it as a rental for groups wanting to do off-site tours such as Devils Tower, Durham Buffalo Ranch, Downtown shopping, Recreation Center or the Rockpile museum. We could also explore rental use for weddings, parties and other special events. Transportation is always a key variable for the success of any event.

I appreciate your time and consideration of this request. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Foster", is written over a faint, larger version of the signature.

Paul Foster
CAM-PLEX General Manager

ATTACHMENT F

From: Penny Schroder [<mailto:PKS72@ccgov.net>]
Sent: Thursday, April 14, 2016 9:13 AM
To: Shelley Ailts <shelley@cam-plex.com>
Subject: Thank you

Shelley,

Hello. On behalf of the Education department staff (Wendy Legerski and myself), the museum board and staff thank you so much for all you and the Cam-Plex staff did to make our day a success. We had great raves from the presenters and the teachers and students about the day.

I am so sorry for the mix-up on the set up day.

Thank you so much for always working with us, your time and efforts are greatly appreciated.

Best,
Penny

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

ATTACHMENT G

June 2016

June 2016							July 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29	30	31	Jun 1	2	3	4
5	6	7	8	9 6:00pm CCPLB Monthly Board Meeting (Board Room)	10	11
12	13	14	15	16 6:00pm Joint Powers Land Board Quarterly Meeting (GAMB/cottonwood Room)	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Jul 1	2

July 2016

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 26	27	28	29	30	Jul 1	2
3	4	5	6	7 6:00pm CCPLB Monthly Board Meeting (Board Room)	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5	6



Campbell County Fire Department Newsletter

Issue 32 May 2016

Editors: Admin Staff

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Saying Farewell to Andrew Rutigliano

As many of you know Andrew Rutigliano has resigned his position with the CCFD effective May 5th. Rudy as he is affectionately known started his career with the CCFD in 2006 as a fire cadet, 2007 as a volunteer and was hired as a career firefighter in 2009. He was hired as part of a group of firefighters to augment the CCFD so the transition could be made to 24 hour shifts. He spent the majority of career with the CCFD on C Shift, with the last 2 years as a member of B Shift. Rudy will be hard to replace, he has a thirst for knowledge, training and helping others. He was a consummate professional while on scene and a solid performer in the office as well, even if he did not particularly care for the office work. He has always been a “go to guy” when something needed to be done. He has been an integral part of the department during his short tenure, providing leadership on the wellness committee, public education program and a variety of other tasks



Rudy will be starting a new chapter in his life as he joins the United States Navy, with the enlistment age creeping up on Rudy he decided it was now or never. Joining the Navy and serving his country has been a lifelong dream for him. Rudy said that the thing that he will miss the most about the CCFD is the people. He will also miss helping people on calls and the variety of experiences he has had while with the CCFD. The one thing Rudy will not miss is being assigned to day shift, having to cook and hose testing (in that order).



I know that all the members of the CCFD join me in wishing Andrew the best of luck in his new endeavor and we look forward to hearing of his accomplishments and adventures. The Navy is getting a solid performer who will bring a great attitude and work ethic to whichever unit he is assigned too.

There will be an open house for Rudy at Station 1, May 5th at 1500 hours, please stop by to wish him luck and share a few stories.

Also if you see Wayce Waller wandering around the station (after May 5th) with a bewildered look in his eyes do not be alarmed, he is just looking for Rudy.

JR Fox

May 2016

Birthdays!

Ronald Ellis	5/5
Darrel Roush	5/6
Mike Merchen	5/7
Vincent Oedekoven	5/7
Jordan Hunt	5/11
Michael Holmes	5/15
Troy Swartz	5/16
Alyssa Thar	5/18
Ted Oextra	5/19
James Heald	5/20
Chris Chafee	5/21
Alvin Binkley	5/23
Eric Acton	5/25
Jason Hogan	5/27
John Cattles	5/28
Jerrica Johnson	5/31
Sterling Thrush	5/31

May 2016

Anniversaries!

