



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: September 23, 2016

The following meetings are scheduled for the week of September 24th – September 30th:

Tuesday, September 27th

5:30 p.m. City Council Special Meeting, Agenda Attached

- Executive Session
 - Personnel

1. City Administrator Napier will be out of the office for the ICMA Annual Conference September 24-29, 2016. Utilities Director Glover will be Acting City Administrator.
2. Attached please find meeting minutes dated December 1, 2015 and February 16, 2016 and a letter from Discount Liquors dated January 13, 2016 requested by Council Members regarding Liquor Licenses provided by City Attorney Anderson and City Clerk Abelseth.
3. Attached please find a letter regarding Trash-a-Thon and Spring Cleanup Events dated September 20, 2016 provided by Gillette Parks and Beautification Board Chairman Asay.
4. Attached please find a Statement of Support for the Guard and Reserve dated September 21, 2016 provided by Human Resources Director Aguirre.
5. Attached please find a letter regarding High School Equivalency Certificates dated September 14, 2016 provided by the Northern Wyoming Community College District.
6. Attached please find information regarding Current Economic Data dated September 2016 provided by Community Builders, Inc.
7. Attached please find the Agenda for the Parks and Beautification Board Meeting dated September 22, 2016 and meeting minutes dated September 8, 2016 provided by Public Works Director Wilde.
8. Attached please find a flyer regarding the Wyoming Infrastructure Authority Fall Energy Conference on October 4-5, 2016 provided by the Energy Capital Economic Development.
9. Attached please find an invitation regarding Energy Capital Economic Development Quarterly Breakfast on October 13, 2016 at the Cam-Plex provided by Energy Capital Economic Development.
10. Attached please find a thank you letter from Commissioner's Administrative Director Robert Palmer.

JCN/adw

	Special Meeting Tuesday, September 27, 2016 Meeting: 5:30 p.m. Third Floor Conference Room

No dinner served.

AGENDA ITEMS:

- Executive Session
- Personnel

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

Upcoming Work Session Topics:

October 11 (City West Break Room)

- Tour of City West Remodel
- 3rd Quarter Updates
 - CCJP Fire Board
 - Fire Station 3 Update
- Smart Capital Network Presentation – Kendall Hutchinson & Mark Huston
- Leash Law Discussion
- Snow Season Pre-Brief
- Review October 18th Agenda
- Executive Session

October 25 – 5:30 p.m.

- Yard Waste Ordinance Discussion
- Leased Parking Discussion
- Review November 1st Agenda
- Executive Session
- Council Tour of Legacy Living & Rehabilitation Center (leave City Hall by 6:15 p.m.)

November 8

- Fort Union Industrial Park Tour
- Review November 15th Agenda
- Executive Session

November 22 - CANCELED

November 29

- Review December 6th Agenda
- Executive Session

December 13

- ITC Update – Jason Begger
- Review December 20th Agenda
- Executive Session

December 27

- Review January 3rd Agenda
- Executive Session

- Addressing Standards
- Review October 18th Agenda
- Executive Session

November 1

- Budget Amendment #2 Discussion
- Review November 1st Agenda
- Executive Session

November 15

- Review November 15th Agenda
- Executive Session

December 6

- Review December 6th Agenda
- Executive Session

December 20

- Review December 20th Agenda
- Executive Session

City/County/Town of Wright Meetings November 2 – 5:30 p.m.

Upcoming Activities

- October 10 – Council Tour of College Facilities
- October 27 – Senior Center Luncheon

Upcoming Council Pre-Meeting Topics

October 4

- QPR Training – Spring Wilkins
- Review October 4th Agenda
- Executive Session

October 18

- Power Generation Update

New Agenda Items for October 4, 2016

1. Council Consideration for the Acceptance of Public Improvements for 2015 Water Main Replacement Project, Installed by Powder River Construction, Inc., in the Amount of \$1,475,773.30 (1% Project).

(New Business – Minute Action)

2. Council Consideration for the Acceptance of Public Improvements for the School Zone Crossings Phase II Project, Installed by Powder River Construction, Inc., in the Amount of \$164,775.72 (1% Project and a Wyoming Department of Transportation, Transportation Alternative Grant).

(New Business – Minute Action)

3. Council Consideration of a Bid Award for One (1) New 6x4 Utility Vehicle to Sundance Equipment Company of Sundance, Wyoming, in the Amount of \$9,695.00.

(New Business – Minute Action)

4. Council Consideration of a Resolution in Memory and Recognition of Former City Administrator, Flip McConnaughey.....

(New Business – Minute Action)

5. A Public Hearing to Consider the Transfer of Location of a Winery Permit, the Application for a Winery Satellite Permit Requested by Big Lost Meadery, LLC, Contingent Upon Obtaining the Necessary Federal Permit, and Setting a \$100 Fee for the Winery Satellite Permit.

(Public Hearings & Considerations)

6. Council Consideration for the Transfer of Location of a Winery Permit from 106 S. Gillette Avenue to 601 S. Douglas Hwy, Requested by Big Lost Meadery, LLC, d.b.a. Big Lost Meadery, Contingent Upon Obtaining the Necessary Federal Basic Permit.

(Public Hearings & Considerations)

7. Council Consideration of a Winery Satellite Permit Requested by Big Lost Meadery, LLC, d.b.a. Big Lost Meadery, Located at 106 S. Gillette Avenue, Contingent Upon the Transfer of Location of the Winery Permit for Big Lost Meadery, LLC, to 601 S. Douglas Hwy, and Setting the Winery Satellite Permit Fee at \$100.

(Public Hearings & Considerations)

8. A Public Hearing to Consider the Issuance of a Bar & Grill Liquor License to Pizza Carrello, LLC, Located at 601 S. Douglas Hwy.

(Public Hearings & Considerations)

9. Council Consideration for the Issuance of a Bar & Grill Liquor License to Pizza Carrello, LLC, d.b.a. Pizza Carrello, Located at 601 S. Douglas Hwy.

(Public Hearings & Considerations)

10. A Public Hearing regarding an Ordinance Pursuant to Wyoming Statute 15-6-420 Declaring a Default on Assessments in the Northland Village Mobile Home Park, Authorizing Certificates of Delinquency, and Authorizing Litigation in the District Court, Sixth Judicial District, for Purposes of a Foreclosure Action on the Delinquencies.

