



# 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:** April 7, 2017

The following meetings are scheduled for the week of **April 8th – April 14th**

### **Tuesday, April 11<sup>th</sup>**

#### **6:00 p.m. City Council Work Session, Agenda Attached**

- Agency Funding Requests
  - Council of Community Services – Mikel Smith
  - Campbell County Senior Center – Ann Rossi
  - Predator Board – Kenda Ford
  - NE Wyoming Growth Alliance – Phil Christopherson
- Swimming Pool Discussion \*
- College Funding Presentation – Dr. Englert
- College Mowing Memorandum of Understanding
- Review April 18<sup>th</sup> Agenda
- City Hall – 2<sup>nd</sup> Floor Community Room
- Dinner Served at 5:30 p.m.

### **Wednesday, April 12<sup>th</sup>**

#### **3:00 p.m. - 5:00 p.m. – Campbell County Fire Station #3 Open House**

1. Attached please find **information requested by Councilman McGrath** regarding **Laundromat Demolition** dated **April 5, 2017** provided by **Planning Manager Cole**. \*
2. Attached please find a **memorandum** regarding **Gillette Gun Club – Request for Permanent Outhouse** dated **April 7, 2017** provided by **Planning Manger Cole**.
3. Attached please find **Current Sales Tax Information** provided by **Finance Director Pitlick**. \*
4. Attached please find a **memorandum** regarding **Funding Request** dated **April 6, 2017** provided by **Gillette College Vice President Dr. Mark Englert**. \*
5. Attached please find a **letter** regarding a **Budget Request** dated **April 6, 2017** provided by **Northeast Wyoming Growth Alliance Technical Committee Member Phil Chistopherson**. \*
6. Attached please find an **update** regarding the **Gillette Madison Pipeline Project** dated **April 4, 2017** provided by **Utilities Project Manager Jensen**. \*
7. Attached please find a **memorandum** regarding the **Gillette Madison Pipeline Project** dated **March 17, 2017** provided by **Casey Hanson** with **Morrison-Maierle**. \*
8. Attached please find **information** regarding **Wyoming Integrated Test Center** dated **March 2017** provided by **Wyoming Infrastructure Authority Executive Director Jason Begger**. \*

9. Attached please find the **agenda** for the **Campbell County Land Board** dated **April 13, 2017** and **meeting minutes** dated **March 9, 2017** provided by **Cam-Plex General Manager Paul Foster**.
10. Attached please find the **agenda** for the **Board of Examiners** dated **April 11, 2017** and **meeting minutes** dated **March 14, 2017** provided by **Chief Building Official Rogers**.
11. Attached please find a **flyer** regarding **Campbell County Fire Department Station #1 Event** on **Monday, April 10, 2017** provided by the **Campbell County Fire Department**.
12. Attached please find a **flyer** regarding **Child Abuse Prevention Awareness Balloon Release** on **April 10, 2017** at **5:30 p.m.** provided by **Bikers Against Child Abuse**.
13. Attached please find a **flyer** regarding **Campbell County Fire Station #3 Open House** on **April 12<sup>th</sup>** at **3:00 p.m.**
14. Attached please find a **T-shirt order form** for the **Law Enforcement Torch Run for the Special Olympics**.

\* Item previously discussed by Council

JCN/adw

	<b>Work Session</b> Tuesday, April 11, 2017 Meeting: 6:00 p.m. Second Floor Community Room

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

**Agenda Topics:**

- Agency Funding Requests
  - Council of Community Services – Mikel Smith
  - Campbell County Senior Center – Ann Rossi
  - Predator Board – Kenda Ford
  - NE Wyoming Growth Alliance – Phil Christopherson
- Swimming Pool Discussion\*
- College Funding Presentation – Dr. Englert
- College Mowing Memorandum of Understanding Discussion
- Review April 18th Agenda
- Executive Session

\* Item previously discussed by Council

### Upcoming Work Session Topics:

#### **April 25 – Budget Workshop #1**

- Capital Improvement Projects Review
  - Little League Capital Request
  - McManamen Discussion
  - Sinclair Median Discussion
- Liquor Law Discussion
- Review May 2nd Agenda
- Executive Session

#### **May 8 – Budget Workshop #2**

- Department Requests

#### **May 9 – Budget Workshop #3**

- Wal-Mart Business Plan Presentation
- Department Requests
- Review May 16th Agenda
- Executive Session

#### **May 23**

- Liquor Law Discussion\*
- Snow Debrief
- High Friction Road Surface Treatment Follow-up\*

#### **May 30 – CANCELED**

#### **June 13 – SPECIAL MEETING**

- Budget Ordinance – 2nd Reading
- 2nd Quarter Updates
  - Cam-Plex
  - Campbell County Fire Board
  - Energy Capital Economic Development
- Parade Permits Discussion
- Review June 20th Agenda
- Executive Session

#### **June 27 - CANCELED**

#### **July 11**

- Review July 18th Agenda
- Executive Session

#### **July 25**

- Review August 1st Agenda
- Executive Session

#### **August 8**

- Review August 15th Agenda
- Executive Session

#### **August 29**

- Review September 5th Agenda
- Executive Session

### Upcoming Council Pre-Meeting Topics

#### **April 18**

- 2nd Street from 4 Lanes to 3 Lanes – Brooks to 4-J Discussion
- Gurley Bridge Update Discussion\*
- Overtime Parking Fines\*
- Administrative Services Budget Review
- Review April 18th Agenda
- Executive Session

#### **May 2 – 5:30 p.m.**

- Liquor License Presentations
  - Farmer's Co-op 5:40 p.m.
  - Big Lost Meadery 6:00 p.m.
  - Pizza Carrello 6:20 p.m.
- Review May 2nd Agenda
- Executive Session

#### **May 16**

- Winland Industrial Park Application to the Wyoming Business Council Discussion
- Fire Department Fleet Discussion
- Review May 16th Agenda
- Executive Session

#### **June 6**

- Power Generation Update
- Review June 6th Agenda
- Executive Session

#### **June 20**

- Review June 20th Agenda
- Executive Session

#### **July 5**

- Review July 5th Agenda
- Executive Session

#### **July 18**

- Review July 18th Agenda
- Executive Session

#### **August 1**

- Review August 1st Agenda
- Executive Session

#### **August 15**

- Review August 15th Agenda
- Executive Session

### Upcoming Activities

- **April 27** – Senior Center Luncheon

### New Agenda Items for April 18, 2017

1. Council Consideration of a Resolution Approving and Authorizing the Final Plat for the Resubdivision of Tract B2, Legacy Pointe Subdivision, to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Tabled During the 3/28/17 Planning Commission Meeting.; Pending Planning Commission Approval at the 4/11/17 Planning Commission Meeting.)

(New Business – Minute Action)

2. A Public Hearing to Consider an Amendment to the District Zoning Map of the City of Gillette, Wyoming, for Tracts B4 and B5 of the Legacy Pointe Subdivision from R-4, Multi Family Residential District, to C-1, General Commercial District.

(Public Hearings and Considerations)

3. Council Consideration of an Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Tracts B4 and B5 of the Legacy Pointe Subdivision from R-4, Multi Family Residential District, to C-1, General Commercial District, Subject to all Planning Requirements. (Tabled During 3/28/17 Planning Commission Meeting.; Pending Planning Commission Approval at the 4/11/17 Planning Commission Meeting.; and Pending Council Approval of the Final Plat for Tract B2 of Legacy Pointe Subdivision During the 4/18/17 County Commission's Meeting.)

(Public Hearings and Considerations)



Angela Williams <angelaw@gillettewy.gov>

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## Demo of Laundromat at 270 N Brooks Ave / 602 E Laramie St

1 message

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**Michael Cole** <mikec@gillettewy.gov>

Wed, Apr 5, 2017 at 8:39 AM

To: Angela Williams <angelaw@gillettewy.gov>, Carter Napier <CarterN@gillettewy.gov>

Cc: Dustin Hamilton <DustinH@gillettewy.gov>, Kurt Siebenaler <Kurt@gillettewy.gov>, Ken Rogers <Ken@gillettewy.gov>

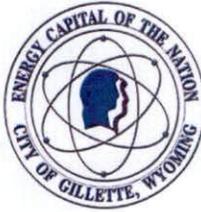
Carter and Angela -

In response to Councilman McGrath's question during the pre-meeting on Tuesday, April 4 . . . the property owner at 270 N Brooks Ave / 602 E Laramie St is demolishing, removing and disposing the old laundromat at his expense. The City is not paying for the demolition, removal and disposal of this building structure.

Please include in this week's General Information packet, or forward to others as appropriate.

Thanks,  
Mike

Michael H. Cole  
Planning Manager  
City of Gillette  
307.686.5281  
[www.gillettewy.gov](http://www.gillettewy.gov)



# CITY OF GILLETTE

Development Services Department  
Planning Division  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone 307.686.5281  
www.gillettewy.gov

## MEMO

**DATE:** April 7, 2017  
**TO:** Carter Napier, City Administrator *CN*  
**FROM:** Mike Cole, Planning Manager *Michael H. Cole*  
**COPY:** Patrick Davidson, City Attorney  
Dustin Hamilton, PE, Development Services Manager  
**RE: Gillette Gun Club – Request for Permanent Outhouse**

The Gillette Gun Club has requested the installation of a permanent outhouse, similar to a forest service-style outhouse, to be constructed at the location shown on the enclosed map.

The proposed permanent outhouse location is approximately 875 feet from the existing clubhouse as measured along the access road shown within the attached aerial photo. The clubhouse is served by an existing septic system. The access road is generally flat. A private sewer lift station would be required to extend service to the proposed outhouse location from the existing septic system that serves the clubhouse. This would be cost prohibitive.

The proposed outhouse will be a zero-discharge concrete vault that will need to be pumped out frequently. A traditional septic system and leachfield is not proposed at this time. Sewer pump trucks can access the proposed permanent outhouse via the existing gravel road.

In accordance with the Lease Agreement between the City and the Gillette Gun Club:

*"No substantial improvement or alteration of the premises shall be made without the prior written consent of the City."*

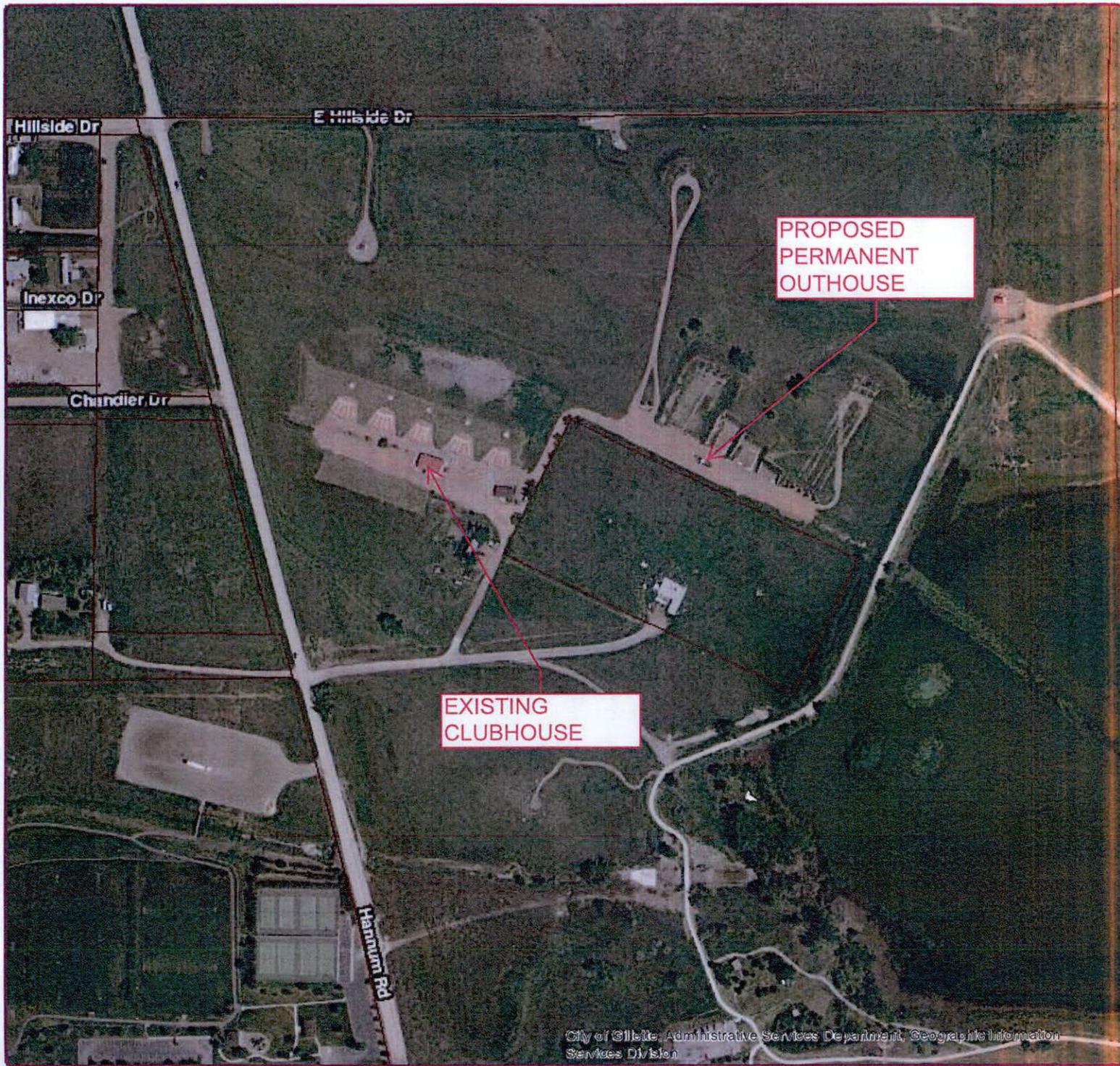
At this time, City Staff has no concerns regarding the proposed permanent outhouse providing the following conditions are met:

1. Secure the necessary Wyoming DEQ and/or Campbell County Private Wastewater Permit.
2. Secure the necessary City of Gillette Building / Engineering Permit(s).
3. Provide as-built drawings of the facilities and a location map upon completion.
4. Operate and maintain the facility in accordance with the Lease Agreement between the City and the Gun Club.

Additionally, the Gun Club will be responsible for all insurance, liability and environmental risk associated with this facility.

Please feel free to contact Dustin Hamilton if you have any questions.