Galen Lee	5/1	36 Years
Troy Sartz	5/1	36 Years
Charles Messenheimer	5/29	18 Years
Shane Coates	5/22	10 Years



May 2016

**THE DEADLINE
FOR
JUNE'S
NEWSLETTER
ARTICLES IS:**

**May 25, 2016
@ 5:00p.m.
dcrippen@ccfire.us**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Hazmat</i>	3 <i>Wellness</i>	4	5 <i>County-wide</i>	6	7
8	9	10 <i>Chief's Meeting</i>	11 <i>Board Meeting</i>	12 <i>County-wide</i>	13	14
15	16 <i>Cadet Meeting</i>	17 <i>Captain's Meeting</i>	18	19 <i>Battalion</i>	20	21
22	23 <i>Cadre Meeting</i>	24	25	26 <i>Business Meeting</i>	27	28
29	30	31				

Financial Peace University

On March 7, 2016 several members of CCFD and their family members completed the 9-week Financial Peace University course that was sponsored by the Campbell County Fire Department Wellness Committee. The course focused on various areas of personal finance including budgeting, investments, insurance, debt solutions, income flow and retirement.

Keep watching the monthly newsletters for the next Financial Peace University class dates!



We would like to congratulate the following FPU graduates;

Richard and Chris Chafee	Alixandor Chafee
Isabella Chafee	Kory and Veronica Study
Aaron and Jennifer Marker	Peter and Sabrina Rossi
Pat Olson	Eric Acton
John Sullivan	JaNohn Thacker
Jerrica Johnson	Chris and Andreah Kramer
Dalton and Brooklyn Fenstermacher	Matt and Jade Dobrovlny
Dale and LouAnn Izatt	

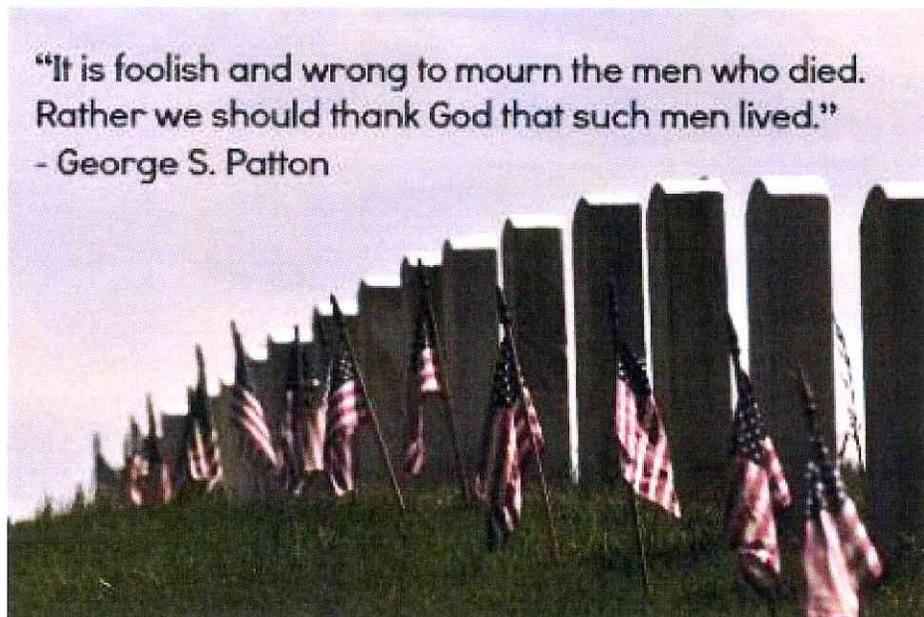


LINE OF DUTY DEATHS:

2016 Year to date: 20

Location	Name	Age	Cause of death
Canton, OH	Indust. FF Kenny Ray	32	Nitrogen Exposure
Dallas, TX	Engineer Marco Davilla	45	Unknown
Houston, TX	Recruit Steven Whitfield	32	Unknown
Lynn, AL	FF Charles Tucker	56	POV Crash
Largo, MD	FF/Para John Ulmschneider	37	Shot By Resident
Memphis, TN	Lt Rodney Eddins	57	Unknown