(Public Hearings & Considerations)

11. An Ordinance Pursuant to Wyoming Statute 15-6-420 Declaring a Default on Assessments in the Northland Village Mobile Home Park, Authorizing Certificates of Delinquency, and Authorizing Litigation in the District Court, Sixth Judicial District, for Purposes of a Foreclosure Action on the Delinquencies.

(Public Hearings & Considerations)

radius of his trucks, he stated that his trucks work in Cheyenne, Newcastle, Lovell, Powell, Green River, and all across the state. Councilman Kuntz asked for clarification if the bid specifications specifically state "cab chassis auto car" and asked if the suspension, as listed in the bid documents, is a sole source suspension in itself. Mr. Williams stated that the suspension is rated for 46,000 pounds; the frame rails are the portion in question. After further discussion, it was moved by Councilman Kuntz and seconded by Councilman Carsrud to table this item until the December 15, 2015, meeting which will allow time to research this further. Mayor Carter-King asked Council to cast their vote on the motion to table. The vote was recorded as follows: Jerred, Barks, Carsrud, Montgomery, McGrath, Kuntz, and Mayor Carter-King voting aye. The motion carried and the item tabled until December 15, 2015.

Special Orders of the Day

Mayor Carter-King opened into a public hearing to consider a retail liquor license application requested by Eischeid Investments, LLC, d.b.a. Chophouse Restaurant, Located at 113 S Gillette Avenue. Councilman Jerred asked for an explanation of contingencies regarding the issuance of the liquor license. Brent Eischeid, Eischeid Investments, LLC, explained that construction will begin and all the dates and deadlines in the letter will be tied to the retail liquor license. The bar & grill liquor license that Chophouse currently holds will be returned to the City. In the event that the dates and deadlines of the remodeling of the Chophouse are not completed on time, or to the extent described, the license would be revoked at that time. The remodel will be completed by the end of 2017. Mayor Carter-King asked for clarification as to what contingencies would be tied to the renewal of the liquor license. Attorney Anderson stated that it is staff's recommendation, should Council choose to grant the license, that the license be granted on the condition of the terms of the letter, and that the letter is part of the approval for the license. Mr. Anderson then read the letter entitled "Requirements for Granting of Retail Liquor License". The letter was read as follows:

November 18, 2015

Mayor Louise Carter-King
 Gillette City Council
 P.O. Box 3003
 201 E. 5th Street
 Gillette, WY 82717

RE: Requirements for Granting of Retail Liquor License

Dear Mayor and Council:

On September 22, 2015, Eischeid Investments, LLC provided a power point presentation to Council regarding anticipated improvements to the property commonly known as the "Chop House". This letter is intended to memorialize the actions to be undertaken by Eischeid Investments, LLC in regard to the granting of the liquor license.

1. A remodel will be undertaken upon granting of a retail liquor license. The remodel will be in the approximate amount of \$500,000. Radix Construction, Inc. will serve as the general contractor for the project. Radix Construction, Inc. and Eischeid Investments, LLC will rely on local subcontractors and suppliers to the extent possible to meet the timelines and construction specifications of the project.

2. The first phase of the remodel will include an outside bar in the parking lot area and outdoor seating in front of the business.

The construction of the outdoor seating in the parking lot will begin approximately April 15, 2016 and will be completed within ninety (90) days of the start of construction. The outdoor seating will be designed as a 3 season room, with approximately 100 useful days per year. This will be accomplished through the use of heaters, fireplaces, air curtains or other designs. The South dining room remodel and outdoor dining area is to be completed in 2016.

3. The second phase of the remodel will be the North dining room, the main entryway, and a full bar remodel. This remodel will begin in January 2017 and will be completed before the end of that calendar year.

4. At the request of the City Council, Eischeid Investments, LLC will make regular reports to the Council, and will immediately notify the Council of any known or anticipated time delays that may arise that would affect the timelines established in this letter agreement.

We understand the representations made during the presentation are a condition, imposed by the City of Gillette, upon the granting of the retail liquor license. Eischeid Investments, LLC has agreed to make these improvements to the property. We acknowledge that the failure by Eischeid Investments, LLC to complete the remodel may result in the possible termination of the retail liquor license. Additionally, we will relinquish the retail liquor license if we cannot comply with these requirements, and further acknowledge that if relinquished, we may not be able to obtain a new liquor license.

Respectfully Submitted,

Brent Eischeid, managing member/President
Eischeid Investments, LLC

After the reading, Mayor Carter-King closed the public hearing.

It was moved by Councilman McGrath and seconded by Councilman Carsrud to approve a retail liquor license application requested by Eischeid Investments, LLC, d.b.a. Chophouse Restaurant, Located at 113 S. Gillette Avenue, with liquor license renewal contingent upon compliance with the terms of the November 18, 2015 letter from Brent Eischeid, entitled Requirements for Granting of Retail Liquor License. Mayor Carter-King asked for further discussion. Councilman Barks announced, to show he is not opposed to the Chophouse Restaurant receiving the retail liquor license, he would be voting in favor for the issuance. Councilman Jerred stated that he would be voting nay as he does not see how the City would be benefited with additional revenue. He added that he believes that retail liquor licenses benefit by off sale use. After the comments, Mayor Carter-King asked Council to cast their vote. The vote was reported as follows: Barks, Carsrud, Montgomery, McGrath, Kuntz, and Mayor Carter-King voting aye. Jerred voting nay. The motion carried.

Mayor Carter-King opened into a public hearing for a zoning map amendment of the City of Gillette, Wyoming, for property generally located at 4180 South Garner Lake Road, and legally described as a portion of Lot 2 Devon Addition, from C-3, Business/Services District to I-1, Light Industrial District. City Administrator Napier explained that the request is to change the area from C-3 to I-1. The area would be used for a more aggressive land use for industrial purposes. Mayor Carter-King asked if any objections were received. Development Services Director stated there were no negative objections received. The request was recently before the Planning Commission and no one voiced concern. The Planning Commission passed the request unanimously. Mayor Carter-King closed the public hearing.