Thanks,  
Mike



**CITY OF GILLETTE**

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

**Legend**

 County Tax Parcels

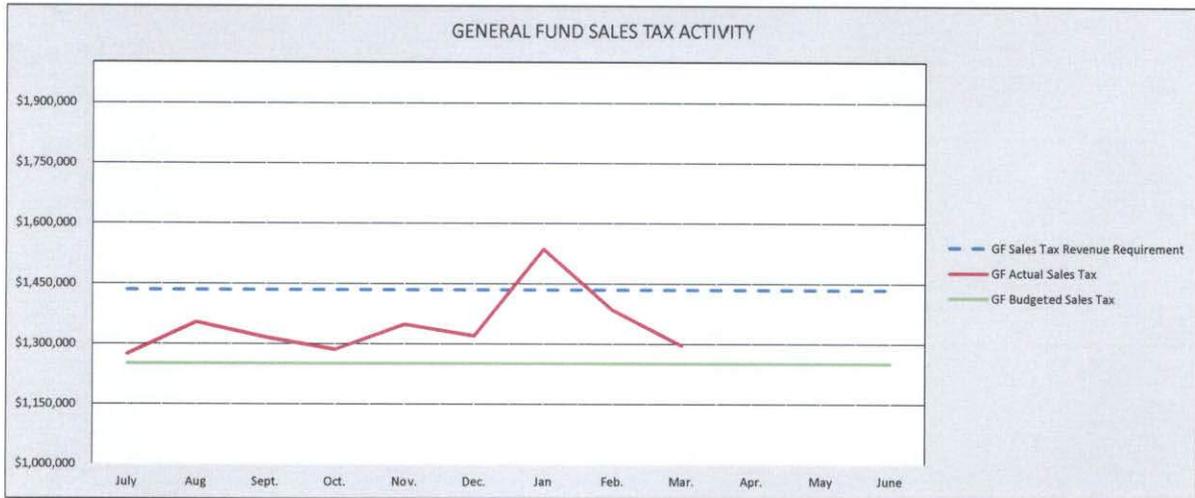
THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



**Gillette Gun Club**

April 07, 2017

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



	YTD	ANNUALIZED	BURN RATE
General Fund Budgeted Application of Unassigned Cash	\$ 1,653,390	\$ 2,204,520	11.47%
General Fund Actual Application of Unassigned Cash	\$795,786	\$ 1,061,049	5.52%
<b>FY '17 BEGINNING RESERVES:</b>			
Unassigned	\$	3,635,591	
Designated	\$	5,499,765	
120 Day Res.	\$	10,087,567	
		<u>\$ 19,222,923</u>	

Designated:

Animal Control	\$80,745
State Forfeiture	\$77,028
Demolition Fund	\$26,281
Cash In Lieu Pkld	\$314,543
Cash In Lieu Drng	\$247,116
Mayor's Art Council	\$172,812
Little League Revenues	\$4,582
Keep America Beautiful	\$8,687
Insurance Reimbursement	\$479,168
Aquatic Park	<u>\$5,499,765</u>
TOTAL DESIGNATED	<u>\$6,910,728</u>

Animal Control: Outside donations. Funds are being utilized when appropriate.

State Forfeitures: Restricted for use in narcotic investigation related expenses. Funds being utilized when appropriate.

Demolition Fund: Unspent \$\$\$. No known stipulations.

Cash In Lieu of Parkland: Consists of funds paid by developers who have opted to contribute cash vs. develop a park/pathway in the area being developed.

Cash In Lieu of Drainage: Consists of funds paid by developers who have opted to contribute cash vs. building stormwater drainages.

Mayor's Art Council: \$2,526.27 from donations; remainder carryover funds contributed by General Fund.

Little League Revenues: Revenue from Little League organization to offset City's expense for repairs/maintenance

Keep America Beautiful: Consists of funds contributed by the County and transfers from 1% less expenses incurred for the program.

Insurance Reimbursement: Insurance proceeds for tree damage during Atlas snow event. Being used to replace trees but not restricted to this use.

Aquatic Park: Excess General Funds designated by Council to go toward development of an Aquatic Park in Sports Complex land area.



- 16.62%
- 3.37%
- 9.08%
- 7.57%
- 4.79%
- 10.11%
- 4.06%
- 11.43%
- 8.11%
- 3.23%
- 4.72%
- 3.80%
- 6.33%
- 2.81%
- 2.25%
- 4.66%
- 2.15%
- 16.39%
- 9.90%
- 6.35%

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## MEMORANDUM

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**TO:** GILLETTE CITY COUNCIL  
**FROM:** MARK ENGLERT *w*  
**SUBJECT:** FUNDING REQUEST  
**DATE:** APRIL 6, 2017

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Councilmembers, please accept this as a formal appeal to amend the Gillette College funding request for the upcoming budget year. The Council has allocated the College an appropriation of \$335,000 that has allowed us to hire mission critical faculty. I had hoped my request would be for the same amount as previous years, even though we continue to grow. Recently we received our notification of preliminary budgets from the BOCHES Board as well as the State. While each decline again this year, the more problematic of the two is our preliminary BOCHES budget for FY18. With the decline in assessed valuation, we are confronted with well over a \$600,000 reduction in our BOCHES allocation. In a very lean organization with an already tight budget, this poses significant issues for Gillette College.

In an attempt to absorb the bulk of the cuts and address the shortfall without severely affecting the college and most importantly our students, I am asking my annual request of \$335,000 be amended to reflect an increase of an additional \$150,000. This request is in addition to other measures we are currently taking in developing our FY18 budget. Additionally, I am identifying \$150,000 in my budget, seeking an additional \$150,000 from the Northern Wyoming Community College District, and asking the County Commissioners for an additional \$150,000. All of these combine to offset a portion of the significant decline in local and State revenues.

As it is, we did not refill a Career and Technical Ed Advisor position last year and eliminated another position in OSHA training. Currently we have three vacant positions, two of which will likely go unfilled even if this request is approved. Organizationally, we are reviewing all processes and functions to explore cost savings initiatives that we might implement. Last year the community colleges endured significant cuts from the State, nearly 23%. At that time, we made substantial cuts to our overall operating budget and did not fill open positions. Consequently, operating budgets are as tight as they can get without severely affecting the quality of programs.

We continue to believe we provide a valuable service to our region by not only preparing a strong workforce, but also significantly contributing to our local economy. We believe we are becoming the College this community has envisioned and deserves. We know it is imperative we identify and secure sustainable local revenue stream. We also know it is incumbent upon us to be excellent stewards of local resources. Our enrollment remains strong and our programs remain strong. While we see fluctuations in headcount enrollment, primarily due to changes in the mining industry and our MSHA classes, our FTE enrollment continues to grow.

I am respectfully requesting the City Council approve a total FY18 request of \$485,000.

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



April 6, 2017

Dear Mayor and Council,

The NEW Growth Alliance is approximately half way through our first year of successful operation. We are grateful for your support and help for our first year of operation and are happy to provide a report on our activities. Attached to this letter please find a preliminary report on our first 6 months of operation and a budget request for the coming year.

Our initial plans for our first year were to attend several trade shows and identify those shows that will be most effective for us to attend in future years. We planned to set up appointments at those shows with the hopes of developing interest in our region and possibly some business leads. We also planned to prepare for a fam tour for site selectors which would be held in our second year of operation. With a lot of hard work, we were able to advance our plans for the fam tour, which is now scheduled for June. We attended multiple shows and had meetings and appointments set up with several interested businesses. In the attached report you will see that we have developed 56 leads, 13 of which we are actively working. This is far better than we had expected and hoped for. From these meetings and the contacts that we have developed we are hoping for site visits by at least 3 or 4 of these active leads. We are working directly with 2 businesses to set up visits at the present time.

As you know, business and site selector visits are a huge success as that means that those companies are seriously considering expanding or moving their business to our community.

Our budget request for the coming year is also attached and we sincerely hope that you fully fund our request. It is imperative that the work that we have started be allowed to continue. We cannot afford to slow down or stop and our budget will determine how much work we can accomplish in future years. We have pared down our budget to the amount that we need in order to be successful in our second year of operation and request that you support our request.

Thank you for your support and help,

A handwritten signature in blue ink that reads 'Phil Christopherson'.

Phil Christopherson  
Technical Committee Member



Sources of funds:

- City of Gillette: \$50,000.00
  - City of Sheridan: \$50,000.00
  - City of Buffalo: \$37,500.00
- Total: \$137,500.00**



**Year 2 Budget**

<i>Task ID</i>	<i>Task</i>	<i>Y2 Proposed</i>
<b>NEWGA Administration</b>		
NA	Support Administration	\$ 20,000.00
NA	JOCO First Administration	\$ 10,000.00
	<b>Subtotal</b>	<b>\$ 30,000.00</b>
<b>Brand Management</b>		
T1.1	Regional Brand (design, content development, marketing sessions)	\$ 2,000.00
T1.2	Regional information database of community facts	\$ 2,000.00
T1.3	Marketing tools (website, sales folder, brochure, target business profiles, regional partner profile, GIS, e-newsletter)	\$ 6,000.00
T1.4	Existing business leader engagement	\$ 2,000.00
	<b>Subtotal</b>	<b>\$ 12,000.00</b>
<b>Lead Generation and Direct Marketing</b>		
T2.1	Direct marketing to site selectors and executives in target industries	\$ 25,000.00
T2.2	Image Building	\$ -
T2.3	Co-op marketing with state, utility & regional partners	\$ 5,000.00
T2.4	Trade Show sponsorship & attendance	\$ 24,000.00
	<b>Subtotal</b>	<b>\$ 54,000.00</b>
<b>Misc Marketing</b>		
T3.1	Prospect response and management	\$ 2,000.00
T3.2	E-newsletter publication and dissemination (site selectors)	\$ -
T3.3	Prospect and Site Selector FAM Tour	\$ 25,000.00
T3.4	Referral campaign with existing businesses and target industry influencers	\$ 3,000.00
	<b>Subtotal</b>	<b>\$ 30,000.00</b>
<b>Media Relations</b>		
T4.1	Quarterly media story "pitches" for business development stories	\$ 3,000.00
T4.2	Press Releases	\$ 1,000.00
T4.3	Media opportunities (media calls for sales trips, press briefings, trade show interviews)	\$ 3,000.00
T4.4	Media relations (monitor economic development trade publications for pitch opportunities)	\$ 1,000.00
	<b>Subtotal</b>	<b>\$ 8,000.00</b>
<b>CRM</b>		
T7.1	CRM System	\$ -
<b>Partner Outreach</b>		
T8.1	Annual partners meeting	\$ 3,500.00
T8.2	Internal e-newsletter	\$ -
	<b>Subtotal</b>	<b>\$ 3,500.00</b>
	<b>Total</b>	<b>\$ 137,500.00</b>



March 29, 2017  
Budget & Project Status Report  
New Growth Alliance

# YEAR 1 BUDGET DETAIL OVERVIEW

Strategies and Tactics	Budget	Actual
<p><b>T1.1 Brand/Plan Management</b></p> <ul style="list-style-type: none"> <li>1. Monthly Online Marketing Strategy Sessions</li> <li>2. Semi-Annual In-Person Meeting - ( SSG \$3,000 GSA \$3,000)</li> <li>3. Content adjustment for marketing sales tools -</li> </ul> <p><b>T1.2 Regional database</b></p> <ul style="list-style-type: none"> <li>1. Quarterly Updates/Support to Key Messaging - SSG \$4,000</li> </ul> <p><b>T1.3 Marketing tools</b></p> <ul style="list-style-type: none"> <li>1. Website Launch, Maintenance &amp; Management -</li> <li>2. Sales Presentation Folder &amp; Printing - GSA</li> <li>3. Overview Brochure &amp; Printing -</li> <li>4. Target Industry Sell Sheets &amp; Printing- GSA</li> <li>5. Regional Partner Profiles &amp; Printing-Site Location Tool - ZOOMProspector</li> <li>6. E-Newsletter -</li> </ul> <p><b>T1.4 Regional Business Referrals</b></p>	<p>\$2,400</p> <p>\$6,000</p> <p>\$4,600</p> <p>\$4,000</p> <p>\$23,000</p>	<p>\$2,400</p> <p>GSA \$1,650</p> <p>\$3,750</p> <p>\$2,000</p> <p>\$1,000</p> <p>\$1,850</p> <p>\$1,800</p> <p>\$2,100</p> <p>\$1,000</p> <p>\$10,000</p> <p>\$500</p>
<p><b>T2.1 Direct marketing &amp; lead generation</b></p> <ul style="list-style-type: none"> <li>1. Identify and tele-qualify the target list -</li> <li>2. Create Pre-Mailer &amp; Post Mailer Campaigns</li> <li>3. Website Lead Tracking - Lead forensics</li> </ul> <p><b>T2.2 Image Building</b></p> <ul style="list-style-type: none"> <li>1. Online Ad Campaign - Facebook/Google \$6,000</li> </ul> <p><b>T2.3 Co-op marketing</b></p>	<p>\$15,000</p> <p>\$4,000</p> <p>\$6,000</p>	<p>\$10,000</p> <p>\$2,000</p> <p>\$0</p>

<b>T2.4 Trade Show</b> 1. Booth Finalization and Printing - 2. Trade Show Lead Generation (3 shows) - RCI 3. Trade Show Registration & Logistics - 4. Travel Budget -	<b>\$5,000</b>  <b>\$10,000</b>  <b>\$6,000</b> <b>\$12,000</b>	<b>\$5,250</b>  <b>\$4,000</b>  <b>\$2,500</b> <b>\$1,800</b>  <b>\$5,350</b>
<b>T3.1 Railroad cos.</b>  <b>T3.2 E-newsletter to site selectors</b>  <b>T3.4 Business referrals</b>	)	
<b>T4.1 Media story "pitches"</b> 1. Quarterly Business Dev Stories - GSA  <b>T4.2 News Releases</b>  <b>T4.3 Media opportunities</b>  <b>T4.4 Media relations</b>  <b>T4.5 Post media stories online</b>	<b>\$0</b>   <b>\$1,000</b>	<b>\$1,000</b>   <b>\$250</b>
<b>T7.1 CRM</b> 1. Salesforce \$2,000 (or add Gillette and/or NEW Growth to the Synchronist License)  <b>T7.2 Project evaluation</b>  <b>T7.3 Web trends</b>  <b>T7.4 Stakeholders</b>	<b>\$2,000</b>	<b>\$2,000</b>

T8.1 Annual Partnership Event	\$---	
T8.2 Internal e-Newsletter	\$---	
	(\$0)	
Support Administration	\$30,000	\$18,000
JOCO First Administration	\$10,000	\$10,000
<b>TOTALS</b>	<b>\$138,000</b>	<b>\$90,200</b>