QUOTE OF THE MONTH:



Training Calendar

Annual Wildland Refresher Training (RT-130)

Thursday, May 5th – 1900hrs

AMFTC

Responding to Incidents Involving Flammable Liquids by Rail

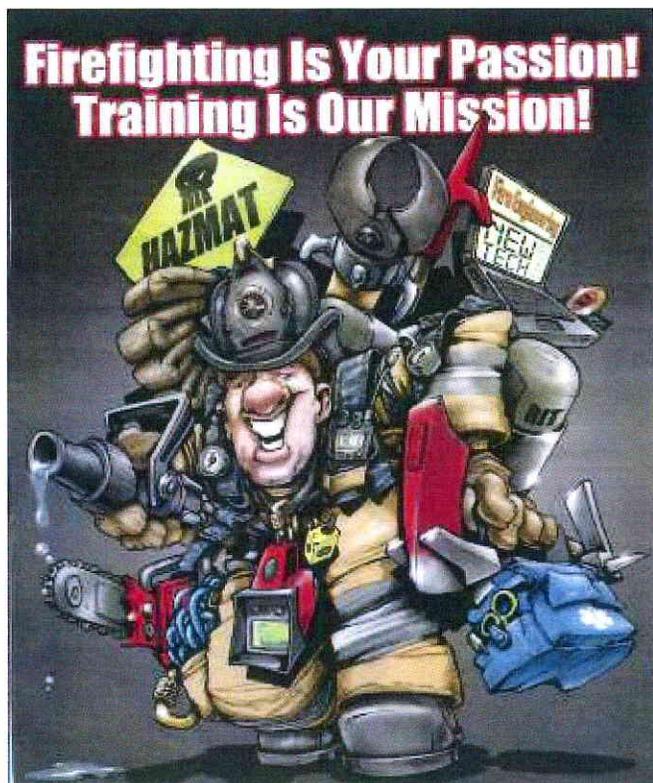
Saturday, June 25th – 0800hrs

AMFTC

You must register online, space is limited

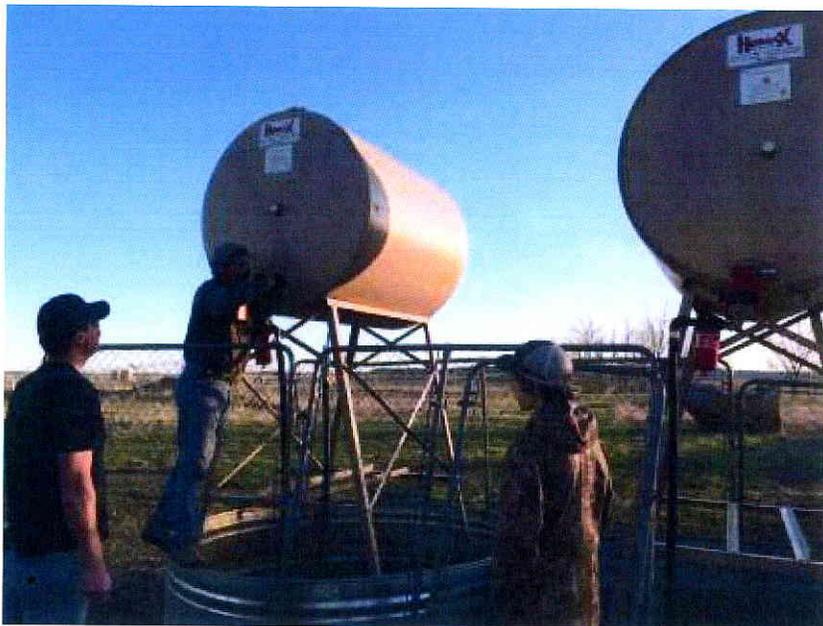
<https://www.eventbrite.com/e/responding-to-incidents-involving-flammable-liquids-transported-by-rail-gillette-wy-registration-25004288500>