Napier explained that the Resolution is to gain broad support from across the State with respect to WAM's efforts in pursuing local government funding, particularly, in this time when we are starting into an era of declining funding for the State, as well as local governments across the State, and to gain grand appeal so that, indeed, there would be a conversation with the Legislature that would have the support of all the cities and towns throughout Wyoming to prioritize local government funding. The problem with the language is that the Legislative agenda concept was too broad, in Council's opinion, that there may be a time when WAM's agenda may not be consistent with the Gillette City Council with regard to funding formulas for the City of Gillette. The idea behind the amendment is to tighten the Resolution around funding and not allowing it to be as broad as to encompass any Legislative appeal that WAM may have, that the City Council had not had the chance to review and discuss. The amendment will cover two areas within the Resolution; the title and the enacting clause portions. After the explanation, Council was asked to cast their vote on the amendment. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud. The motion to amend the title and enacting clause portions of the Resolution carried. Council was asked to cast their votes on the original motion. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud voting aye: The motion carried.

Appointments

It was moved by Councilman Barks and seconded by Councilman Jerred to appoint Lee Wittler to the Board of Adjustment for a partial term. Council President Carsrud asked for discussion. There was none. Council was asked to cast their vote. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud voting aye. The motion carried.

Special Orders of the Day

Council President Carsrud opened into a public hearing to consider the renewal of liquor license and permit applications for retail, restaurant, bar & grill, limited, winery, microbrewery, resort, and special malt beverage for the 2016/2017 liquor licensing period. Councilman Kuntz asked Tom Simons, Discount Liquors, LLC, if he is still in agreement regarding stipulations placed on the liquor license, such as the building. Mr. Simons reported that the building would be completed within 12-16 months; he is currently working with an engineering firm and architect for building and site plans. Councilman McGrath asked for confirmation that the road would also be completed. Mr. Simons confirmed that the road would be completed to the end of their property line. Councilman Kuntz informed Mr. Simons that Discount Liquors, LLC, would be removed from the liquor license renewal listing for the 2016/2017 licensing period in order to place contingencies on the renewal of Discount Liquors, LLC's liquor license and voted on separately. Mr. Simons agreed to Council's decision. Council President Carsrud closed the public hearing.

It was moved by Councilman McGrath and seconded by Councilman Barks to approve the renewal of liquor license and permit applications for retail, restaurant, bar & grill, limited, winery, microbrewery, resort, and special malt beverage for the 2016/2017 liquor licensing period. It was moved by Councilman Kuntz and seconded by Councilman Barks to amend the liquor license renewal listing by removing the retail liquor license held by Discount Liquors, LLC, d.b.a. Razor City Discount Liquors, to be voted on separately. Council President Carsrud asked for discussion on the amendment.

There was none. Council was asked to cast their vote on the amendment. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud voting aye. The motion carried and the retail liquor license renewal for Discount Liquors, LLC, d.b.a. Razor City Discount Liquors was removed from the liquor license renewal listing. Council then was asked to cast their vote on the original motion to approve the remaining liquor license renewals for the licensing period 2016/2017. Council President Carsrud asked for discussion. There was none. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud voting aye. The motion carried and the remaining liquor license renewals were approved for the 2016/2017 liquor licensing period. It was moved by Councilman Jerred and seconded by Councilman Kuntz to approve the retail liquor license renewal for Discount Liquors, LLC, d.b.a. Razor City Discount Liquors for the 2016/2017 licensing period, contingent upon compliance with the terms of the letter submitted by Tom Simons entitled "Liquor License Transfer" dated January 13, 2016. Council President Carsrud asked for discussion. There was none. Council was asked to cast their vote. The vote was recorded as follows: Jerred, Barks, Montgomery, McGrath, Kuntz, and Council President Carsrud voting aye. The motion carried and the renewal of the retail liquor license for Discount Liquors, LLC, d.b.a. Razor City Discount Liquors for the 2016/2017 licensing period, was approved contingent upon compliance with the terms of the letter submitted by Tom Simons entitled "Liquor License Transfer" dated January 13, 2016.

There being no further business to come before the Council, the meeting was adjourned at 7:33 p.m. The next regularly scheduled meeting will be held on March 1, 2016.



Council President Tim Carsrud

(S E A L)

ATTEST:



Karlene Abelseth, City Clerk
Publication Date: February 24, 2016

January 13, 2016

Discount Liquors LLC
PO Box 3551
Gillette, WY 82718
307-680-9162

RE: Liquor License Transfer

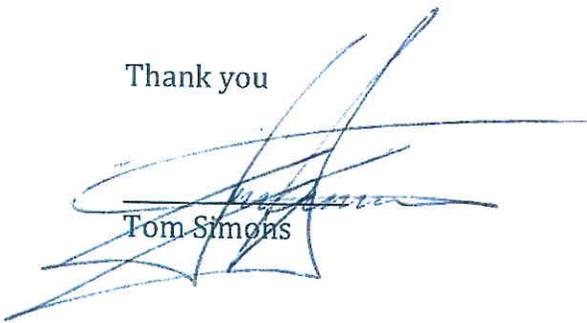
To Whom It May Concern:

Discount Liquors LLC dba Razor City Discount Liquors is seeking a retail liquor License transfer to the property located at 821 Madison Ave. This facility will be the same one and same plan as originally presented prior. The following is what we are proposing.

- Upon license transfer Architect will finalize building design and go to construction bid within two months. The facility will be constructed and operational in 12 to 16 months.
- We will finish our portion of Madison Ave to the end of the property line.
- The building size propose is 15000 to 20000 square feet in size with the optional Tasting Library as originally proposed.
- Building will NOT be a pole barn or shop type building.

Please feel free to contact me with any questions.

Thank you



Tom Simons



CITY OF GILLETTE

Parks and Beautification Board

P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5320
www.gillettewy.gov

September 20, 2016

Gillette City Council
201 E. 5th Street
Gillette, WY 82716

Honorable Mayor and Members of the City Council:

The members of the Gillette Parks and Beautification Board were disappointed to learn that the Trash-a-thon and the Spring Cleanup events are going to be either eliminated or drastically down sized due to budget constraints. We certainly appreciate the situation that the City finds itself in. We as the Parks and Beautification Board feel that it is our responsibility to not only assist in keeping our parks beautiful, but to help in keeping our community beautiful as well. We feel that our community benefits greatly from events like the Trash-a-thon and the Spring Cleanup.