## Execution Calendar Detail

	Key Tactics
October	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions-<b>Complete</b></li> <li>● T1.3.1 Website Launch, Maintenance &amp; Management-<b>Ongoing</b></li> <li>● T1.3.2 Sales Presentation Folder &amp; Printing - <b>Complete</b></li> <li>● T1.3.3 Overview Brochure &amp; Printing - <b>Complete</b></li> <li>● T1.3.4 Target Industry Sell Sheets &amp; Printing - <b>Complete</b></li> </ul>
November	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions - <b>Complete</b></li> <li>● T1.3.5 Regional Partner Profiles &amp; Printing - <b>April 15 Deadline</b></li> <li>● T1.3.6 Site Location Tool - <b>GIS Setup Complete</b></li> <li>● T1.3.7 E-Newsletter Template Creation -<b>Complete</b></li> <li>● T2.1.3 Website Lead Tracking - <b>Lead Forensics Ongoing</b></li> <li>● T2.4 Trade Show: Booth Finalization and Printing - <b>Complete</b></li> <li>● T7.1 CRM Setup (7.1.1 Salesforce or Synchronist Setup) - <b>Webinar Training by April 30 (Smart Solutions)</b></li> </ul>
December	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions - <b>Complete</b></li> <li>● T1.1.2 Quarterly In-Person Meeting - <b>January Complete</b></li> <li>● T1.1.3 Content adjustment for marketing sales tools -<b>Ongoing</b></li> <li>● T1.2.1 Quarterly Updates/Support to Key Messaging - <b>Ongoing</b></li> <li>● T2.2.1 Image Building: Online Ad Campaign - <b>In process launch by April 30</b></li> <li>● T1.3.7 E-newsletter to target industries - - <b>In production</b></li> <li>● T3.2 E-newsletter to site selectors - - <b>In production</b></li> <li>● T4.1.1 Quarterly Business Dev Stories - - <b>In production</b></li> <li>● T8.2 NEW Alliance partner e-newsletter - - <b>In production - April 30</b></li> </ul>
January	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions-<b>Complete</b></li> <li>● T2.1.1 Lead Generation: Identify and tele-qualify the target list - <b>2 of 4 industries complete</b></li> <li>● T2.1.2 Create Pre-Mailer &amp; Post Mailer Campaigns - <b>Ongoing campaign</b></li> <li>● T2.2.1 Image Building: Online Ad Campaign - <b>Building ads to launch</b></li> </ul>
February	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions - <b>Complete</b></li> <li>● T2.2.1 Image Building: Online Ad Campaign - <b>Complete</b></li> </ul>
March	<ul style="list-style-type: none"> <li>● T1.1.1 Monthly Online Marketing Strategy Sessions - <b>Complete</b></li> <li>● T1.1.2 Quarterly In-Person Meeting - <b>Tentative May</b></li> <li>● T1.1.3 Content adjustment for marketing sales tools - <b>Ongoing</b></li> <li>● T1.2.1 Quarterly Updates/Support to Key Messaging - <b>Ongoing</b></li> <li>● T1.3.7 E-newsletter to target industries - <b>In production</b></li> <li>● T3.2 E-newsletter to site selectors - <b>In production</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>T8.2</b> Internal e-Newsletter - <b>In production</b></li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> <li>● <b>T2.2.1</b> Image Building: Online Ad Campaign</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> <li>● <b>T2.2.1</b> Image Building: Online Ad Campaign</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> <li>● <b>T1.1.2</b> Quarterly In-Person Meeting</li> <li>● <b>T1.1.3</b> Content adjustment for marketing sales tools</li> <li>● <b>T1.2.1</b> Quarterly Updates/Support to Key Messaging</li> <li>● <b>T1.3.7</b> E-newsletter to target industries</li> <li>● <b>T2.2.1</b> Image Building: Online Ad Campaign</li> <li>● <b>T3.2</b> E-newsletter to site selectors</li> <li>● <b>T8.1</b> Annual Partnership Event</li> <li>● <b>T8.2</b> Internal e-Newsletter</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> <li>● <b>T2.4</b> Trade show exhibit</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>● <b>T1.1.1</b> Monthly Online Marketing Strategy Sessions</li> <li>● <b>T1.1.2</b> Quarterly In-Person Meeting</li> <li>● <b>T1.1.3</b> Content adjustment for marketing sales tools</li> <li>● <b>T1.2.1</b> Quarterly Updates/Support to Key Messaging</li> <li>● <b>T1.3.7</b> E-newsletter to target industries</li> <li>● <b>T3.2</b> E-newsletter to site selectors</li> <li>● <b>T8.2</b> Internal e-Newsletter</li> </ul>
<b>Ongoing Administration</b>	<ul style="list-style-type: none"> <li>● <b>T1.4</b> Regional Business Referrals</li> <li>● <b>T3.1</b> Rail Cos. relationships</li> <li>● <b>T3.4</b> Business referrals</li> <li>● <b>T4.1</b> Media story "pitches"</li> <li>● <b>T4.2</b> News Releases</li> <li>● <b>T4.3</b> Media opportunities</li> <li>● <b>T4.4</b> Media Relations</li> <li>● <b>T4.5</b> Post media stories online</li> <li>● <b>T7.2</b> Project evaluation</li> <li>● <b>T7.3</b> Website Tracking</li> <li>● <b>T7.4</b> Stakeholder Communication</li> </ul>
<b>Dates To Be Determined</b>	<ul style="list-style-type: none"> <li>● <b>T2.1.4</b> Sales Trips</li> <li>● <b>T2.3</b> Co-op marketing</li> <li>● <b>T2.4.2</b> Trade Show Lead Generation - RCI (3 shows)</li> </ul>

- T2.4.3 Trade Show Registration & Logistics (3 shows)
- T2.4.4 Travel Budget (3 shows)

## Project Status & Milestones (April-Sep, 2017)

	Apr	May	June	July	Aug	Sep
Q- Updates	-----					
Content	-----					
Regional Profiles	-----					
CRM		-----				
Ads (online)		-----				
Lead Generation	-----					
E-Newsletters	-----					
Weekly Mtgs	-----					

# Trade Show Schedule

**Notes:** Highlighted shows are those where NEW Growth Alliance will have five pre-set Lead Generation meetings. And to be heavily networked.

Unhighlighted are those that will be attended to explore relevance for future involvement. And to be networked. Requesting show dates through rest of 2017

Event	Date & Location	Industries	# of Exhibitors	Registration Cost(s)	Attendees	Rgs <td></td> <th>Website</th> <th>Debrief</th>		Website	Debrief
Fabtech (not a recommendation from RCI)	Nov 15-18, 2016 Las Vegas, NV	metal forming, fabricating, welding, finishing	1,300	Free by Nov. 11, 2016 After the deadline and on-site the fee is \$50.	Dave Phil	x	<a href="http://www.fabtechexpo.com/">http://www.fabtechexpo.com/</a>	Vegas smaller than Chicago. Recommendations: Have booths at both in conjunction with Biz Council. Size and markets are different. Keep attending. Utilize RCI for pre-set meetings.	
Power-Gen Intn'l	Dec. 11 – 15, 2016 Orlando, FL	Energy Generation & Distribution	Approx. 1,400	Full Conference By 10/7/16: \$575 After 10/7/16: \$680 Exhibition Hall only plus Reception and Keynote Speaker: \$195	Dave	X at Visit or level	<a href="http://www.powergenerationweek.com">www.powergenerationweek.com</a>	Smaller than expected. Decent leads. Recommendations: Relevant. Attend and network. Don't display with booth. Good for pre-set appts. 1- person show. Phil best person; most relevant to his market.	
SHOT Show	Jan 17-20 Las Vegas	Shooting, hunting, and firearms	1,700	Advanced Rate: \$175 Post-Advanced Rate: \$350	Phil		<a href="http://www.shotshow.org/">http://www.shotshow.org/</a>	Huge show. WY has great presence, 6 booths, highly trafficked, Gov w/ 8, No leads from Phil	

Distributech	Jan 31 – Feb 2, 2017 San Diego, CA	Electric power transmission and distribution	500+	Indiv Full Conf Paid on or before 11/4/16: \$750  Paid on or after 11/5/16: \$950			www.distributech.com	(didn't attend)
Advanced Mfg Expo & Conferences	February 7-9, 2017 Anaheim, CA	Design and Mfg.	2,200+	Free online for qualified registrants. \$95 fee applies to all others.	Dave	X	<a href="http://anaheim.ubmcanon.com/">http://anaheim.ubmcanon.com/</a>	Reception one of the best. Solid contacts. One hot lead f/u asap. Frill, food product, ice cream like, need a facility up and running w/in next 2 years. Invite for a personal FAM tour. Not for the FAM event in June which is meant for site selectors.
WestPac k Note: overlaps with Advanced Mfg. Must be mindful of who to send where.	Feb 7-9, 2017 Anaheim CA	Packaging	2,200+	By Jan 6th 3-Day All Access Pass: \$699 2-Day Conf: \$499	Dave		<a href="http://westpack.packagingdigest.com/">http://westpack.packagingdigest.com/</a>	See above.
CONEXP O-CON/AGG	March 7 – 11, 2017 Las Vegas, NV	Material Handling, Mfg, Logistics & Agriculture	Approx. 2,400	By January 13, \$149  After January 13, \$195	Dave Krista	X	<a href="http://www.conexpconagg.com">http://www.conexpconagg.com</a>	3,500,000 sq ft to cover. Huge show. Recommend exhibiting. Didn't see any Econ Devt group at a booth. If cannot exhibit, send 3 to attend. Have RCI set at least twice as many meetings. 9 leads from Dave and Krista. 3 solid meetings set by RCI. Hot lead follow up w/ Mirlo, Striker, Welco-Beals
Data	April 3	IT,	Appro	All Access	Sherida		<a href="http://glob">http://glob</a>	Not attending per RCI and

Center World Global	- 6, 2017 Los Angeles, CA	Professional Services	x. 220	Pass Non-Member 2/3/17 - 3/2/17: \$2,295 Standard Non-Member 2/3/17 - 3/2/17: \$1,695	n Jesus Rios  Nic  Brandon be there Agreed to attend mtns		al.datacenterworld.com/dcwg17/Public/enter.aspx	WY Business Council recommendation.
ProMat Note: overlaps with Data Center. Must be mindful of who to send where.	April 3 - 6, 2017 Chicago, IL	Logistics & Distribution	900+	Free. Registration will give you free entrance to the ProMat 2017 exhibits and show floor educational sessions.	Dave  Krista	4 mtns to be set by RCI	<a href="http://www.promatshow.com">www.promatshow.com</a>	
ProFood	April 4 - 6 Chicago	Food processing & manufacturing	400	Free registration. Note: Jessica with SLP connected us to this	Dave  Krista		<a href="http://www.profoodtech.com/conference">http://www.profoodtech.com/conference</a>	
Ceramics Expo	April 25 - 27, 2017 Cleveland	Ceramics, advanced mfg.	300+	Free online pre-registration	? Robert researching		<a href="http://www.ceramicsexpoussa.com">www.ceramicsexpoussa.com</a>	

	and, OH							
Elko Mining Expo	June 5 - 9, Elko NV	Products & services related to mining	150+	Free Exhibits open 8th and 9th			<a href="http://www.elkocva.com/major_events/elko_mining_expo/">http://www.elkocva.com/major_events/elko_mining_expo/</a>	
BIO Tech	June 19 – 22, 2017 San Diego	Healthcare, life science & biotech	1000+	\$200	Robert Nic Jesus (need to finalize)	3 apps	( <a href="http://convention.bio.org/2017">http://convention.bio.org/2017</a> )	

## Event Descriptions

### FABTECH

North America's largest metal forming, fabricating, welding and finishing event heads to the Las Vegas Convention Center in Las Vegas, NV USA. The upcoming event is expected to cover more than 550,000 net square feet and anticipates over 28,000 attendees and 1,300 exhibiting companies. FABTECH provides a convenient 'one stop shop' venue where you can meet with world-class suppliers, see the latest industry products and developments, and find the tools to improve productivity, increase profits and discover new solutions to all of your metal forming, fabricating, welding and finishing needs.

### Power-Gen International

"As the World's Largest Power Generation Event, POWER-GEN International is the industry leader in providing comprehensive coverage of the trends, technologies and issues facing the generation sector. More than 1,400 companies from all sectors of the industry exhibit each year to benefit from the exposure to more than 20,000 attendees. Displaying a wide variety of products and services, POWER-GEN International represents a horizontal look at the industry with key emphasis on new solutions and innovations for the future."

### SHOT Show (wasn't recommended by RCI)

The SHOT (Shooting, Hunting, Outdoor Trade) Show is an annual tradeshow for the shooting, hunting, and firearms industry. It is the biggest event of this type in the world together with IWA

& OutdoorClassics ("IWA Nuremberg"), also taking place annually. "SHOT", besides being a general reference to shooting, is an acronym for "Shooting, Hunting and Outdoor Trade" (show). This trade show is open only to those in the trade and the press. The SHOT Show is restricted to members of the shooting, hunting and outdoor trade industry including commercial buyers and sellers of military, law enforcement and tactical products. It is not open to the general public.

### **DistribuTECH**

"DistribuTECH is the leading annual electric power transmission and distribution conference & exhibition event that addresses technologies used to move electricity from the power plant through the transmission and distribution systems to the meter and inside the home. Bringing together 11,300+ individuals from 78 countries, DistribuTECH offers industry professionals from electric utilities, water utilities and other municipal utilities more information and networking opportunities than any other annual T&D event."

### **Advanced Manufacturing Expo & Conferences**

"One of the top reasons people attend the *Advanced Manufacturing Expo & Conferences* is to learn about new technology and hottest industry trends. This is your one-stop destination where you can find everything you're looking for. Stay ahead of your game by attending America's most comprehensive design & manufacturing event." More than 20,000 attendees.

### **WestPack**

At WestPack You Can: Find new equipment, technology, and materials to lower costs, reduce waste, and increase efficiencies. Compare suppliers to source better options and improved services. Identify new, more cost-effective process methods to help accelerate your packaging projects. *Important note: This overlaps with Advanced Manufacturing Expo & Conferences. Must be mindful of who to send where.*

### **ConExpo Con/Agg (3 Meetings to be set by RCI)**

"By attending or exhibiting at CONEXPO-CON/AGG, you are at the forefront of construction equipment, technology and product breakthroughs. Industry leaders are in attendance to provide the more than 130,000 attendees with industry trends and emerging technology to help you and your business operating at peak performance."

### **Data Center World Global (3 Meetings to be set by RCI - not recommended by RCI)**

"Data Center World serves ALL data center and IT infrastructure professionals from Infrastructure Technology, IT Operations, Data center and Cloud strategists, Storage and network engineers, Data center architects, engineers and consultants, critical facilities and construction managers, Network and communications specialists and business continuity and disaster recovery managers."

### **ProMat (3 or 4 meetings to be set)**

"ProMat 2015 is the world's premier material handling and logistics expo... Top-tier decision makers with the power to buy will attend the material handling and logistics industry's premier global event." 33,000 attendees. *Important note:*

*This overlaps with Data Center. Must be mindful of who to send where.*

### **ProFood Tech**

“In the food and beverage industry, manufacturers have to stay on top of consumer and flavor trends, regulations and best practices for food processing and engineering, and business and workforce development strategies. Tackle it all by attending the ProFood Tech Conference Program.”

### **Ceramics Expo**

“Ceramics Expo is the nerve center of North American innovation, commerce and networking in this vitally important sector. Promoting the advances in ceramic manufacturing and demonstrating the many and various industrial applications for ceramics is the goal. Great impetus has been achieved by matching up the top names in all areas of the supply chain with high-level production managers, design engineers, procurement executives, project development teams, investors and start-up specialists. In short, the facilitators meet the decision makers.”

### **Elko Mining Expo**

For the past 31 years, the Elko Convention & Visitors Authority has hosted the annual ELKO MINING EXPO. It is one of the oldest and most respected mining expos held in the United States and draws close to 8,000 people, nationally and internationally, to its mining industry exhibits.

### **BIO International Convention(3 or 4 meetings to be set)**

“The BIO International Convention (BIO) attracts over 15,000 biotechnology and pharma leaders who come together for one week of intensive networking to discover new opportunities and promising partnerships. This event covers a wide spectrum of life science and application areas including drug discovery, biomanufacturing, genomics, biofuels, nanotechnology and cell therapy.”