This class is being presented by personnel from the Security and Emergency Response Training Center (SERTC)



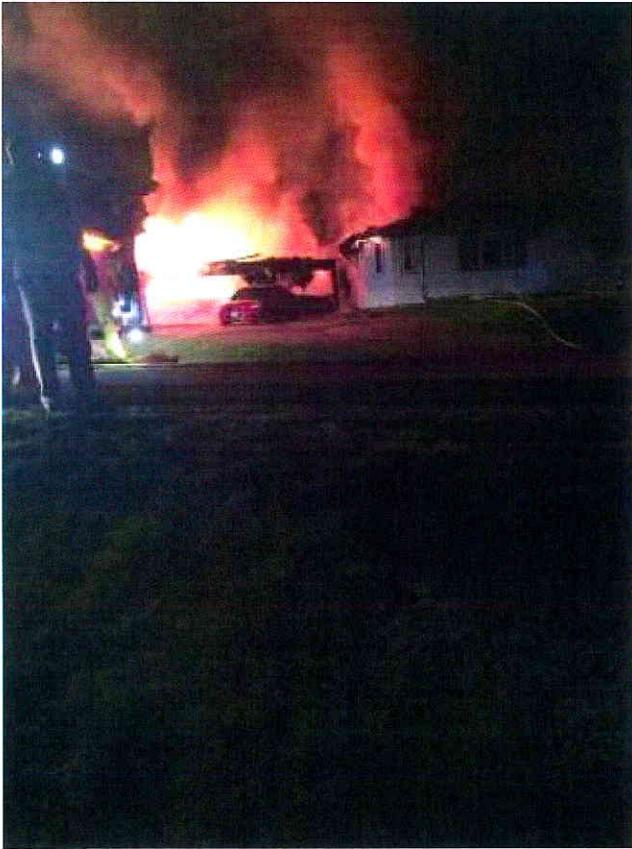
Station 12 New Fuel Tanks

We're getting a fence installed by the members of station 12 and the tanks set up and ready to use!



April 14 2016 Response

On April 14, 2016 at 0135 the Campbell County Fire Department was dispatched to the report of a possible structure fire in the area of Friday Street. Crews arrived on scene and found heavy fire in the garage and extending into the residence. Firefighters saved a dog from the structure and were able to save most of the residence. The fire is still under investigation.