Therefore, we would like to take on some of the responsibility for these events. We would like to organize and implement these programs on a volunteer basis in the community. We have begun the process of contacting the schools to get the younger citizens involved, and we have also looked into ways to get the community at large involved as well in the way of providing locations where citizens can pick up trash bags to assist in cleaning up our community. We would like the event to consist of one week where we encourage the citizens of our community to pick up trash for a half-hour during the week. We are also exploring the idea of providing some kind of incentive contest for the younger citizens to pick up trash through the school. We would like this event to happen during the first full week in October. We would like the Mayor's and City Council's blessing and support for this project. Thank you.

Sincerely,

Glen M. Asay
Chairman, Gillette Parks & Beautification Board



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



City of Gillette

We recognize the Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

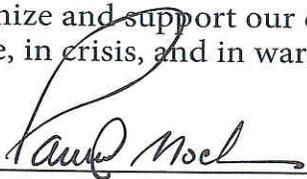
Therefore, we join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills Service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, transitioning Service members and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.


Employer

9-21-16

Date


Paul E. Mock
National Chair, ESGR


Chuck Hagel
Secretary of Defense





September 14, 2016

Dear Community Partner:

My name is Sarah Riehn. I am the director of the Center for College and Career Readiness Program (CCCR), formerly called Adult Basic Education (ABE), at Northern Wyoming Community College District. I am writing to remind you of some important changes that you should be aware of when dealing with clients who are in need of a High School Equivalency Certificate. In spring 2013, the Wyoming legislature passed House Bill No. 0054 which changed all references of GED to *High School Equivalency Certificate*, (HSEC). The change in the language allowed the state of Wyoming to have a choice of high school equivalency exams, thus allowing competition to the GED which recently (in January 2014) became a for-profit corporation (owned by Pearson VUE). The State of Wyoming currently allows three nationally recognized assessments for individuals to obtain a High School Equivalency Certificate: 1) HiSET, 2) GED, and 3) TASC.

The Northern Wyoming Community College District – CCCR program currently supports two of three nationally recognized assessments. The HiSET (High School Equivalency Test), which is administered through Educational Testing Service (ETS), an already established not-for-profit company best known for the SAT, GRE, and TOEFL exams and the GED (administered through Pearson Vue).

Furthermore, individuals that are 16-17 years of age are required to enroll in an Adult Education program as mandated by the State High School Equivalency office. This is because they must receive approval to take the High School Equivalency (HSE) exams and receive a score demonstrating they are “well prepared” as proven on the HSE Official Practice Tests. Individuals ages 16-17 years of age must complete a State of Wyoming Age Waiver form, which consists of a Demographic Page (which the student completes) and a School Withdrawal Verification form. An additional form describing the student’s Official Practice Test scores is submitted by the Adult Education Instructor along with the first two forms when the student has demonstrated readiness to take the test.

Individuals ages 18 and older *do not need* to be enrolled in an Adult Education program to take the HSE exam. They may take the HSE exam at a designated testing center, such as Sheridan or Gillette College, to obtain their Wyoming High School Equivalency Certificate. They may register online at either the HiSET website (hiset.ets.org) or the GED website (ged.com) for either one of the two tests we provide and take the test at our testing centers. An additional Testing Administration Fee of \$20 is applied to the HiSET test, which individuals pay to the college’s business office prior to the testing day. They must take their receipt to the testing center as proof they paid this fee.

Testing fees for the HSE Exams:

- **HiSET** = \$50 (online fee)
 \$20 (Testing Administration Fee – paid to the college’s Business Office prior to the Testing Day)
 Total Fee = \$70
- **GED** = \$120 (online fee – no additional Testing Administration Fee)

Accessing HSEC transcripts, or certificates:

Additionally, any student, or third party agency, who would like receive copies of his/her HSEC scores, or transcripts, needs to access them through the State of Wyoming’s document fulfillment service, **Diploma Sender**. They may be accessed at their website: diplomasender.com. Once there, either the student, or third party agency, may create an account by creating a username and a password on this website to obtain a copy of the student’s scores. The third party agency would just be receiving verification that the individual did indeed obtain their High School Equivalency Certificate in the State of Wyoming.

Program Changes:

Our program has now undergone some major alterations to align to the new Workforce Innovation and Opportunity Act (WIOA) requirements enacted in July 2014. You may have noticed our new name. This is a part of the change. In order to become a program that better assists students towards a college and a career pathway, we redesigned our enrollment process. Students now enter through a week-long process called a "Start Smart Course," which is a managed enrollment educational system that helps students discover their key breakdowns in learning. Our program has implemented a comprehensive educational system to screen students who may demonstrate learning challenges. We screen for attention, visual stress, vision and auditory function challenges. We have discovered through an intensive training during the past two years, that the national data for vision and auditory function challenges for individuals who have not completed high school show that 4-5 out of 10 students have a vision function challenge and 3-4 out of 10 students have an auditory function challenge. These studies can be found at Kentucky Education Television (KET Quarterly <http://www.ketadultlearning.org/pdf/newsletter/spring08.pdf>). PowerPath's screenings were developed by the Ohio State University. The vision function screening was carefully researched by Dr. James Saladin and is supported with a specially designed vision screening kit from Bernell Corporation, South B end, Indiana. On referrals, the vision screening is 85-95% accurate. The auditory screening is based on best practices and is a pure-tone-frequency screening. Through our PowerPath Educational System Basic screenings, we provide our students with a comprehensive report that provides specific accommodations, adaptations, and strategies that address learning challenges. The outcome of this work across the United States has demonstrated increased academic success and tenure in programs leading to a High School Equivalency (HSE) and improved success in college, career, training, and employment. We also introduce our students to our workforce partners at Department of Workforce Services and Division of Vocational Rehabilitation. We take them on a tour of the college campus to empower them for a future spent pursuing an academic career in college. Our goal is to empower students to the reality that they can achieve a college and a career pathway. In our unstable economic times, it is vital to assist students towards this end goal.

Finally, students that enroll through the Start Smart Course, begin classes the following week. There are 5 courses throughout each year. Each course provides students with adaptations and strategies to help them with employment, training, college, and career goals. These strategies are lifelong strategies which they can take with them wherever they go.

If you have any questions, please do not hesitate to contact me at the number listed below at 307-674-6446, ext. 2703. I look forward to working with you!