# Smart Solutions-Lead Generation Status Report

NEW Growth Alliance TARGETED LEAD GENERATION PROJECT: March 28, 2017 Summary Update

## LEAD GENERATION CAMPAIGN

### Targeted Lead Generation Summary Update

- Initial Target States: California, Colorado, Minnesota and North Carolina. As we began work on the 2nd target segment, Sporting Goods, we decided to stop and review results and make needed adjustments. In an attempt to improve our contact rate we decided to lower the company size threshold for California companies from 200 to 100 and we added companies and revised the list for the 1st 2 segments, Manufacturing and Sporting Goods. We generated a "supplemental list" and began calling the additional companies.
- Total overall campaign: 4 target business segments and as stated above, we are currently working on companies from the "supplemental" list in the 1st 2 target business segments.
- Next (#3) target segment: Transportation & Logistics
- We have added around 79 companies to the lists for the 1st 2 segments. We started calling the supplemental companies in late February and we completed late last week. Calling was interrupted due to Spring Break at the University.
- We made a qualified contact and completed interviews with 6 of those supplemental companies, which is an 8% contact rate. The contact rate has improved with these supplemental calls and we are encouraged by the trend. We have done a few preliminary calls on the next segment and we are encouraged that the trend may continue. The 6 contacts were with President/CEO (3) and VP/Manager-level (3).
- 3 of the 6 indicated they had potential to expand over the next 5 years. 2 of those 3 indicated a state with no corporate income tax would be a very important factor in where they would expand. All 6 declined meetings or immediate follow-up at this time but I think we can handle follow-up similar to what I suggested recently with the Colorado company i.e.....My suggestion is to drop a quick letter to the company from Dave on behalf of NEWGA and here are some suggested bullet points you could use to draft the letter content....

--We are introducing a dynamic young regional economic development partnership ....the Northeast Wyoming ( NEW) Growth Alliance.

--We are making contacts with growing companies in the region to let them know we are a resource to assist them with their growth and expansion needs

--We have just launched a new website ....give address

--We stand ready to host you or answer any of your questions....give contact person

I think after a week , then give them a follow-up call.

- As mentioned earlier, we have already started to do a few test calls on Segment 3, Logistics, and that will include, going forward, companies based on the new size criteria.
- The overall contact rate (under 10%) before we started the supplemental calls is lower than our expectations of between 30-35%. We hope that the adjustments we have made to company size should lead to the contact rate steadily improving.

## LEAD GENERATION UPDATE



Total Number of Leads

▼ **56**

Quarterly Contact Plan/"Warm"

▼ **17**

In Current Conversation/"Hot"

▼ **13**

Bi-Annual Contact Plan/"Cool"

▼ **26**



## Progress Report

28-03-2017

Prepared for:



5555 Westminster Avenue, Suite 414 • Côte Saint Luc, Québec, Canada • H4W 2J2  
Phone : 1-514-488-3168 • Email : [bruce@researchconsultantsinternational.com](mailto:bruce@researchconsultantsinternational.com)

Since November 2016, the Northeast Wyoming (NEW) Growth Alliance has engaged the services of Research Consultants International in a bid to enhance its capability and opportunity to attract both direct and foreign direct investment to Northeastern Wyoming.

Research Consultants International, based in Montreal, Canada, is a specialized market research firm that works exclusively with Economic Development agencies to directly identify corporate expansion and relocation projects on their behalf, and to subsequently arrange in-person appointments with their executive decision-makers.

Research Consultants International has assisted the NEW Growth Alliance through the identification of suitable trade shows in the United States that could act as forums for the discovery of corporate expansion and relocation projects, as well as the opportunity to meet business executives representing those firms. In all, Research Consultants International had identified 9 distinct trade shows that it believed the NEW Growth Alliance should consider attending. They are:

- Power Gen International (December 2016, Orlando, FL)
- Distributech (January 2017, San Diego, CA)
- CONEXPO-CON/AGG (March 2017, Las Vegas, NV)
- Promat (April 2017, Chicago, IL)
- Data Center World (April 2017, Las Vegas, NV)
- Ceramics Expo (April 25, Cleveland, OH)
- Elko Mining Expo (June 2017, Elko, NV)
- BIO International (June 2017, San Diego, CA)
- Fabtech (November 2017, Chicago, IL)

The recommendations were made based on the NEW Growth Alliance's targeted industry sector, as well as based on the individual events' size and likelihood of meeting with company executives.

The NEW Growth Alliance has thus far attended the CONEXPO-CON/AGG event in Las Vegas in March 2017, where Research Consultants International has secured appointments with three companies on its behalf. They included: **Striker Australia**, **Tecnoindustria SA** and **Weldco-Beales Manufacturing Inc.** In addition to that, through its efforts targeting exhibitors at the show, Research Consultants International had also identified an opportunity in the form of Washington-based **WaterTectonics**, with which it had arranged a conference call in March 2017.

Research Consultants International is currently in the process of concluding its efforts targeting exhibitors at the Promat trade show in April, where it has thus far scheduled meetings with two companies: **LAUGFS Corporation** and **Mantis Informatics, Inc.** The process is still ongoing, with the goal of scheduling a 3<sup>rd</sup> and final appointment.

Following the Promat trade show, Research Consultants International will focus its efforts on securing three appointments on behalf of the NEW Growth Alliance at the BIO International trade show, taking place in June in San Diego, CA.





Angela Williams &lt;angelaw@gillettewy.gov&gt;

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## Weekly GMPP Update

1 message

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**Levi Jensen** <levij@gillettewy.gov>

Tue, Apr 4, 2017 at 2:51 PM

To: Carter Napier &lt;CarterN@gillettewy.gov&gt;, Kendall Glover &lt;KendallG@gillettewy.gov&gt;, Angela Williams &lt;angelaw@gillettewy.gov&gt;

Carter,

Below is an update on the GMPP project for the week of 4/3/17:

- Contract 2a - Layne continues to work on the M-15 loss zone in the Minnelusa formation. Progress is being made with thixotropic cement and the hole has been advanced approximately 10' in the past week for a total depth of 2275' bgs.
- Contract 2b - Out to bid. Issued addendum 1 this week and moved bid opening one day to 4/6/17 at 2:00pm. Anticipate 4/18/17 bid award.
- Contract 4b,c,d,f - Waiting on substantial completion paperwork from SJ Louis. Minor punchlist remaining to be completed. Working on correcting a few landowner complaints.
- Contract 4e - Gamey is finishing up pressure testing this week. Disinfection may also be complete by the end of the week.
- Contract 5 - No activity so far this week. RSCI plans to be onsite on Thursday.
- Contract 8 - 190 bore permit received. Still waiting on Highway 51 permit and WYODAK easement. If these two items arrive in time, anticipate first advertisement for 4/14/17 and bid award on 5/16/17. If these items don't arrive in time, staff may request bid award at workshop.

Thanks!

Levi

**LEVI JENSEN, P.E. | UTILITIES PROJECT MANAGER**

City of Gillette | Utilities Department

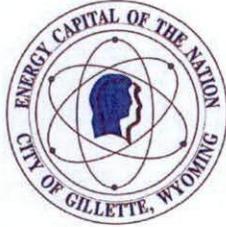
P.O. Box 3003 | Gillette, WY 82717

P: (307) 686-5262 | F: (307) 686-6564

levij@gillettewy.gov | www.gillettewy.gov

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COPY



# GILLETTE MADISON PIPELINE PROJECT (GMPP) MEMORANDUM

**TO:** Levi Jensen, P.E., City of Gillette

**FROM:** Casey Hanson, P.E. Morrison-Maierle

**DATE:** March 17, 2017

**JOB NO.:** MMI #4776.001, BMcD # 54432

**RE:** 2017 Water Sources

**CC:** Carter Napier  
Kendall Glover  
Diane Monahan  
Carl Anderson, P.E.  
Dan Korinek, P.E., BMcD

**ATTACHMENTS:**

Urgent     For Review     Please Comment     Please Reply     For Your Use

Pursuant to meetings spanning March 1, 2017 to March 7, 2017, and Gillette City Council direction provided on March 7, 2017, the City of Gillette is employing a water source strategy for the 2017 demand season that consists of four parts/strategies. These parts are as follows:

- 1) Continue base supply
- 2) Maximize water available from existing Madison wellfield
- 3) Maximize water available from Pump Station #1
- 4) Permit a reverse osmosis unit for use at or near Pump Station #1

Part 1 does not require any changes to the existing system.

Part 2 includes operational changes to wells M-3, M-4, and M-5. It is our understanding that these changes have begun. It is recommended to have these changes fully in place and tested prior to May 31, 2017.

Part 3 includes limiting Fort Union flows during the off peak pumping season to be able to use the full flow from the field during the peak pumping season. These flows may be supplemented by flow from a Fox Hills well as water quality allows. In order to keep the Fort Union annual withdrawal under the volumetric cap, Morrison-Maierle recommended the City either limit or suspend their withdrawals from the Fort Union formation during the non-peak demand seasons of January through May and September through December. As it is already March, it is critical that the City analyze their Fort Union volume pumped to date. This data, in conjunction with a conservative estimate of withdrawals during the peak season should be used to establish a lower or suspended flow rate during the off-peak pumping season. It is recommended to establish and implement changes to the Fort Union usage as soon as possible.

Part 4 includes the permitting of a skid mounted reverse osmosis (RO) unit to provide treatment in the Pump Station #1 area of the system. Copies of past permitting efforts were received on March 13, 2017. A cursory review of these efforts has been completed, and a brief discussion was held with WDEQ staff after another meeting on March 16, 2017. A follow-up meeting with WDEQ staff is tentatively scheduled for Monday of next week (March 20, 2017).



**March 2017 Status Report**  
**Jason Begger, Executive Director**  
**Wyoming Infrastructure Authority**

**Contracts/Legal:**

The Wyoming Attorney General's office is preparing a draft of the lease for XPRIZE. We are hoping this can be signed by June. The lease will provide the stipulations for testing on the site. A similar lease will be prepared and for all other tenants who will use the facility.

**Finance:**

The private cost share portions are being held at Jonah Bank. Following a disbursement schedule laid out in the contracts, Tri-State has provided \$4.5 million and NRECA \$750,000. Any interest earnings are rolled back into ITC operations. The State of Wyoming's \$15 million share is held by the State and is drawn upon as expenses are submitted. The State of Montana is considering a budget request from Governor Bullock, which would provide an additional \$3 million to the project. The request is working through their appropriations process and we will not likely know the outcome until the conclusion of their legislative session around May 1<sup>st</sup>.

**Operations:**

Following the review of the proposal received during the initial Request for Proposals (RFP), the Technical Advisory Committee (TAC), determined it did not meet the necessary criteria. The TAC is now taking a much more proactive approach and has reached out to other test centers regarding technologies that may be ready to scale up. There is also interest from a Japanese company and a Wyoming delegation will be meeting with them in April to discuss specifics. The TAC's highest priority is to identify possible tenants for the large test bay.

WIA is currently developing several documents for the XPRIZE tenants, that will ultimately be available for all tenants. The first is a guide to living and working in Gillette. It provides information on hotels, restaurants, vendors and recreation in the area. The goal is to provide tenants with information to assist their transition into northeastern Wyoming. It was developed with input from the Campbell County Chamber of Commerce and Energy Capital Economic Development. A second document outlines specific permitting and operational restrictions at the site.

**Construction/Engineering:**

Site preparation and topsoil removal has been occurring throughout the winter. However, construction did slow as Basin managed the project through the winter months to control costs. Once spring arrives, construction activities will ramp up quickly.

Basin is predicting the facility will be complete in early Fall and following systems testing, should be available to being operations in October/November 2017.

**Communications/Outreach:**

A heavy emphasis is continued to be placed on outreach to researchers and potential ITC tenants. There is strong interest from the media in Wyoming's efforts in light of the Trump Administration's early policy directives and executive orders. A number of interviews and presentations on the project have led to favorable press coverage of the ITC. A monthly newsletter outlining the media coverage and project milestones is distributed to a broad list of stakeholders.

WIA has worked with clean coal allies such as the Carbon Utilization Research Council and the American Coal Council to promote the need for increased support for clean coal research and development. With the federal budget process underway, a focus will be made on the need for a robust fossil energy research budget.

**XPRIZE:**

In an effort to allow teams additional time to raise capital and collaborate, XPRIZE is extending Round 2 for two additional months. This means that the five finalists that will test at the ITC will not be chosen until January 2018 at the earliest and we will not see those entities move on site until February or March 2018.

In February 2017, XPRIZE, in conjunction with Governor Mead's ENDOW Initiative, hosted an event in Laramie prior to WIA and UW School of Energy Resources' Technology Showcase. The goal was to discuss the measures Wyoming can take to advance a carbon industry. Representatives from industry, academia, the legislature, NGO's and state regulators participated in brainstorming activities to develop specific action items that will be compiled and shared with the appropriate stakeholders. XPRIZE is committed to ensuring the competition leads to new businesses taking hold.



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

April 13, 2017 – 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. March 9, 2017 Board meeting (ATTACHMENT "A")			
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B") B. APPROVAL OF 2/9/2017 & 3/9/2017 EXECUTIVE SESSION MINUTES			
5.	CITIZEN INPUT (2.2.1)			
6.	MONITORING GENERAL MANAGER PERFORMANCE (4.4)			
	A. MANAGEMENT PARAMETERS MONITORING (ATTACHMENT "C")			
	AGENDA ITEM #	POLICY #	TITLE	DATE
	i.	3.4	Asset Protection (Annual Report)	April
	<p><i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.4, Asset Protection (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>			
B. ENDS MONITORING:				
AGENDA ITEM #	POLICY #	TITLE	DATE	
i.	1.3	CAM-PLEX Recognized as a Premier Venue/Destination (Annual Report)	April	
<p><i>"MOTION: that the Board approve that the General Manager's monitoring report on Ends Policy #1.3CAM-PLEX Recognized as a Premier Venue/Destination, 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>				



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

April 13, 2017 – 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>
7.	<p><b>BOARD PROCESS</b></p> <p><b>A. CONTRACTING/PURCHASING DECISIONS (2.2.7):</b></p> <ul style="list-style-type: none"> <li>i. Energy Field RV Park Water Installation Project (Bid tab sheet will be provided at the meeting.) <i>"MOTION: that the Board approve the CAM-PLEX Energy Field RV Park Water installation project bid from ___ for the amount of \$__."</i></li> <li>ii. Pouring Rights Contract <i>"MOTION: that the Board approve the CAM-PLEX Beverage Contract bid from ___ for the amount of \$__."</i></li> </ul> <p><b>B. APPROVAL OF THE 2017 CAMPBELL COUNTY FAIR CONTRACT (ATTACHMENT "D")</b> <i>"MOTION: to approve the Campbell County Fair contract as presented."</i></p> <p><b>C. CAM-PLEX WEBSITE UPDATE (ATTACHMENT "E")</b> <i>"MOTION: to proceed with the website RFP process.."</i></p> <p><b>D. CAM-PLEX FY 17-18 BUDGET OVERVIEW</b></p> <p><b>E. BUDGET LINE ITEM TRANSFERS</b></p> <p><b>F. SPECIAL EVENT ACCOUNT POLICY DISCUSSION</b></p> <p><b>G. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3)</b></p> <ul style="list-style-type: none"> <li>i. Committee to Review Comp Time Policy</li> <li>ii. Central Pavilion Code Review Update</li> </ul>
8.	<p><b>OPERATIONS REPORT/UPDATE (3.8.1.C)</b></p> <p><b>A. Items GM Foster will discuss:</b></p> <ul style="list-style-type: none"> <li>i. CAM-PLEX Metrics Report (ATTACHMENT "F")</li> <li>ii. Annie – Event Report (ATTACHMENT "G")</li> <li>iii. Winter Fest – Event Report (ATTACHMENT "H")</li> <li>iv. BRC Grant</li> </ul>