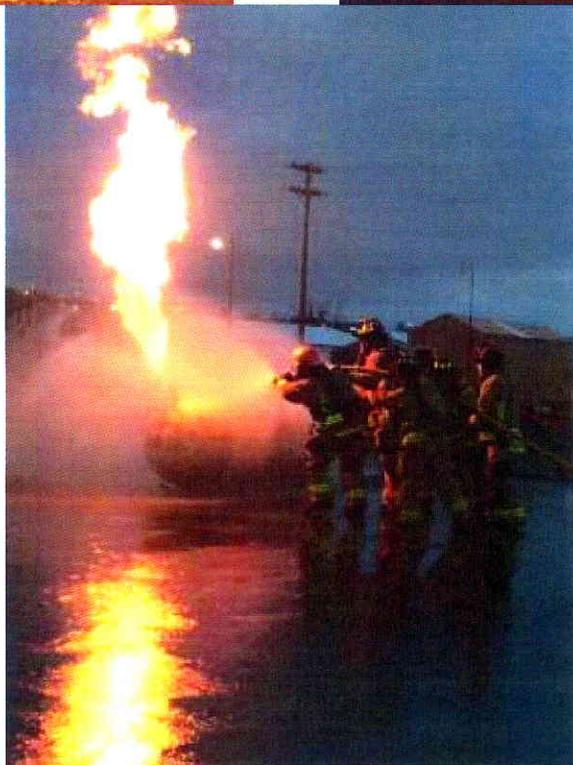
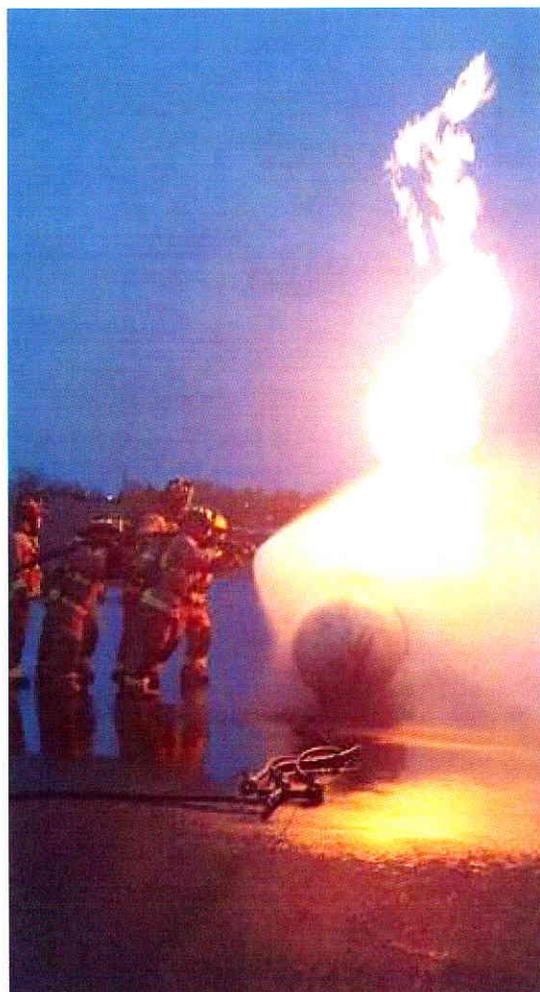
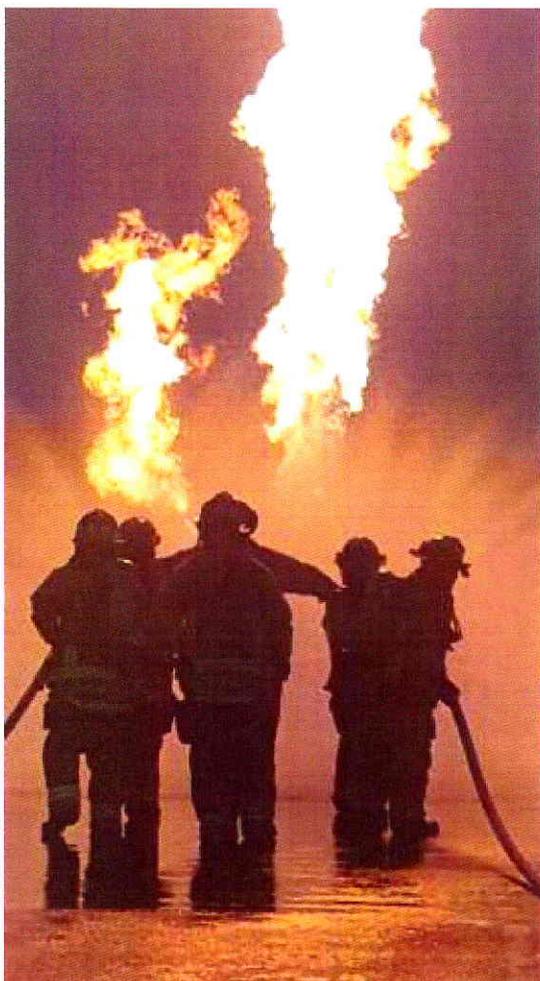


April 20, 2016 Response

On April 20, 2016 the Campbell County Fire Department was dispatched to the Lewis Road for the report of a shed on fire. Firefighters arrived on scene and found a large shop with smoke showing. Firefighters controlled the fire quickly. There were no injuries and the fire is currently under investigation.