Thank you,



Sarah Riehn, NWCCD-CCCR Director: Gillette & Sheridan

Center for College & Career Readiness / High School Equivalency / English Language Acquisition

CCCR / HSE / ELA

P.O. Box 1500

Sheridan, WY 82801

(307) 674-6446, ext. 2703

(307) 686-0254, ext. 2703

(800) 913-9139, ext. 2703

sriehn@sheridan.edu

All 3rd Party Organizations seeking verifications for GED, HiSET and TASC Records must do so by using the state's HSEC document fulfillment service, Diploma Sender.

Please visit their website at
www.DiplomaSender.com.

Diploma Sender requires that all 3rd Party Organizations apply for the Agency Access Program.

Details can be found at:

<http://www.diplomasender.com/Account/Register.aspx>



For any further questions please email: AgencySupport@DiplomaSender.com

Thank you.

WYOMING HSEC PROGRAM

307-777-5897

All for GED, HiSET and TASC Records must be obtained through the state's HSEC document fulfillment service, Diploma Sender.

Please visit their website at
www.DiplomaSender.com.

Diploma Sender requires that all test taker's register with
Diploma Sender to gain access to their record.

Details can be found at:

<http://www.diplomasender.com/Account/Register.aspx>



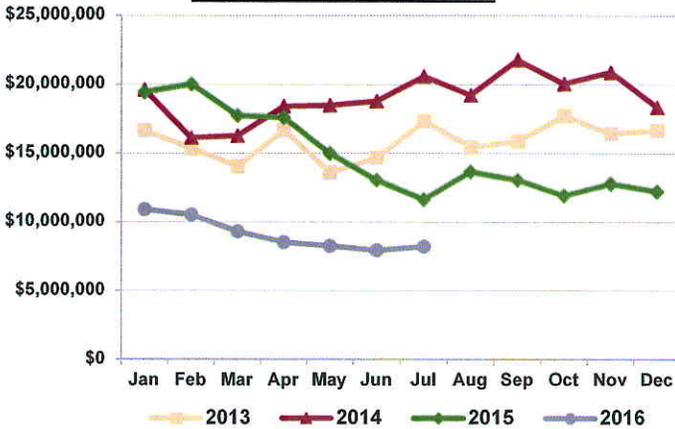
For any further questions please email: Support@DiplomaSender.com

Thank you.

WYOMING HSEC PROGRAM

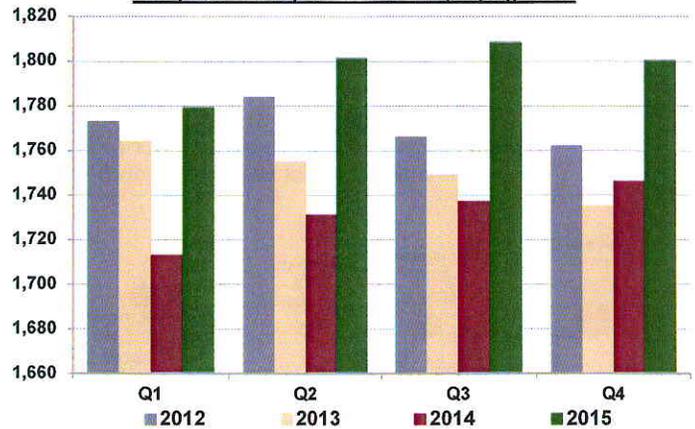
307-777-5897

Campbell County Excise Taxes



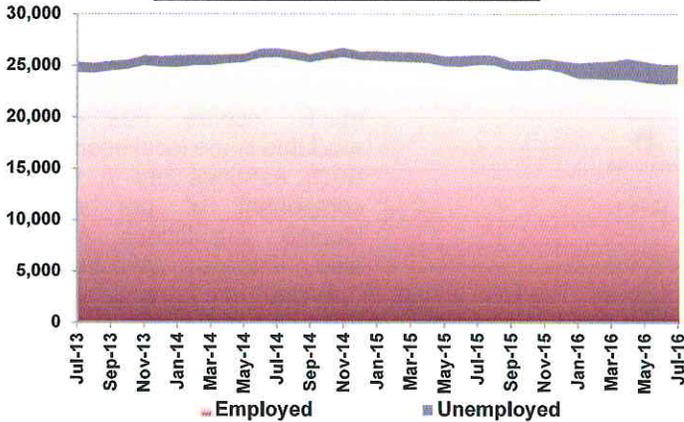
July 2016 = \$8,199,029 (29.4% less than July 2015).
 Calendar YTD 2016 = \$63,619,993 (44.4% less than YTD 2015).

Campbell County Number of Employing Units



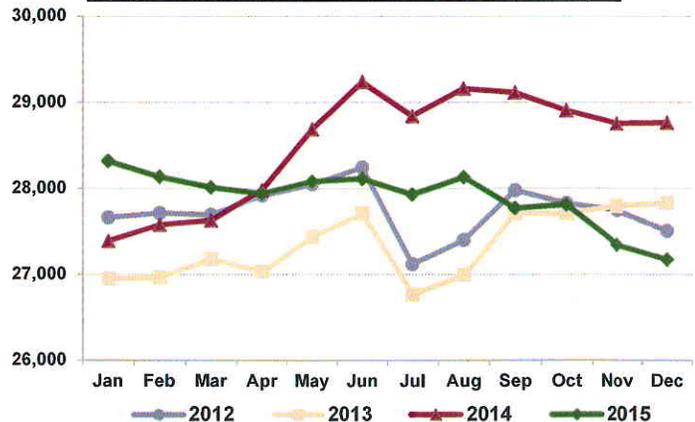
4Q15 Employing Units = 1,800 (3.1% more than 4Q14).
 Calendar YTD 2015 Avg. = 1,797 (3.8% more than 2014 YTD).