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

April 13, 2017 – 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>
9.	<p><b>MATTERS FOR NOTING:</b></p> <p><b>A. MAJOR CORRESPONDENCE:</b></p> <p>i. Wyoming Reads Community Grant application was approved for the C.C. Public Library for \$250 on March 7, 2017. (ATTACHMENT "I")</p> <p><b>B. BOARD CALENDAR: (ATTACHMENT "J")</b></p> <p>i. <b>Upcoming Board Meetings:</b></p> <p>a. May 11, 2017 at 6:30 p.m. (Workshop at 6:00 p.m.)</p> <p>b. June 8, 2017 at 6:30 p.m. (Quarterly meeting with Commissioners at 6:00 p.m.)</p> <p>ii. <b>Other meetings/events:</b> (none)</p> <p><b>C. SUMMARY OF FOLLOW-UP ITEMS:</b> (items from this meeting to be followed up at the next meeting)</p>
10.	<p><b>BOARD MEETING EVALUATION (2.1.8) - Board members will share observations/opinions as to:</b></p> <ul style="list-style-type: none"> <li>• what worked really well at this meeting?</li> <li>• what we could have done to make it more productive?</li> </ul>
11.	<p><b>ADJOURNMENT</b></p>

ATTACHMENT A

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

<b>Members</b>	<b>Staff</b>
<b>Present:</b> Mary Silvernell, Marilyn Mackey, Don Hamm, Duane Evenson, Skyler Pownall, Peter Reno, Shawn Lesmeister	<b>Present:</b> Paul Foster, Greg Rook, ReNae Keuck, Kathy Ashton
<b>Legal Counsel</b>	<b>Guests</b>
<b>Present:</b> Frank Stevens	<b>Present:</b> Matt Avery <i>County Liaison</i> ; Mickey Shober, Mark Christenson <i>County Commissioners</i> ; Susan Saunders, Robert Palmer <i>County Representatives</i> ; Billy Montgomery <i>City Liaison</i> ; Jonathan Gallardo <i>with the NewsRecord</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	<b>Call to Order/Attendance</b>	The Quarterly Commissioner's meeting was called to order at 6:07PM MDT & the CCPLB meeting was called to order at 6:52PM MDT on March 9, 2017, by Chair Mary Silvernell.		
	<b>Quarterly Commissioner's Meeting Agenda</b>	<p>Per direction of CCPLB Attorney, Frank Stevens, Quarterly Commissioner's Meetings are to be recorded.</p> <p>The 2017-18 CAM-PLEX Budget was discussed by the group.</p> <ul style="list-style-type: none"> <li>Budget cuts in the County will affect all departments by the same percentage. The Commissioners will meet in April and will have a target budget; however, the tax numbers do not come out until June.</li> <li>Departments have been instructed to present all budget percentage cuts with a detailed, but brief summary sheet. The Board's next meeting with funding entities will be March 23<sup>rd</sup>.</li> </ul> <p>Special Events Account Changes</p> <ul style="list-style-type: none"> <li>Mrs. Silvernell explained the reasoning for the revised document language.</li> <li>There were concerns expressed from the Commission and the lack of oversight with the language changes. They suggested including a revised document with an outline of specifics for fund spending and giving more examples. Include how the Board envisions the process to work and to show how funds have been used in the past. They recommended specific guidelines and perhaps a tiered dollar amount for an approval system. CCPLB current &amp; future members need to use the funds for what it was meant for and use wisely.</li> </ul>		

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> <li>• CCPLB members discussed keeping the funds for special events only and anything above and beyond they would seek permission from funding entities.</li> <li>• Biggest revenue generator is NHSFR.</li> <li>• Mr. Stevens explained the Operations Trust Fund origin. The Trust language is very clear and the funds cannot be accessed once it is there.</li> </ul> <p>Liquor License</p> <ul style="list-style-type: none"> <li>• Mr. Hamm, Mr. Evenson, &amp; Mr. Foster met with City representatives.</li> <li>• Obtaining a resort liquor license was discussed in detail. Resort license requirements included having a \$1 million building, a certain amount of acreage, motel rooms or a ski resort. This license can only be used for one building</li> <li>• Special permits are available with a limit of 24 per building per year but you have to pay for them.</li> <li>• We could apply for a malt beverage permit for events.</li> <li>• Managing a liquor license would be a challenge. Funding entities would have to help with initial inventory. The legality of obtaining the license was also discussed. Government agencies cannot lease a liquor license. The Wyoming Attorney General could be approached for an interpretation of Wyoming law. The committee may approach Frontier Days representatives to see how they operate.</li> </ul>		
	<b>Operations Manager Report</b>	Operations Manager, Greg Rook, provided his operational report to the Board and reviewed the highlights.		
2.	<b>Approval of Agenda</b>	The March 9, 2017 agenda was reviewed and revised. Under Item 8A. v. add Soft Drink Sponsorship, 9B i.a. correct date to April 13, add 9B ii March 23, 2017 Budget Review meeting and add Item 11. Executive Session. Approving 2/9/2017 Executive Session minutes tabled until next month.	Mr. Evenson made a motion to approve the revised March 9, 2017 agenda. Mr. Lesmeister seconded the motion and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The February 9, 2017 CCPLB meeting minutes were reviewed.	Mr. Evenson made a motion to approve the February 9, 2017 meeting minutes as presented. Mr. Pownall seconded the motion and it passed unanimously.	

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
4.	<b>Consent Agenda</b>	<p><b>A. Approval of Warrants:</b> The Warrants for the March 9, 2017 meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- February 2017 Accounts Payable Voucher Numbers 46052-46140 (General Fund/Special Events) in the amount of \$56,193.24.</li> <li>- February 2017 Manual Purchase Order Numbers 9519-9543A in the amount of \$148,576.03.</li> <li>- February 2017 Payroll Warrants in the amount of \$158,399.03 for the period of 01/15/2017-2/11/2017.</li> </ul> <p><b>B. Approval of February 9, 2017 Executive Session Minutes</b> was tabled until April CCPLB meeting.</p>	Mrs. Mackey made a motion to approve the revised consent agenda as amended. Mr. Pownall seconded the motion and it passed unanimously.	
5.	<b>Citizen Input</b>	None		
6.	<b>Monitoring General Manager Performance</b>	<p><b>A. The Board discussed the General Manager's Management Parameters Monitoring reports:</b></p> <ul style="list-style-type: none"> <li>• Policy 3.5 Financial Planning &amp; Budgeting (Annual Report):</li> <li>• There was discussion regarding the wording in paragraph 3 under the General Manager Interpretation section on page one</li> </ul>	<b>A.</b> Mrs. Mackey made a motion to approve that the General Manager's monitoring report on Policy 3.5 Financial Planning & Budgeting 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. Mr. Evenson seconded the motion. Mary Silvernell, Marilyn Mackey, Duane Evenson, Skyler Pownall, Peter Reno, and Shawn Lesmeister approved the motion. Don Hamm opposed.	
7.	<b>Board Process</b>	<p><b>A.</b> The Board reviewed and approved the provisional FY 2017-2018 CAM-PLEX Budget.</p> <ul style="list-style-type: none"> <li>• As directed from the funding entities a condensed version of the budget with a clear, concise narrative will be submitted on March 15<sup>th</sup>. Comptroller, ReNae Keuck, distributed the updated budget to the Board and both she and Mr. Foster reviewed the budget</li> </ul>	<b>A.</b> Mrs. Mackey made a motion to approve the submission of the provisional budget as amended. Mr. Pownall seconded the motion and it passed unanimously.	<b>A.</b> Comptroller, ReNae Keuck, will make CCPLB recommended changes on the budget.

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>with the Board.</p> <ul style="list-style-type: none"> <li>• After discussion, The Board would like the Heritage Center and Energy Hall items removed from the 3-year capital plan before the budget is submitted.</li> <li>• Last year was the first year the Board approved the preliminary budget before submitting to the funding entities.</li> </ul> <p><b>B.</b> Election to replace Vice-Chair.</p> <ul style="list-style-type: none"> <li>• Mr. Hamm &amp; Mr. Evenson were nominated.</li> <li>• A paper ballot for voting was requested and ballots were given to legal counsel.</li> </ul> <p>Election to replace Secretary.</p> <ul style="list-style-type: none"> <li>• Mr. Evenson was nominated.</li> </ul> <p><b>C.</b> The committee to review getting a liquor license reported to the Board.</p> <ul style="list-style-type: none"> <li>• After the earlier quarterly Commissioner's meeting, the Board discussed the funding entities encouragement to move forward with the City's liquor application by the March 15<sup>th</sup> deadline. After much debate on whether a liquor license should or should not be applied for, a poll was taken. In favor of seeking a liquor license: Peter Reno. Not in favor of moving forward: Mary Silvernell, Marilyn Mackey,</li> </ul>	<p><b>B.</b> Mr. Lesmeister made a motion to nominate Mr. Hamm and Mrs. Mackey made a motion to nominate Mr. Evenson for Vice-Chair. Mrs. Mackey made a motion that paper ballots be used to cast vote for Vice Chair. After ballots were cast, Mr. Stevens announced Mr. Hamm as new Vice-Chair.</p> <p>Mr. Hamm made a motion to nominate Mr. Evenson as Secretary. Mrs. Mackey made a motion nomination cease and the Board casted a unanimous vote for Mr. Evenson. Mr. Lesmeister seconded the motion and it passed unanimously.</p>	

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p style="text-align: center;">Duane Evenson, Skyler Pownall, Don Hamm, and Shawn Lesmeister</p> <p>D. The Special Event Fund/Operation Trust Fund approved language was further discussed.</p> <ul style="list-style-type: none"> <li>• Members continued discussions regarding the Commissioner's suggestions on re-wording the document language. Topics discussed: should the language include having a threshold amount that the Board could approve and what must be approved by funding entities. Include more information on the process that the procedure would include using said amount for Special Event only expenditures and any other requests must go to funding entities. Include language specifics for future Board's knowledge.</li> <li>• The Board approved Special Events funding account list presented at the February meeting was discussed and the need for projects to be completed before July's NHSFR. The Board discussed giving both funding entities a prioritized list and letter explaining NHSFR items needing to be done now.</li> <li>• After further discussion on present document language, Members stated the document is clear and process should not revert back to prior approval procedure. Keep the process as it is, transparent, but CCPLB should not have to ask for approval. The prior document was agreed by all three entities and is a living document.</li> <li>• The Board approved Mr. Foster to draft a letter to the funding entities to include the Board approved proposed uses for Special Events Items #3 and #4 from February 9<sup>th</sup> meeting and the staff was directed to move forward with these items.</li> </ul>		<p>D. Mr. Stevens will address Board feedback and proposed language revisions.</p> <p>Mr. Foster will draft a letter to the funding entities to include the Board per Board direction.</p>

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>E. The comp time policy was reviewed by the Board.</p> <ul style="list-style-type: none"> <li>• The administrative policy from the Personnel Manual was distributed and reviewed. This policy was approved in May of 2012 by a previous Board.</li> <li>• Comp time for salary personnel is tracked because of CCPLB policy and as a tool to monitor staff time. CAM-PLEX follows County policies but because of uniqueness of being an event facility the CCPLB approved and developed this policy. Comp time accrues mainly during large events.</li> </ul> <p>F. Operations Manager, Greg Rook reported on the possibility of a Central Pavilion (CP) re-purpose.</p> <ul style="list-style-type: none"> <li>• Mr. Rook went over the highlights from his research he discovered changing Central Pavilion to a barn facility. Many pros &amp; cons were revealed and because of the economy, he suggested now might not be the time to update. Many current events would be displaced if this would happen.</li> <li>• Board recommended seeing if organizers would change dates. Grandfathered rates from CP would be honored for those events. Mr. Rook discussed having a code review which would cost roughly \$500. The Board would like the review done with the building having the capacity to be used for its current purpose and as a riding arena.</li> <li>• Door width for RV's were also discussed.</li> </ul> <p>G. Follow up items from the previous meeting:</p> <ul style="list-style-type: none"> <li>i. Website presentation to City/County <ul style="list-style-type: none"> <li>o Mr. Foster reported both City and County agreed CAM-PLEX could move forward with the website proposal. Mr. Foster met with City Administrator, Mr. Carter Napier. Mr. Evenson had met with Mayor Carter-King. Both conversations entailed getting in-kind help from the City to piggy back off the company they used but would not be tied with their site. CAM-PLEX website staff and the City's IT were recommended to</li> </ul> </li> </ul>	<p>F. Mr. Lesmeister made a motion to move forward with the code review for Central Pavilion as a dual-purpose facility, at its current use and as a riding facility. Mrs. Mackey seconded the motion and it passed unanimously.</p>	<p>F. Mr. Rook will move forward on getting a code review for CP and contacting event organizers per Board direction.</p> <p>G. CAM-PLEX staff will continue pursuing new website following CCPLB recommendations.</p>

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>meet to discuss this possibility. Mr. Foster informed the Board a RFP was being generated. The Board discussed putting a \$30,000 place holder in Capital budget or asking permission from funding entities to use Special Event funding. Once a confirmed amount is established, the Board agreed drafting a letter to use Special Event funds and presenting the letter to funding entities.</p> <p>ii. Estimate costs to power wash East Pavilion and Barn 3.</p> <ul style="list-style-type: none"> <li>o Mr. Rook contacted several companies. Estimated cost is about \$5,000 for East Pavilion so \$10,000 budget should cover both barns.</li> </ul> <p>H. There was no contracting or purchasing decisions at this meeting.</p>		
8.	Operation Report/Update	<p>A. GM Paul Foster discussed the following items:</p> <p>i. CAM-PLEX Metrics were reported:</p> <ul style="list-style-type: none"> <li>o Mr. Foster went over the highlights of the report. The postponed column was added to the report.</li> </ul> <p>ii. The Broadway production of Annie will be reported on at the April meeting due to all financials not yet available.</p> <p>iii. The event coverage process was discussed.</p> <ul style="list-style-type: none"> <li>o Paul handed out and explained staff coverage for CAM-PLEX events.</li> </ul> <p>iv. Antiques Roadshow</p> <ul style="list-style-type: none"> <li>o The organizers cancelled the event last week due to logistical issues and expressed high praises for CAM-PLEX and its staff. If this event is re-booked, Mr. Foster stated the exposure from this well-known event would be invaluable.</li> </ul> <p>v. Soft drink sponsorship</p> <ul style="list-style-type: none"> <li>o The Pepsi contract has expired and a proposal bid has been sent out. Pepsi is very interested and if selected, may provide</li> </ul>		

**Campbell County Public Land Board (CCPLB)  
and Quarterly Commissioner's Meeting Minutes  
March 9, 2017**

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		signage. The Board will be given the proposals at the April meeting for approval.		
9.	<b>Matters for Noting Board Meeting</b>	<p><b>A.</b> Major Correspondence (none)</p> <p><b>B.</b> Board Calendar:</p> <p style="padding-left: 20px;"><b>ia.</b> The April CCPLB Meeting will be at 6:30 p.m. on April 13, 2017 with the pre-meeting workshop at 6:00 p.m.</p> <p style="padding-left: 20px;"><b>ib.</b> The May CCPLB Meeting will be at 6:30 p.m. on May 11, 2017 with the pre-meeting workshop at 6:00 p.m.</p> <p style="padding-left: 20px;"><b>ii.</b> There will be a March 23, 2017 Budget Review Meeting at 6pm in the Commission's Chambers.</p> <p><b>C.</b> Summary of Follow-Up Items: Actions to be taken noted.</p>		<b>B.ii.</b> Mr. Foster will send reminder to Members for March 23, 2017 Budget Review meeting.
10.	<b>Evaluation</b>	No comments.		
11.	<b>Executive Session</b>	<b>A.</b> Executive Session for personnel.	Mr. Evenson made a motion to go into Executive Session for personnel. Mr. Hamm seconded and it passed unanimously.	
11.	<b>Adjournment</b>	CCPLB meeting was adjourned at 9:00 PM MDT. Executive Session meeting was adjourned at 10:10 PM MDT	Mr. Lesmeister made a motion to end Executive Session for personnel. Mr. Pownall seconded and it passed unanimously.	