Propane Training April 19, 2016



Pictures by:
Danielle Brown

RECIPE OF THE MONTH: EASY THAI STEAK SALAD

This Easy Thai Steak Salad is super quick to prepare and loaded with veggies and a grilled marinated sirloin steak featuring Thai flavours. A must try salad for the summer, you won't regret it.

Author: Jo Cooks

Serves: 2

INGREDIENTS

Marinade

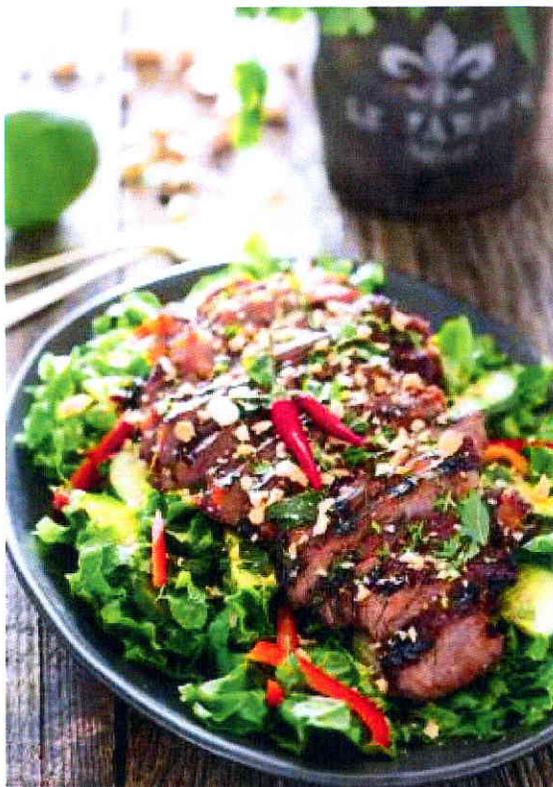
- ¼ cup low sodium soy sauce
- 2 tbsp molasses
- 1 tbsp ginger, minced
- 3 cloves garlic, minced
- 1 Thai red chili pepper, chopped
- juice from 1 lime
- 1 sirloin steak (about 8 or 10 oz)

Salad Dressing

- 2 tbsp coconut oil
- 3 tbsp low sodium soy sauce
- 1 tsp fish sauce
- 1 tbsp brown sugar
- 1 Thai red chili pepper, chopped
- zest from 1 lime
- juice from 1 lime

Salad

- 4 cups lettuce, chopped
- 1 red bell pepper, sliced in long strips
- ½ English cucumber, sliced
- ½ cup cilantro, chopped
- ¼ cup mint, chopped
- 2 tbsp peanuts, chopped (optional)



INSTRUCTIONS

In a small bowl add all the marinade ingredients (minus steak) and whisk well. Pour the marinade in a ziploc bag, add steak and close the bag and toss around a bit. Place in the fridge and let the steak marinate for 4 hours or overnight. The longer it marinates the better it will taste.

Prepare the dressing, by mixing all dressing ingredients in a small bowl and whisking well.

Grill  the steak to your preferred doneness, I prefer mine medium, so for medium I usually leave it 7 minutes per side. Let the steak rest for 10 minutes after you grilled, then slice the steak across the grain.

In a large bowl toss the lettuce, pepper, cucumber, mint and cilantro together then pour the dressing over and toss well. Arrange the salad on a platter and place the sliced steak over the salad, then top with chopped peanuts.

Health and Wellness Tailboard Talk

CCFD Wellness Committee

Decide To Be Better

I will be very brief and direct in this month's communication. This is to ALL of us. As we all hopefully understand, success does not come to those who wait. Success comes to those who work for it. Peak performance comes to those who don't become stagnant after experiencing a moment of success. Other's may feel they have the magic measuring stick to use when measuring your success. Only you can choose your goals, your strategy, your timeline for personal success; you get to decide. Yes, there may be tools, standard, and check lists we use to measure progress or success; there will be adversity in your chosen path to success, but when you reach your previously established goal, you will evaluate your achievement. You be the judge, the jury, the executioner. There's a tendency to feel inclined to use our own measuring stick to measure the successes, failures, strengths, and weaknesses of others. I believe that will never change in this world, but as long as you are honest with measuring your own setbacks and accomplishments your travel's to success will remain fluid.