Campbell County Resident Labor Force



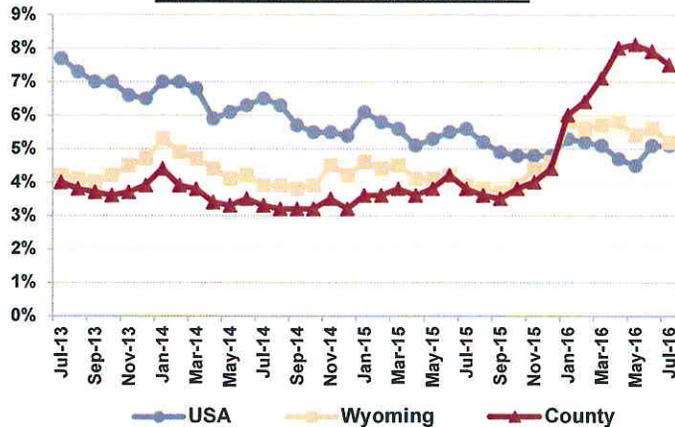
July 2016 Employed = 23,265 (0.4% more than June 2016).
 Calendar YTD 2016 Avg. = 23,506 (6.7% less than YTD 2015).

Campbell County Number of Employees Covered by UI



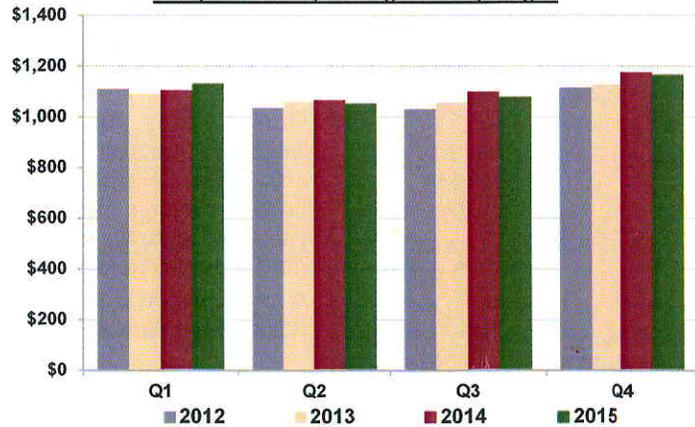
4Q15 Average Employees = 27,441 (4.7% less than 4Q14).
 Calendar YTD 2015 Avg. = 27,895 (2.1% less than YTD 2014).

Campbell County Unemployment Rate



July 2016 Unemployment = 7.5% (June 2016 was 7.9%).
 Calendar YTD 2016 Avg. = 7.3% (2015 YTD Avg. was 3.8%).

Campbell County Average Weekly Wages



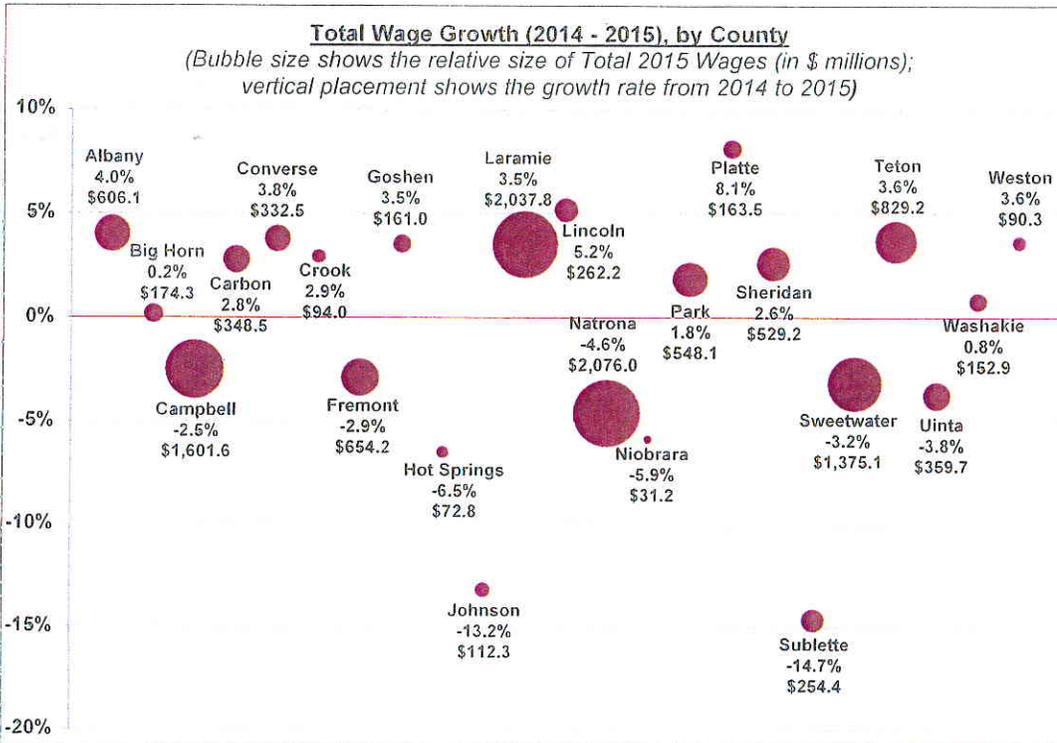
4Q15 Average Weekly Wages = \$1,163 (0.8% less than 4Q14).
 Calendar YTD 2015 Avg. = \$1,104 (0.4% less than YTD 2014).

Community Builders, Inc. (CBI) is a Wyoming-based consulting firm that specializes in the development of businesses, organizations, and communities. Each monthly *CBI Focus* newsletter provides current economic data and analytical graphs for one of Wyoming's 23 counties (plus one covering the entire state). The *CBI Focus* newsletter archive, source notes, and data explanations are online at www.consultCBI.com. CBI principal consultants are Bobbe Fitzhugh and Joe Coyne. Contact CBI at 873 Esterbrook Road, Douglas, WY 82633; email Joe@consultCBI.com; or call (307) 359-1640. © 2016 Community Builders, Inc.



Total Wages

CBI frequently uses two different measures of employment. The first employment measure is the Local Area Unemployment Statistics (LAUS) program, which creates monthly *estimates* of the entire labor force and unemployment rate for workers residing in a particular county, using Census counts, population estimates, and Wyoming's unemployment insurance (UI) system. The

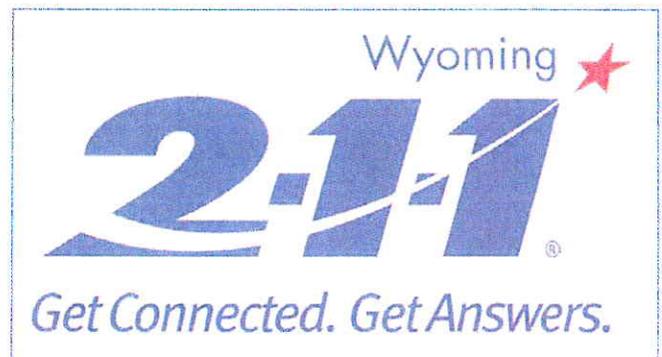


second measure, the Quarterly Census of Employment and Wages (QCEW) program, tracks jobs by place of work. QCEW is a compilation of *actual* UI wage records filed by employers. Although QCEW data collection and reporting takes months to complete, and it only includes workers who have UI coverage, it compiles the actual number of employing units, employees, average weekly wages, and the total amount of wages paid in each county (not just an estimate).