Respectfully submitted,

---

Duane Evenson, Secretary



**ATTACHMENT B**

**CCPLB MEMBERS WILL BE E-MAILED**

**WARRANTS**

**FOR THIS MONTH'S**

**APPROVAL**

**PRIOR TO MEETING.**

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# Campbell County Public Land Board

## MONITORING REPORT

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**TO:** Campbell County Public Land Board Members

**FROM:** Paul Foster, CAM-PLEX General Manager



**RE:** Annual Monitoring Report on **Policy 3.4: Asset Protection**

**DATE:** April 6, 2017

I hereby present my monitoring report on your Management Parameters Policy 3.4 "Asset Protection," in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true as of April 6, 2017.

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

**SIGNED:**

---

**ANY CHANGES SINCE THE LAST SUBMITTAL OF THIS REPORT HAVE BEEN PRINTED IN RED FOR YOUR CONVENIENCE.**

**BROADEST POLICY PROVISION:** The General Manager will not cause or allow CAM-PLEX's assets to be unprotected, inadequately maintained or unnecessarily risked.

**GENERAL MANAGER INTERPRETATION:** My obligation is to ensure that the financial and other assets of CAM-PLEX are protected in a manner that ensures our ongoing viability and reputation. I believe the added provisions of the policy comprehensively define this broad policy statement. Additional interpretations and reporting data are presented with the provisions listed below.

**POLICY PROVISION #1:** The General Manager will not allow CAM-PLEX to be without sufficient insurance coverage, including:

- A. Property and casualty losses to at least replacement value.
- B. Liability losses to Board members, staff, and the organization itself in an amount equal to or greater than the average for comparable organizations.
- C. Employee theft and dishonesty.
- D. Cyber-liability, E&O, etc.

**GENERAL MANAGER INTERPRETATION:** The first part of this provision is explicit, but I interpret it as meaning that I have some leeway in determining what our theft and casualty deductible should be, with my discretion based upon the best value for insurance premiums paid. As to liability insurance, I interpret this to require that we be insured in an amount at least equal to an average of other organizations of comparable size in our region. I interpret the provision on employee theft and dishonesty as requiring coverage that meets or exceeds the risks given the levels of access to cash, and giving me the option of carrying such a rider on our theft and casualty policy, or to protect our interests by purchasing a fidelity bond on all employees having access to our cash and bank accounts.

**REPORT:** As to determination of the amount of insurance coverage required by this policy, our insurance agent, HUB International insurance agency, specializes in providing coverage within our sector. **They meet with us at least annually during the renewal process to outline our coverage and provide an overview of our policy. We have excellent coverage in all areas listed in this provision, with a few additional areas of coverage. Our total general aggregate liability amount is \$5 million, and the annual premium for all coverage areas is \$150,175 which is \$7,377 less than our previous year. A complete summary of insurance and list of premium summaries can be provided upon request by the Board. Specific questions about this provision will be covered in our annual review meeting held later this month to ensure continued compliance. I REPORT COMPLIANCE.**

**POLICY PROVISION #2:** The General Manager will not operate without complying with Wyoming Statutes Title 16-6-101 (“Public Works and Contracts”).

**GENERAL MANAGER INTERPRETATION:** After a review of this statute, it is my interpretation that this statute is linked to policy provision #8. We offer a 5% preference to Wyoming businesses that meet residency requirements. It is also my interpretation that documentation is necessary for this benefit to be considered.

**REPORT:** **During the past year, any project requiring a bid has been given this 5% preference. This is provided to businesses who have met this requirement with proper documentation.** A record of all bid documents is kept for any project that goes out to bid. This benefit is noted in the bid tabulation sheet and brought up as a point of emphasis when discussed by the Board. I REPORT COMPLIANCE.

**POLICY PROVISION #3:** The General Manager will not operate without maintaining and adhering to a Board-approved Facilities Master Plan (to be in place by February 2016).

**GENERAL MANAGER INTERPRETATION:** It was the intent of the Board to have in place a functional Facilities Master Plan by February of 2016. This process was not supported by our funding entities and will be discussed again in the future for approval based on Board priority. My interpretation is this remains a high priority that will be addressed once funding levels are restored and more financial resources become available.

**REPORT:** Due to budget constraints, this project has been placed on hold indefinitely. We completed the design phase of Energy Hall and the Heritage Center Theater and included in that project provision for incorporation into a comprehensive Facilities Master Plan. Once we have resources to proceed, this work will be combined with any future planning. I REPORT NON-COMPLIANCE but with the intent to reprioritize and adjust this provision as the Board deems necessary.

**POLICY PROVISION #4:** The General Manager will not subject CAM-PLEX's facilities and equipment to improper wear and tear or insufficient maintenance.

**GENERAL MANAGER INTERPRETATION:** Our facilities and equipment must be maintained in a manner that protects their longevity and long-term value, when appropriate. Capitalized equipment is to be maintained, as appropriate, according to manufacturers' specifications.

**REPORT:** Our facilities, vehicles and equipment are routinely maintained, updated and replaced if necessary, in accordance with a regular maintenance schedule for all capitalized equipment. All major non-vehicular equipment (copiers, computers, etc.) are covered under extended warranties or service agreements. Vehicles are subject to a regular maintenance schedule, as per manufacturers' recommendations, and are replaced according to the newly adopted vehicle depreciation program. There are no deferred maintenance issues or liabilities. Office facilities are adequately maintained by full-time personnel, and per lease agreements, our office equipment is adequately maintained. Any other maintenance needs are addressed by our maintenance supervisor and technicians.

Due to decreased budget resources, these lines have been reduced significantly for the upcoming fiscal year. I have asked all our staff to be mindful of equipment use and to sufficiently maintain equipment and project maintenance costs to allow proper prioritization of projects. This will allow us to wisely use allocated funding to ensure proper maintenance. I REPORT COMPLIANCE.

**POLICY PROVISION #5:** The General Manager will not commit to major construction or structural renovation projects without design/specifications by a registered architect or professional engineer.

**GENERAL MANAGER INTERPRETATION:** CAM-PLEX has capital construction projects on a regular basis, and it is my responsibility to ensure all projects and plans are approved by registered and certified experts.

**REPORT:** During the past year, we have not seen the typical level of capital construction projects due to our decreased budget. I have worked with Campbell County and the City of Gillette on several small projects such as updated legal descriptions of lease land, and engineering and design of a possible new road for High School Finals Rodeo. I have been able to establish protocol to use each of their expertise for these projects.

In addition, we completed the preliminary design work for Energy Hall and the Heritage Center Theater with Dale Buckingham Architects. They are a reputable firm with all the proper documentation and thus qualifies as fulfilling this provision. I REPORT COMPLIANCE.

**POLICY PROVISION #6:** The General Manager will not operate without employing risk management practices to minimize exposure of the organization, the Board, staff, or their agents to claims of liability.

**GENERAL MANAGER INTERPRETATION:** Recognizing that any business is subject to litigation, efforts must be made to minimize our vulnerability to liability claims, be they through personnel issues, programs, services, or access to/use of our facilities. I interpret employment of risk management practices to mean that I will, at least every three years, confer with a risk management consultant to assess our liability posture, and to amend procedures as appropriate to minimize liability. A material change in program or facility status would trigger an updated risk assessment.

**REPORT:** Our insurance agent has periodically provided recommendations to minimize our risk footprint. In response to the Board's adoption of this policy, and my interpretation, I will be organizing a formal risk-management assessment with the help of our insurance agency. I will conduct this assessment and implement recommendations as they are provided.

There are, as of this report no particular areas of litigation vulnerability known to us. While there will be a more formal risk management assessment and practices addressed in response to this new policy, I believe our actions thus far constitute COMPLIANCE.

**POLICY PROVISION #7:** The General Manager will not allow any purchase without reasonable protection against conflicts of interest.

**GENERAL MANAGER INTERPRETATION:** Staff are to be aware of and use clearly delineated purchase requisition procedures, and understand that conflict of interest situations are to be identified, and either avoided or resolved by non-conflicted parties in a transparent manner.

Definitions of related-party transactions are included in the staff Personnel Manual, as are mandates that these transactions avoid or resolve conflicts of interest. We are to avoid anything the auditor would consider to be a related-party transaction, such as buying products/services from companies with which a staff/Board member has a close association/relationship, unless there has been an open process through which multiple quotes have been solicited.

**REPORT:** The requisition procedures outlined in my interpretation have been in place since 2006. All staff involved in purchasing are thoroughly aware and trained in these. There are parties with whom we do business which are "related-parties," but in all cases the process was an open selection, per Board policy, with no disclosure of privileged information. I REPORT COMPLIANCE.

**POLICY PROVISION #8:** The General Manager will not allow a purchase:

- A. of greater than \$2,500 without having compared prices and quality.
- B. of greater than \$35,000 without a formal, advertised bid process. Upon bid openings, a staff recommendation shall be prepared, with the lowest bid to accepted unless there is written justification for accepting a higher bid. The Board reserves the right to reject any or all bids.
- C. For a sole source (including but not limited to professional services) procurement in excess of \$5,000 without documentation of circumstances meriting sole source. Entertainer fees are also exempt from the quote/bid process.
- D. Above \$2,500 without giving a 5% preference to supporting local/Wyoming businesses (when it is practical and economical to do so).

**GENERAL MANAGER INTERPRETATION:** All purchases over \$2,500 and up to \$35,000 of commonly available items must be comparatively shopped through at least three reputable dealers. Items above \$35,000 will be purchased through the approved bid process among local/regional vendors or suppliers. In the formal bid process, we have specific provisions that allow Board discretion. This is interpreted as not requiring that we go with "low bid" if there is a substantial quality difference or any irregularities. We interpret this provision to exclude vendors that provide products or services recognized as "sole-source" or otherwise not commonly available. The "5% preference" provision is self-explanatory.

**REPORT:** In practice, we comparison shop for practically all purchases above \$500, but payments for items above \$2,500 are not issued unless there is documentation in place demonstrating the comparison shopping requirements, and/or formal quotes submitted, as

outlined above. During this reporting period, no orders were split, and there were multiple projects that required the full bid approval process. All policies were followed with Board approval of each bid. I REPORT COMPLIANCE.

**POLICY PROVISION #9:** The General Manager will not allow CAM-PLEX's intellectual property, information, resources, and files to be exposed to loss, improper access, misuse, or significant damage.

**GENERAL MANAGER INTERPRETATION:** Steps must be taken to ensure that our files and intellectual property are protected against, theft, loss, damage, or disclosure to inappropriate parties. I interpret "intellectual property" to be proprietary programs, processes, or services for which an organization holds a trade or service mark and uses for operational functions.

**REPORT:** All computer systems are protected by (anti-hacker and anti-virus) security systems, and an offsite backup system is in place to keep electronic data protected. Hardcopy information and files are kept in locked, fire-safe filing cabinets or safes. Computer usage requires staff members to change their passwords periodically. Building locks are changed if issued keys are lost or stolen at the responsible party's expense. Training for other security issues is being conducted with relevant staff members. Currently we do not have any "intellectual property" as interpreted above. I REPORT COMPLIANCE.

**POLICY PROVISION #10:** The General Manager will not operate without adhering to a Records Retention Schedule, approved by qualified legal counsel, for the maintenance of documents and records.

**GENERAL MANAGER INTERPRETATION:** Records retention is an integral part of organizational proficiency, risk management and legal responsibility. I am responsible to make sure a process is in place, and that it is reviewed by our legal counsel and followed.

**REPORT:** Our current records retention schedule was developed by our auditing firm and reviewed by legal counsel. As part of their auditing process they gave us a document outlining an effective and legal process. We destroy most hard copy records after a seven (7) year holding period. Some designated records are labeled "do not destroy" and are kept in a secure location. This schedule was reviewed by our legal counsel and began implementation in 2010. I have reviewed our process and determined we are compliant and do not need to update or make any changes. I REPORT COMPLIANCE.

**POLICY PROVISION #11:** The General Manager will not operate without internal controls and accounting processes sufficient to meet the fiscal auditor's standards (as set forth in the auditor's Management Letter and/or other correspondence).

**GENERAL MANAGER INTERPRETATION:** This policy requires that all controls suggestions brought forth by our auditing firm, whether in the Management Letter or in other correspondence, must be implemented to their satisfaction. If staff disagrees with any of the suggestions, the decision not to implement, or to adopt alternative recommendations, is to be made by the Board.

**REPORT:** Our last audit was for the last fiscal year. There was no Management Letter, as all suggestions in the Management Letter from the previous audit were implemented to the auditor's satisfaction. The auditor has not separately conveyed any concerns or recommendations. I THEREFORE REPORT COMPLIANCE.

**POLICY PROVISION #12:** The General Manager will not dispose of supplies or equipment without first having such items declared surplus by the Board, then selling the items upon proper notification in the local newspaper or by placement in the County auction.

**GENERAL MANAGER INTERPRETATION:** I interpret this provision to mean that CAM-PLEX will follow established policies and protocol for any surplus items and use the County auction for the intended purpose before disposing or repurposing any items.

**REPORT:** The County auction is scheduled for April 22, 2017. Currently we have 7 items that will go to the County auction. We are repurposing some items and several items do not meet minimum requirements for auction and will be disposed. I REPORT COMPLIANCE.

**POLICY PROVISION #13:** The General Manager will not endanger CAM-PLEX's public image or credibility.

**GENERAL MANAGER INTERPRETATION:** I interpret this provision to address the importance of protecting the organization's name and reputation as its most vital asset. In addition to commonly accepted ethical business practices, all employees, particularly in management, must recognize that their actions and public behaviors affect public perception of the organization. Any such behaviors that bear negatively on those perceptions are to be addressed and mitigated.