Accountability is your responsibility; Accountability begins with you. This relates to your health, your own well-being, your training, your success as a member of this department. Don't fail yourself, your crew, your department, your community, your loved ones. Don't remain stagnant in your skills, your health, your academia. Be accountable.

Be accountable.

Identify your weak areas, your needs.

(Is it fitness, is it skills, training, attendance?) *Be honest.* Remember, you can only put your head in the sand for so long, you will only be fooling yourself and not others.

Set goals now.

Strategize. Make your plan. (This will be the hardest step).

Decide on your strategy and set a timeline for each goal. Use those around you as resources for your plan.

Now do the work.

So decide to be better than you are today. Make the choice, do the work, ask for help.... No one else can do that for you.

-Kate Eischeid, Captain CCFD Wellness Committee

Around Town

New baby



Bub Lara Grandson and
Louis Martell son.

Knox James

Fund Raising Update

As you may have heard, we are on the final stretch with our fundraising efforts to keep the Forced Entry statue here at Station 1 and are doing a beef raffle to help raise the remaining funds. We have 100 tickets left to sell and we've limited the number of tickets sold, so that the chances of winning are even greater! There will be 4 winners, each ending up with $\frac{1}{4}$ beef. Tickets are \$20.00 each or 6 for \$100.00 and are available at Station 1. The drawing will be held on Monday, May 9th.



Angela Williams <angelaw@gillettewy.gov>

Fwd: Museum's Afternoon Tea and Historic Fashion Show

1 message

ADMN ADMN <adm@gillettewy.gov>
To: Angela Williams <angelaw@gillettewy.gov>

Thu, May 5, 2016 at 2:30 PM

For GI

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

From: **Wendy Legerski** <wml72@ccgov.net>

Date: Thu, May 5, 2016 at 2:22 PM

Subject: Museum's Afternoon Tea and Historic Fashion Show

To: Wendy <WLegerski@ccgov.net>

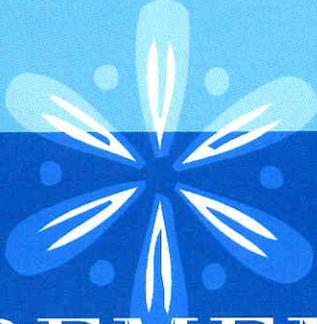
Rockpile Museum Friends,

We are excited to announce *Fashionable Fare*, the Rockpile Museum's first afternoon tea and historic fashion show. This unique event will be held on Saturday, June 4th at 2:00 p.m. at the Museum. We hope you will join Museum staff and volunteers for an afternoon of classic tea, yummy refreshments, and viewing beautiful historic clothing styles. There are a very limited number of tickets available, so please contact us soon if you would like to attend. There is no charge for the event but it is expected to be very popular so please do not hesitate to obtain your ticket! Please feel free to give us a call if you have any questions. - Wendy



Wendy Legerski
Campbell County Rockpile Museum
900 West Second Street
Gillette, WY 82716
307-682-5723 work
307-660-1319 cell
wlegerski@ccgov.net

MAY 9TH, 2016



RETIREMENT PARTY



Please join us to congratulate
Phyllis Jassek on her
retirement !!

City Hall Community Meeting
Room



11:00A.M.