Total wages data is relevant to anyone wanting to know how much income has been available in the local economy. Such earnings are a major component of per capita income calculations (which also include investments,

savings, employer-paid benefits, social security, and other types of income). The total wages in the chart above represent the total amount paid to all UI-covered employees in each county in Wyoming for all four quarters of 2015 (in \$ millions).

There are significant differences in the amount of total wages paid in Wyoming counties, as seen by the wide range of bubble sizes in the graph above. Campbell, Laramie, Natrona, and Sweetwater Counties each had more than \$1.3 billion in total wages during 2015. Collectively, those four counties represent 54.2% of the total wages paid statewide. In contrast, there are four counties whose total wages are less than \$100 million for all of 2015: Crook, Hot Springs, Niobrara, and Weston Counties.



Community Builders, Inc. (CBI) can provide you with much deeper analysis of the topics presented in this newsletter, and many others as well. We have 60+ years of experience with community and economic development, providing business plans, feasibility studies, grant writing, strategic planning, project development, facilitation, and other services.

Growth rates for 2015 total wages (compared to 2014) are also widely divergent across the state, ranging from -14.7% (Sublette County) to 8.1% (Platte County). Laramie County added the most total wages (\$69.3 million more). As a whole, Wyoming lost \$135.8 million in total wages, representing a negative growth rate of -1.0%. Total wages statewide dropped to less than \$7.1 billion dollars for calendar year 2015.

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Fourth Quarter growth in total wages, comparing 4Q15 to 3Q15, was strong (5.1%), but not as strong as previous 4th quarters. Statewide, 4Q15 wages grew by \$164.8 million to more than \$3.4 billion. Weston County led all counties for quarterly growth on a percentage basis (15.4%), and Natrona County led all counties in adding the most actual wages (\$40.5 million), compared to total wages in 3Q15. Carbon County lost the most ground: \$13.3 million less total wages (-13.4%) in 4Q15 compared to 3Q15.





**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
SEPTEMBER 22, 2016 – 5:30 P.M.
CITY WEST BREAKROOM**

Members:

**Glen Asay – Chairperson
Rollo Williams - Vice-Chairperson
Kyle Ferris
Adrian Gerrits
Megan McManamen
Matt Stroot
Robin Voigt**

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. September 8, 2016
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. None
- V. OLD BUSINESS**
 - A. Fall Clean Up
 - B. Photo Contest – Mr. Ferris
 - C. Mural Project – Mr. Ferris
- VI. STAFF REPORT**
 - A. None
- VII. CHAIRPERSON'S / BOARD REPORT**
 - A. None
- VIII. ADJOURNMENT**



CITY OF GILLETTE

Public Works
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5320
www.gillettewy.gov

CITY OF GILLETTE PARKS AND BEAUTIFICATION BOARD MINUTES SEPTEMBER 8, 2016 5:30 P.M. CITY WEST BREAKROOM

MEMBERS:

Glen Asay, Chairperson
Rollo Williams, Vice-Chairperson
Kyle Ferris
Adrian Gerrits
Megan McManamen
Matt Stroot
Robin Voigt
Meeting Quorum:

PRESENT	
(YES)	(NO)
(X)	()
(X)	()
()	(X)
()	(X)
(X)	()

STAFF:

Janie Kuntz, Parks Manager
Kim Klein, Senior Administrative Assistant

GUESTS:

Dan Barks, City of Gillette Councilman
Hannah Johnson, Campbell County Master Gardeners Coordinator

I. CALL MEETING TO ORDER

Chairperson Asay called the meeting to order at 5:25 p.m.

II. APPROVAL OF MINUTES

Mr. Williams made a motion to accept the minutes from August 11, 2016. Mr. Stroot seconded. All members voted Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Fall Cleanup

A fall cleanup had been scheduled for September 10th, by the City of Gillette, but was canceled. Mr. Williams wanted to bring this subject before the Board. Councilman Barks spoke to the Board concerning the cleanup, saying he would like to see a fall cleanup happen, and asking the Board that if they support the idea, to officially or unofficially let the Council know. Mr. Williams asked the Board if this is something that the Board wants to take on and spend extra time organizing? A lengthy discussion took place. Mr. Stroot made a motion that the Parks Board show support of a fall and spring cleanup by sending a letter to the Council and the Gillette

News-Record. Ms. Voigt seconded. All members voted Aye. Motion passed. Mr. Stroot made a motion to create a sub-committee to begin visiting with the schools about a fall cleanup. Ms. McManamen seconded. All members voted Aye. Motion passed. The Board tentatively set the date of the cleanup for the first full week of October. Further discussion will continue at the next meeting.

B. Arch

Mr. Williams discussed with the Board an idea of an arch made out of haul truck tires at one of the entrances into Gillette. Discussion will continue at a later meeting.

C. Adopt-A-Planter Program

Ms. McManamen talked to the Board concerning the program. She would like to work with City staff to offer participants of the program a variety of pollinator-friendly and native plants. The Board agreed by consensus that Ms. McManamen continue to work with Parks staff on this.

V. OLD BUSINESS

A. Photo Contest

Mr. Williams and Ms. Voigt volunteered to assist with the photo judging. Mr. Ferris was absent, but plans will continue to move forward with the judging.

B. Mural Project

Mr. Ferris was absent, so discussion will continue at the next meeting.

C. Landscape Beautification Award

Mr. Asay nominated CCMH as the award winner for September. Ms. Voigt seconded. All members voted Aye. Motion passed.