**REPORT:** Whether through the courtesies and friendliness exhibited in customer service, or our practice of prompt payment of payables, we continue to build a positive reputation as an effective and credible leader in our community. CAM-PLEX received outstanding feedback from the National High School Rodeo Association about the NHSFR. Many public and private

sector agencies continue to seek us out for partnerships, viewpoints on related public policy issues, and expertise. There have been no situations in which the General Manager and/or staff's public presentations or demeanor have been alleged to be less than professional. I REPORT COMPLIANCE.

**POLICY PROVISION #14:** The General Manager will not change the organization's name or substantially alter its identity.

**GENERAL MANAGER INTERPRETATION:** It is not within my latitude to change our name, or make any material changes to our organizational identity or well-earned "brand" image. If I am contemplating any such changes, I must first notify the Board and receive Board input in the form of policy parameters or expectations for such an action.

**REPORT:** No such changes have been made. I REPORT COMPLIANCE.

# Campbell County Public Land Board

## MONITORING REPORT

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TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: Annual Monitoring Report on Policy 1.3: There is growth in recognition of CAM-PLEX as a Premier Venue/Destination and Community Asset.

DATE: April 6, 2017

I hereby present my monitoring report on your Management Parameters Policy 1.3 "There is growth in recognition of CAM-PLEX as a Premier Venue/Destination and Community Asset," in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true for the year as of April 6, 2017.

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

SIGNED:

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**ANY CHANGES SINCE THE LAST SUBMITTAL OF THIS REPORT HAVE BEEN PRINTED IN RED FOR YOUR CONVENIENCE.**

**BROADEST POLICY PROVISION:** There is growth in recognition of CAM-PLEX as a Premier Venue/Destination and Community Asset

**GENERAL MANAGER INTERPRETATION:** My interpretation of this provision is addressed in the Board's subsequent provisions. To be recognized as a "premier venue destination" I will seek to partner with organizations of similar interest. CAM-PLEX will become a "community asset" by offering versatile facilities with unmatched service, with a focus on events that will enhance economic development. My interpretations and reporting data on recognition of CAM-PLEX as a premier venue/destination and community asset are presented with the provisions listed below.

**POLICY PROVISION A:** Organizations with allied interests seek to be located at CAM-PLEX.

- i. Priorities to address (include but are not limited to): ~~Campbell County Visitors Center~~ and Wyoming Cowboy Hall of Fame

**GENERAL MANAGER INTERPRETATION:** Efforts will be made to create partnerships with organizations of similar interests. It is also imperative to actively seek other organizations to align with to create more visibility and interest in CAM-PLEX as a destination.

**REPORT:** Shortly after adoption of Board policy, we approached the County Commissioners about this idea at a quarterly meeting. While the Commissioners were supportive of the idea to explore partnerships with organizations of similar interest, they were not supportive of having the new CCCVB Visitors Center located on CAM-PLEX property. The Board then decided to remove the CCCVB from this consideration. In addition, since the last monitoring report submission, the CCCVB has worked with Campbell County to secure land in an ideal location that will fit their needs.

I have not made any further contact with the Wyoming Cowboy Hall of Fame to locate their museum adjacent to the Energy Park. It was clear from our discussions that if we partner with any organization, they would be responsible for the maintenance and operations of any structure located on grounds. This will be emphasized when approaching the Wyoming Cowboy Hall of Fame in the future. There is concern about creating a partnership and then being left with the maintenance and operational costs of a structure. Partnerships will be explored based on this standard. I REPORT COMPLIANCE.

**POLICY PROVISION B:** The venues industry recognizes the excellence, diversity, value, and unmatched service of CAM-PLEX venues.

**GENERAL MANAGER INTERPRETATION:** This provision is interpreted to mean event venues and industry affiliates are aware of CAM-PLEX's organizational values and venue versatility. This recognition is a result of excellence in our service and industry reputation. It is further interpreted to mean involvement in industry meetings and conferences to network and increase organizational awareness.

**REPORT:** Currently, I am involved with one venue management organization, the International Association of Venue Managers, or IAVM. This organization is committed to the continuing education and networking of venue managers and industry professionals. Budgetary constraints will prevent me from attending the convention this year. I do however, utilize their online resources when I have questions about industry standards and how other facilities handle similar issues.

Involvement in this association has helped to increase the recognition of CAM-PLEX. I will also apply for a scholarship this year to attend the Venue Management School in 2018. It is held in June each year, and I would prefer to attend during a non-rodeo year to dedicate more focus to the school and to the NHSFR.

In addition, I am working on networking meetings with regional facilities in Billings, Casper, and Rapid City. It is my intent to expand our networking base and open doors to understand and implement industry best practices. This will help establish CAM-PLEX as an industry leader and expose our venue as an example of versatility. I report COMPLIANCE.

**POLICY PROVISION C:** There is public awareness of CAM-PLEX's role in and contributions to Campbell County's economic development and quality of life.

**GENERAL MANAGER INTERPRETATION:** It is the mission of CAM-PLEX to contribute to the economic development and quality of life for our community. A positive public perception and awareness of CAM-PLEX is necessary for our success. It is a priority to attract events which will fulfill this provision.

**REPORT:** We use common methods and practices to generate public awareness. We include multiple sources of media to increase awareness and create excitement around events. I have focused our efforts this year on the public awareness survey as outlined in the Operational Plan. I identified this as an area for improvement, and scheduled the work to be completed this year. I have sent out the first round of public awareness surveys and will collect data through multiple methods through the end of July 2017. I will then compile the data and present it to the Board. I am excited to see the results and areas where we can target and improve.

I have developed multiple tactics to address our public awareness efforts. I am working closely with our marketing department to execute effective strategies to increase our public awareness. We will continue to focus on our branding initiatives, social media engagement, local print media, internet marketing, digital marketing, and a new website. These new ideas combined with our existing efforts will produce the desired results. I REPORT COMPLIANCE.



**Campbell County Public Land Board (CAM-PLEX)**  
1635 Reata Drive, Gillette, WY 307-682-0552, www.cam-plex.com  
**PROPERTY USE AGREEMENT (Page 1 of 2)**

This Agreement is dated April 5, 2017, by and between Campbell County Public Land Board, referred to as **CAM-PLEX**, and **Campbell County Fair Board**, referred to as **USER**. CAM-PLEX grants a permit for USER to occupy the following location: **CAM-PLEX** for the specified dates and times stated below and for no other purpose:

**2017 Campbell County Fair: See Contract Attachment for Schedule & Rates**

**PAYMENTS:** USER shall pay an upfront fee for facilities rent, minus any advance payments previously made, at the time this agreement is signed (unless other arrangements have been agreed upon by both parties in writing) which is: **\$ See Attachment**

**After Event Payment:** CAM-PLEX will provide USER with an invoice for additional services, fees, and equipment used and/or requested by USER. Prices are subject to change with additional use of facilities and furnishings. Final payments is due within 30 days. A finance charge of 1½ % per month will be charged on balances over 30 days upon billing plus collection costs, plus reasonable attorney's fees, if required.

**Security Deposit (previously called Cleaning & Damage Deposit):** User shall pay a \$300 deposit at least ten days prior to the first usage day. This deposit will be held to insure CAM-PLEX properties are returned in the same or better condition as when received by USER, and may be used to pay for any sums due and owing under this agreement after the event.

**SETUP NEEDS:** Two months prior to event, USER will provide CAM-PLEX with detailed facility/room needs. Modifications in set up can be made up to one (1) week prior to rental date. Requested changes after this time, CAM-PLEX cannot guarantee staff will be available to rearrange original plans, and charges may apply.

**EXCLUSIVE POURING RIGHTS:** CAM-PLEX has an exclusive pouring rights agreement with Wyoming Beverage, Inc., dba Pepsi-Cola Distributing, located at 2201 East Boxelder, Gillette, WY, 307-685-2404. **USER agrees to purchase the following beverages directly from Wyoming Beverage Inc. and sell and promote only soft drinks, single serve packaged water, juices, and isotonic products provided by Wyoming Beverage, Inc.** USER further agrees to use only soft drink logos, cups, and other soft drink vessels for the above beverage products sold, distributed, promoted, displayed, or advertised at CAM-PLEX. USER also insures that all booth vendors or anyone sub-leasing/buying space thru USER agrees to purchase/sell Pepsi products from Wyoming Beverage, Inc. USER shall pay any and all damages sustained by the CAM-PLEX resulting from the breach of this clause.

**CERTIFICATE OF INSURANCE:** USER shall furnish a Certificate of Insurance in which waives all rights of subrogation against Campbell County Public Land Board (CCPLB), AND names CCPLB as an additional insured in the following amounts of Combined Single Liability (CSL): Performance/Public Event: \$1,000,000 (For Profit Users); \$500,000 (Non-Profit Users); or \$500,000 for Non-Performance Events (all Users), The CSL Certificate shall be submitted to CAM-PLEX no later than 10 days prior to the first date of use. CAM-PLEX reserves the right to cancel an event if CSL Certificate not received as required.

**USER RESPONSIBILITIES:**

- **Federal, State, City, & County Laws:** USER will provide, at its expense, all necessary licenses and permits for proper conduct of its event. USER will collect, report, and pay any federal or state taxes or admissions. USER will not conduct, nor permit to be conducted, any business, or permit or commit any act which is or may be contrary to, or in violation of any laws of the United States, State of Wyoming, City of Gillette, or Campbell County.
- **No Smoking (includes electronic cigarettes):** By Policy, all indoor CAM-PLEX facilities and the grandstands are non-smoking facilities which includes electronic cigarettes. USER agrees to assist in the enforcement of this policy including making periodic announcements.
- **RESTRICTIONS:** The following are not allowed without the written approval of the General Manager. Enforcement is solely USER'S responsibility. Non-compliance may result in termination of agreement, loss of future privileges, or fines.
  - Dogs are not allowed in any building, with the exception of service animals as required by the American with Disabilities Act. Dogs can be on grounds if on a leash, and owners must clean up after their pets.
  - Rollerblades, scooters, bicycles, and confetti are not allowed in CAM-PLEX facilities.
  - Glass drinking containers and illegal substances are not allowed.
  - The sale of sunflower seeds & chewing gum is prohibited.
  - CAM-PLEX equipment cannot be taken off grounds.
  - Fireworks or pyrotechnics is strictly prohibited. Only fire retardant decorations are allowed. Candles must be floating in water or hurricane style.
  - Painter's tape is the only adhesive item allowed in or on CAM-PLEX facilities and equipment. Gaff tape can be used on concrete floors. User is responsible for removal.

This agreement cannot be assigned, pledged or encumbered without the written approval of CAM-PLEX Management. No verbal representation or promise of any nature, not covered by this agreement, has been made by either party to the other. Agreements not covered in the printed agreement will be covered by a contract attachment or addendum, which will be signed by both parties.

IN WITNESS WHEREOF the parties hereto have signed and agree to all terms and conditions stated on this two page agreement:

USER \_\_\_\_\_  
Campbell County Fair Chairperson Date

CCPLB Chairperson \_\_\_\_\_  
GENERAL MGR: \_\_\_\_\_ OPERATIONS MGR: \_\_\_\_\_

C.C. Fair Event Coordinator: **Bobbi Jo Heald**

ADDRESS: **PO Box 65, Gillette, WY 82717-0065** PHONE: **307-687-0200**



**USER RESPONSIBILITIES** *Continued:*

- **CHILDREN SUPERVISION:** All children (age 12 and under) shall be supervised at all times. At no time will children be left unsupervised. It is recommended to have 1 chaperone per 25 children.
- **EVENT WORKERS:** USER will provide, at its expense, ticket sellers, ticket takers, and ushers, as well as parking attendants, security, and law enforcement desired or required by CAM-PLEX.
- **FOOD/BEVERAGE SERVICES:** CAM-PLEX retains exclusive rights to all concessions operated at CAM-PLEX except under special agreement between USER and CAM-PLEX. USER must inform CAM-PLEX of all food and liquor concession plans. All food operators must meet the WY Department of Agriculture Food Establishment License Requirements (State Health Permits), including caterers, concessionaires, and booth vendors. Cooking of fried foods outside of the concession rooms is not allowed. CAM-PLEX reserves the right to close any concession or liquor service area for cause.
- **LITTER:** USER is responsible to control and remove outside litter from their usage of CAM-PLEX Properties, including the parking lot and grass areas. If it appears excessive litter is present (at discretion of CAM-PLEX staff) an additional clean up fee will be charged.
- **NO REPAIRS, ALTERATIONS, ADDITIONS, OR IMPROVEMENTS** to CAM-PLEX properties will be made or work commenced without CAM-PLEX management's prior written approval.

**CAM-PLEX RIGHTS:**

**Staff Right of Entry:** Any identified CAM-PLEX employee or official of CAM-PLEX will have free access to any and all parts of facilities leased or occupied by USER. **Event Cancellations:** If the USER cancels an event less than two months prior to the first usage day, the USER remains responsible for the full facility rent. In addition, all additional costs associated with the event may be the responsibility of the USER. If USER violates any terms or agreement violation, such violation may cause a forfeiture of all monies paid to CAM-PLEX in advance, and may result in the cancellation of this agreement by CAM-PLEX. Upon cancellation, CAM-PLEX reserves the right to require immediate vacation of facility. **Scheduling:** CAM-PLEX reserve the right to refuse, cancel, change room commitment or reassign space of any and all use contracts, where it is deemed necessary for the best interest of CAM-PLEX. **User's Equipment:** CAM-PLEX staff has the right to refuse the use of equipment brought in by the User that appears to be unsafe. **Abandoned Property:** Should any property remain in the facilities or on the grounds after termination, CAM-PLEX may consider the items as abandoned; and may charge User for costs incurred in the removal thereof. If items appear to have significant value, CAM-PLEX will notify User. Lost and found articles are kept for 15 days, after which time any unclaimed articles will be donated. **Non Waiver:** The failure of CAM-PLEX to enforce any term or condition of this agreement shall not be deemed a waiver of a subsequent violation of the agreement. **Videotaping:** CAM-PLEX may film 30 seconds of each event for archive & YouTube event compilation.

**HORSE STALLS & RV SPACES:** If USER rents horse stalls and/or RV spaces, the USER is responsible to coordinate check-in/out and collect the daily payments for the stalls/spaces used. CAM-PLEX will charge the USER for the spaces using the current rate structure, unless otherwise agreed upon by both parties in writing.

**INDEMNIFICATION:** User shall INDEMNIFY, SAVE, AND HOLD HARMLESS CAM-PLEX Management, Campbell County Public Land Board, City of Gillette, Campbell County Commissioners, and all employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from the event. USER assumes all risk in the event of damage to property and loss by theft or otherwise of the fixtures, appliances, or other property of the USER, its exhibitors, contestants, performers, employees, and no claim will be made against CAM-PLEX, Campbell County Public Land Board, City of Gillette, Campbell County Commissioners, or all employees, agents and volunteers of each. This agreement may be terminated by CAM-PLEX if the premises leased shall be destroyed or become unusable because of fire, or any other cause. USER waives any claim, damages or compensation which might arise by reason of such termination.