City of Hillside ⁴⁻²⁸⁻¹⁶

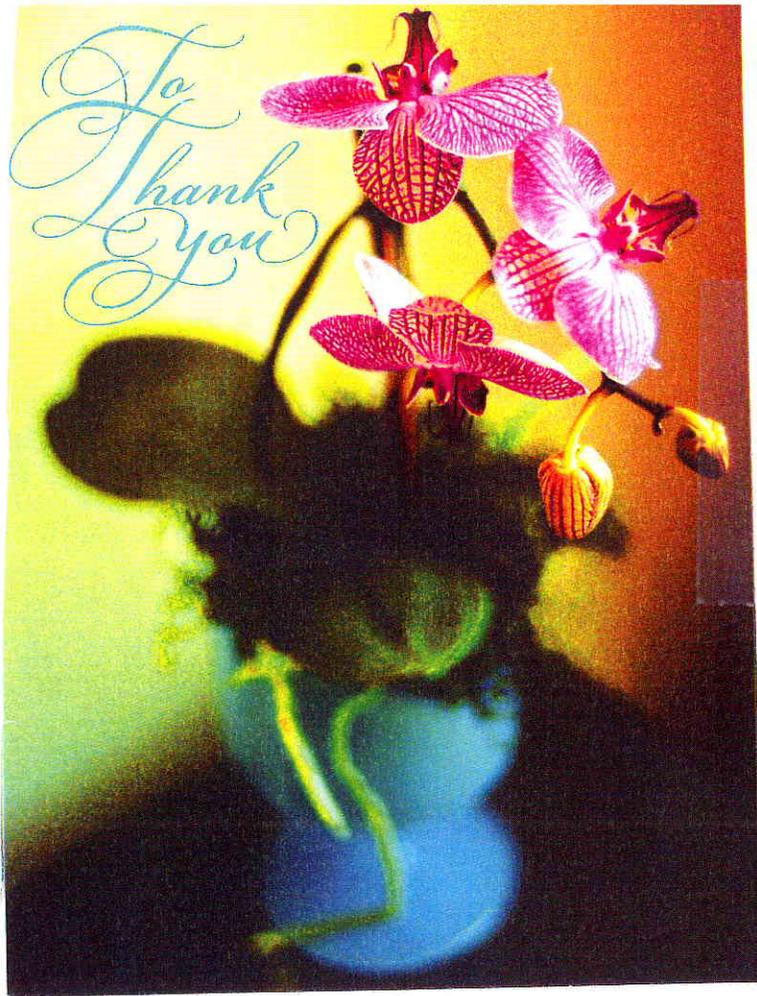
We at Table Number 23
appreciate your sponsoring
our lunch - Thank you!

Ruth Steffen
Aris Clark
Marge Ruby
John Wold
Heidy Dudgeon
John A Hart
Lyle Dorell

City of Gillette

Thanks so very much for
Sponsoring Taddys Lunch

Buell & Marland Jones
Jim Walport
Don & Joan Wood
Joni & Janis Kutz
Mike & Johie Perkins
Ronda Nelson
Elvera Dille
Lack Burger
John & Vicki Black



*Your special ways
and generous heart
make a beautiful difference.
Thank you so much.*

*Thanks for the
much appreciated
meal.*

Marion

June 6, 2008



Thank you for your
kindness and meal.

Tamela Lynn

Bernie Meyer

Stacy Matthews

Allen Earley

Paul Lepatman

Vicki Kessler

Juan Helik

Mary Ann Rust

Sellen - Martens

Robin A. Pashin

Nancy E. Pashin



Thank you, City of Gillette,
for the wonderful meal
and supporting the Senior
Dana Pye Center.
Dana Pye
Michelle Herravital - Thanks.
Bill Powell Gillette

Helen Harger

Judy Felton
Dennis & Jadon

Betty Ma Minna

We very much appreciate the
sponsored lunches. Every little bit
helps when one is on a lower
income. And we really enjoy
being waited on. It's wonderful!

Patricia Rainwater

Marjorie Remington

Thanks
so much

Carol Alexander



Thank you
for the lunch
Myrna Sharp

Thank you
for a Great
Lunch
Jwyla Kannegeter

Thank you for the
delicious lunch.
Delois Smith
Barb Barthwick

We appreciate it!
DOUG & DENICE VARLEY