VI. STAFF REPORT

A. Bee City USA

Ms. Kuntz, Parks Manager, asked Ms. McManamen if the Master Gardeners were going to pursue another year for Gillette to be designated as a Bee City USA city; to which she said yes. Ms. Kuntz told her that the City can provide one sign at each of the four entrances into Gillette.

VII. CHAIRPERSON'S/BOARD REPORT

None

VIII. ADJOURNMENT

This meeting was adjourned at 6:47 p.m.

RESPECTFULLY SUBMITTED,

Janie Kuntz
Parks Manager

JK/kk



Angela Williams <angelaw@gillettewy.gov>

Fwd: Wyoming Infrastructure Authority Fall Energy Conference

1 message

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

Tue, Sep 20, 2016 at 8:59 AM

gi

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

From: **Phil Christopherson** <mary@energycapital.com>
Date: Tue, Sep 20, 2016 at 7:35 AM
Subject: Wyoming Infrastructure Authority Fall Energy Conference
To: admn@gillettewy.gov



Economic Development

The Wyoming Infrastructure Authority (WIA) will be having their Fall Energy Conference in Gillette October 4th & 5th.

On October 5th, Energy Capital Economic Development Board President, Dana Miller Eiland, will speak on behalf of Energy Capital Economic Development on opportunities and activities for economic development in Campbell County.

For more information please visit their website [WIA Fall Energy Conference](#). You can also look over the [agenda](#) to see who is speaking at what time.

They are asking that you RSVP with Holly Martinez, holly.martinez@wyo.gov, before the event.



Angela Williams <angelaw@gillettewy.gov>

Fwd: Cam-Plex to Host October Quarterly Breakfast

1 message

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

Mon, Sep 19, 2016 at 9:49 AM

For G.I.

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

From: Phil Christopherson <mary@energycapital.com>
Date: Mon, Sep 19, 2016 at 8:47 AM
Subject: Cam-Plex to Host October Quarterly Breakfast
To: admn@gillettewy.gov



Economic Development

Energy Capital Economic Development invites you to our Quarterly Breakfast sponsored by [Cam-Plex Multi-Event Facilities](#), on Thursday, October 13th at 7:00 a.m. in the Wyoming Center Frontier Hall Lobby.

During the breakfast you'll get an update on the Rodeo Economic Impact Study, and what the National High School Finals Rodeo did for our economy.

This event is free to the public special thanks to our sponsor, [Cam-Plex](#).

Space is limited so we ask that you RSVP by Friday, October 7th. RSVP by emailing Mary@EnergyCapitalEd.com or calling 307-

686-2603.



Quarterly Breakfast
October 13, 2016 7:00am
Sponsored by CAM-PLEX

RSVP Required to Mary@EnergyCapitalED.com by October 7

Warm Regards,



Phil Christopherson



 [Join Our Mailing List](#)

 [Send to a Colleague](#)

Campbell County Economic Development Cor, P.O. Box 3948,
2001 West Lakeway Road, Suite C, Gillette, WY 82718

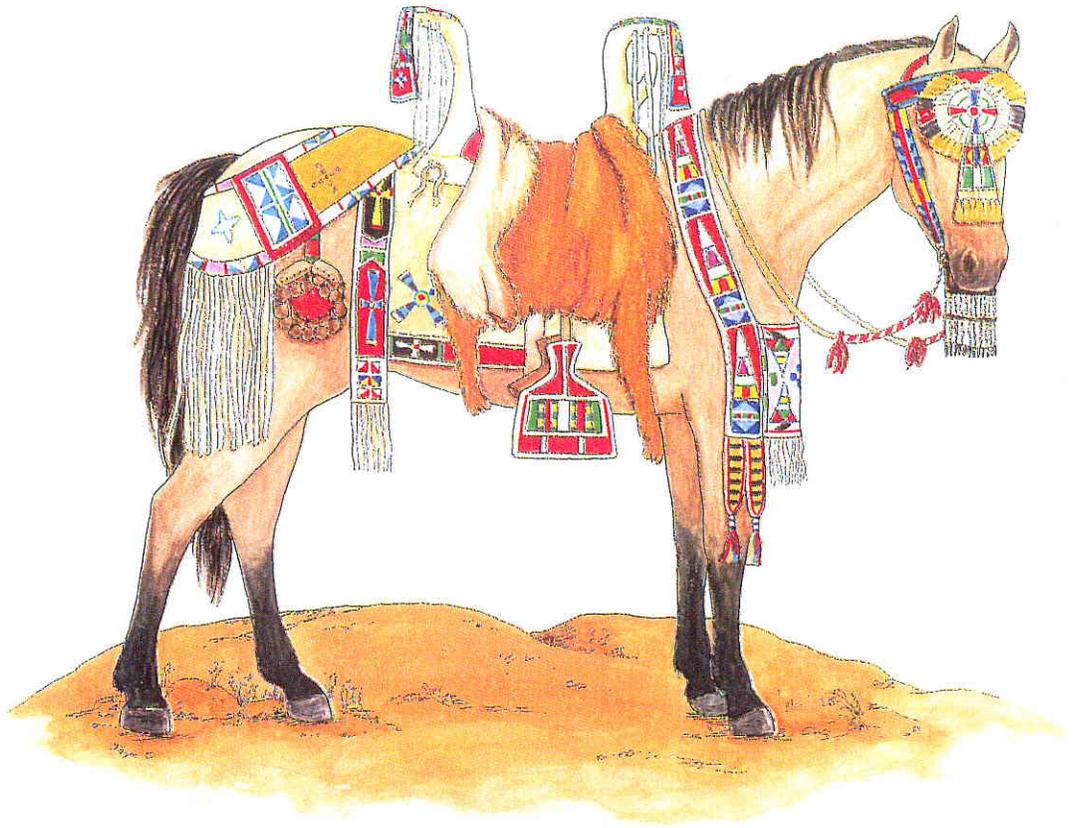
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Sent by mary@energycapited.com in collaboration with

Constant Contact 

Try it free today



Dear Mayor Carter-King, Gillette City Council,
and Administrative Staff;

Thank you very much for the beautiful
Shower Arrangement and kind get-well note.
Council member Barks' visit with me
in ICU was most thoughtful. Enjoyed Patti's
considerate visit. And I am very grateful
to the Gillette Peace Officers, who rapidly
responded and provided assistance to me at the
Recreation Center on September 11.
Thank you for all you do!

S. P. Sch