**PARKING LOTS** are for attendee vehicle parking with no charge, unless the parking lots are used for event related activities including vehicle display/sales.

**SCHEDULING OF FUTURE EVENTS:** CAM-PLEX will not automatically reschedule events. USER is responsible for requesting future dates for events in accordance with the CAM-PLEX Rental Guide scheduling policies.

**USE OF FACILITIES:** USER leases the facilities in an "as is" condition. User may inspect the facilities with a CAM-PLEX Staff member prior to use to verify the facilities are in good order and repair. If the facilities are not returned in satisfactory condition as determined by CAM-PLEX management, the amount required to restore facilities to condition as originally received, ordinary wear and tear expected, will be paid by User or deducted from deposit.

**VACATING THE PREMISES:** USER is responsible to observe their time allowed and must vacate when usage time has ended. Entering facilities early or vacating late will result in USER being charged a minimum of double the rate per hour for any hour or fraction of an hour that USER occupies CAM-PLEX facilities in excess of this contract.





## CITY OF GILLETTE

Administrative Services - IT Division  
Mike Porter, IT Manager  
201 E. 5th Street • Gillette, Wyoming 82716  
307.686.5365 • MikeP@gillettewy.gov  
www.gillettewy.gov

23 March 2017

Paul Foster  
General Manager  
Cam-Plex  
1635 Reata Drive  
Gillette, WY 82718

Mr. Foster:

After reviewing the current [www.cam-plex.com](http://www.cam-plex.com) website, I concur with many of the points that you list in your Campbell County Land Board presentation. These include the need for the Cam-Plex to have creative control of your website as well as a site that has a unique feel, not limited by the needs and functions of government. A typical website for an events center will be focused on marketing. One dedicated to governmental functions will be more informational in design.

While many government website Content Management Systems (CMS), including the one utilized by the City of Gillette, can accomplish a design that can be informational with some marketing tools, I believe that the templates, control and other features gained by a CMS specifically focused on an events facility would be a better fit for your organization.

While exploring options for a CMS that would more uniquely meet the needs of Cam-Plex, I would encourage you to look for one that displays easily on mobile devices such as tablets and smartphones. More and more web content is consumed on mobile devices, so it is a must for it to have easy navigation on these smaller screens. I would also encourage you to use this as an opportunity to investigate the development of an Android and Apple "App" for Cam-Plex. An app of this nature would allow you to create a more personal interaction with your patrons while they are at your facility or planning to attend an event.

If you proceed with exploring options for a new website, feel free to contact me if you have any questions or need assistance reviewing vendor responses.

Sincerely,

Mike Porter  
IT Manager

CC: Pamela Boger, Administrative Service Director

Pamela L. Boger, Administrative Services Director  
**Service With P.R.I.D.E.**  
Productivity Responsibility Integrity Dedication Enthusiasm



# CAM-PLEX Metrics – March 2017

## Metrics and Goals

Metrics	Goal	Actuals
Total event days	+ 5%	61
User Set-up/Tear Down days		15
Event Retention	TBD	21/8 for 38%
New Event Booking		25/5 for 20%
Customer Satisfaction Score (Very Satisfied)	TBD	75% 16/12
Operational Plan Progress	TBD	Completed 43% Off Track 10% On Track 21% Postponed 26%

## Highlights

What's the story to tell about what is happening?

- Event days number is similar, another busy month.
- User set-up days – Eastside RV, WWII Day & NEWCA.
- Event retention number is good. We had 8 rebook.
- Survey: Since Jan. 1, 46 were sent 16 were returned.
- Ops Plan Progress: Completed from 22% to 43%
- Completed tactics: Employee Survey, Begin Local Awareness Survey, Stronger interdepartmental event coordination, Combine policies, Equipment tracking sheet.

## Response

Based on what is happening, what is our response?

- I continue to see event cancellations. I am developing ideas for more CAM-PLEX sponsored events.
- CAM-PLEX staff is working hard at filling open dates.
- I made calls to several event coordinators to discuss responses to Customer Satisfaction Survey.
- NEED TO UPDATE VIDEO EQUIPMENT.
- Ops Plan: I conducted team meetings for every area of focus and updated our plan, including "parking lot" ideas for our next planning cycle.

## Look Forward

What is, or needs to be, on our radar?

- Continue to monitor and track data and be responsive to ideas for improvements
- Schedule and plan new CAM-PLEX event ideas
- Closely monitor Local Awareness Survey for ideas on how to improve our local exposure for increased attendance at events and marketing ideas.

Date: 4/4/2017

CAM-PLEX

Page: 1

Profit and Loss  
For 7/1/2016 To 6/30/2017

**ANNIE**

	Account Number	Current YTD	16-17 GF BUD Budget
<b>REVENUE</b>			
THEATER GRANTS - 0127	1-40-5100-02-0127	\$1,000.00	\$0.00
THEATER EVENTS - 0127	1-40-5600-00-0127	26,912.50	40,000.00
FOOD CONCESSIONS - 0127	1-40-5680-10-0127	180.00	0.00
MERCHANDISE COMMISSION - 0127	1-40-5685-20-0127	89.00	0.00
		<hr/>	<hr/>
Gross Sales		\$28,181.50	\$40,000.00
 <b>EXPENSES</b>			
STAGE CREWS - CAM-PLEX - 0127	1-40-6025-03-0127	\$8,929.16	\$11,500.00
FICA TAXES - 0127	1-40-6040-01-0127	683.10	880.00
WORKERS COMPENSATION - 0127	1-40-6040-02-0127	320.44	438.00
PRINTING - 0127	1-40-6070-00-0127	896.10	0.00
ADVERTISING - HERITAGE CENTER - 0127	1-40-6085-00-0127	5,642.88	6,000.00
EVENT FEES - 0127	1-40-6160-00-0127	0.00	800.00
ARTIST HOSPITALITY - MEALS - 0127	1-40-6165-00-0127	832.32	3,500.00
THEATER SERIES ARTIST FEES - 0127	1-40-6175-00-0127	27,500.00	25,000.00
MISCELLANEOUS EXPENSES - 0127	1-40-6635-00-0127	286.48	500.00
		<hr/>	<hr/>
Total Expenses		\$45,090.48	\$48,618.00
		<hr/>	<hr/>
<b>NET INCOME</b>		<b>(\$16,908.98)</b>	<b>(\$8,618.00)</b>
		<hr/> <hr/>	<hr/> <hr/>

Profit and Loss  
For 7/1/2016 To 6/30/2017

**Winter Fest**

	Account Number	Current YTD	16-17 GF BUD Budget
<b>REVENUE</b>			
BOOTH SALES	1-60-5345-00-0000	\$16,725.00	\$28,000.00
ENTERTAINMENT - 0220	1-60-5350-00-0220	3,072.00	10,000.00
BEER CONCESSIONS	1-60-5500-01-0000	180.00	2,500.00
FOOD CONCESSIONS	1-60-5500-02-0000	1,023.43	1,600.00
RODEO	1-60-5730-00-0000	1,708.50	3,200.00
SPONSORSHIPS	1-60-5780-00-0000	2,000.00	2,000.00
MISCELLANEOUS REVENUE	1-60-5950-00-0000	280.00	300.00
Gross Sales		\$24,988.93	\$47,600.00
<b>EXPENSES</b>			
FULL-TIME OT WINTER WESTERN	1-60-6020-00-0000	\$1,408.02	\$2,000.00
PART-TIME WINTER WESTERN	1-60-6025-00-0000	0.00	800.00
PART-TIME WINTER WESTERN - 0220	1-60-6025-00-0220	103.34	200.00
FICA TAXES	1-60-6040-01-0000	104.38	215.00
FICA TAXES - 0220	1-60-6040-01-0220	0.00	15.00
WORKERS COMPENSATION	1-60-6040-02-0000	50.26	106.00
WORKERS COMPENSATION - 0220	1-60-6040-02-0220	0.00	8.00
RETIREMENT	1-60-6045-01-0000	234.01	332.00
POSTAGE AND FREIGHT	1-60-6050-00-0000	39.65	300.00
PRINTING	1-60-6070-00-0000	0.00	1,800.00
ADVERTISING - BROADCAST	1-60-6082-00-0000	2,531.00	3,375.00
ADVERTISING - PRINT	1-60-6084-00-0000	2,328.19	3,375.00
ADVERTISING - ENTERTAINMENT	1-60-6086-00-0000	23.75	0.00
ADVERTISING - ENTERTAINMENT - 0220	1-60-6086-00-0220	3,360.18	2,500.00
ARTIST HOSPITALITY - MEALS - 0220	1-60-6165-00-0220	434.08	450.00
ARTIST FEES - 0220	1-60-6175-00-0220	8,500.00	8,500.00
EXHIBIT BOOTH	1-60-6520-00-0000	2,156.00	3,500.00
UNIFORMS	1-60-6535-00-0000	0.00	1,750.00
OTHER OPERATING SUPPLIES	1-60-6580-00-0000	1,011.65	1,500.00
FREE STAGE ENTERTAINMENT	1-60-6582-00-0000	1,200.00	0.00
Total Expenses		\$23,484.51	\$30,726.00
<b>NET INCOME</b>		<b>\$1,504.42</b>	<b>\$16,874.00</b>



Terri Lesley  
director

Paul Foster  
CAM-PLEX General Manager  
1635 Reata Drive  
Gillette, WY 82718

RE: \$250 Land Board Community Grant  
2017 Wyoming Reads

Dear Mr. Foster:

Thank you for awarding the 2017 Wyoming Reads Celebration a \$250.00 Land Board Grant. Our 12<sup>th</sup> annual celebration will be held May 16<sup>th</sup> with 769 first graders, and 152 teachers and volunteers. This event would not be possible without the use of the CAM-PLEX facility and the help of your dedicated staff. I appreciate your continued support of this event with the Community Grant.

Thanks for supporting this celebration and making it successful.

Sincerely,

Janet S. Tharp  
Youth Services Coordinator  
Wyoming Reads Area Contact

Kathy Ashton  
Sr. Administrative Assistant  
1635 Reata Drive  
Gillette, WY 82718  
kathy@cam-plex.com



Phone 307-682-0552  
Fax 307-682-8418  
Tickets 307-682-8802  
cam-plex@vcn.com  
www.cam-plex.com

**CAMPBELL COUNTY PUBLIC LAND BOARD  
COMMUNITY GRANT APPLICATION**

**INSTRUCTIONS:** Community Grant Application must be completely filled out and typed. Please sign and submit TWO (2) copies of this application to CAM-PLEX, 1635 Reata Drive, Gillette, Wyoming 82718 or **email** to [kathy@cam-plex.com](mailto:kathy@cam-plex.com) at least one month prior to your scheduled event.

**Grant application must include the following attachments:**

1. Page 2 of Community Grant Application, page 3 Project Description (additional pages if necessary), and page 4 Budget Form.
2. A complete list of current organization officers and their function.
3. A copy of your organization's IRS non-profit tax exemption number or if you are not a non-profit, a letter stating why your organization and project should be considered a community event. **Grant application will be denied if admission is charged to the event.**

**Approved grant applications will be notified by a Grant Approval Letter along with a signed copy of your grant.**

<b>NAME OF EVENT</b>		Wyoming Reads			
<b>APPLICANT ORGANIZATION</b>		Campbell County Public Library			
<b>ORGANIZATION ADDRESS</b>		2101 South 4J Road, Gillette, WY 82718			
<b>PROJECT COORDINATOR</b>		Janet S. Tharp			
<b>Work Phone</b>	307-687-9225	<b>Cell Phone</b>	307-689-6857	<b>Email</b>	janet@ccpls.org
<b>ALTERNATE CONTACT PERSON</b>		Darcy Acord			
<b>Work Phone</b>	307-687-9225	<b>Cell Phone</b>	307-670-7024	<b>Email</b>	darcy@ccpls.org
<b>DATE(S) OF EVENT</b>		<b>May 16, 2017</b>			
<b>CAM-PLEX FACILITY(S) RENTING</b>		Cam-Plex Energy Hall			
<b>AMOUNT OF GRANT REQUEST (Maximum \$250)</b>			<b>\$250.00</b>		
<b>Federal Tax ID #</b>		<b>#83-0234279 (The Library Foundation Inc.)</b>			

Have you previously received a Community Grant from the Campbell County Public Land Board?    **YES**     **X**      **NO**         

TO THE BEST OF THE APPLICANT'S KNOWLEDGE, THE FIGURES, FACTS, REPRESENTATIONS, AND ATTACHMENTS INCLUDED WITH THIS APPLICATION ARE TRUE AND CORRECT.

Janet S. Tharp  
 Project Coordinator Signature  
 Janet S. Tharp

Vanessa Gemar  
 Associated Representative Signature  
 Vanessa Gemar

Youth Services Coordinator  
**Title**

CCSD Literacy Facilitator  
**Title**

March 7, 2017  
**Date**

March 7, 2017  
**Date**

**FOR CAM-PLEX GENERAL MANAGER USE ONLY**

**DATE RECEIVED**   3/7/17                        **AMOUNT REQUESTED \$**   250.-  

**GRANT APPROVED**                       **GRANT NOT APPROVED**

**AMOUNT GRANTED \$**   250.-    
**DATE APPROVED**   3/7/17  

Paul Foster  
**Paul Foster, CAM-PLEX GENERAL MANAGER**

**PROJECT DESCRIPTION**  
(Attach additional pages as necessary)

1. **Give a concise overview of your project.**

The Sue Jorgensen Library Foundation is sponsoring a literacy celebration called "Wyoming Reads." On May 16, 2017 the Foundation will provide hardback books to Wyoming first graders. This will be a statewide literacy celebration. Each first grader receives his very own personalized hardback book and a free picnic lunch. The new books will be read by "celebrity" readers. The books will be paid for by the Sue Jorgensen Library Foundation. Over 100 community volunteers participate in this event.

2. **Summarize your specific need for this Community Grant.**

The foundation makes no provision for the facility. Neither the school district nor the public library has a facility large enough to host this event

3. **Explain the impact this project will have on the community.**

This event will promote literacy and the importance of reading with beginning readers. For some children this hardback book may be the first book of literature they receive.

4. **How is your organization generating local funding for these activities?**

Other civic organizations in the community, including the Campbell County Community Public Recreation District Grant, will be asked to donate funds to cover local expenses. In addition Campbell County School District, Campbell County Public Library, and The Library Foundation Inc. provide funding for this event.

## EVENT BUDGET (\*Estimates)

THIS INFORMATION IS A REQUIREMENT FOR ALL GRANT APPLICANTS

*\*All amounts listed are estimated costs for the 2017 Wyoming Reads celebration. Final costs for this event will be available following the May 16, 2017 celebration day. Costs are directly related to first grade student enrollment totals on the day of the event.*

CCPL = Campbell County Public Library; CCSD = Campbell County School District

	<u>(List Each)</u>	<u>(Cost \$)</u>
<b>Administrative</b>	<b><u>Office Supplies (CCPL Budget)</u></b>	<u>\$ 150.00</u>
<b>Expenses</b>	<u>Postage (CCPL Budget)</u>	<u>\$ 150.00</u>
	<u>Staff Hours (200 hr. x \$20.00/hr.)</u> (CCPL Budget)	<u>\$ 4,000.00</u>
<b>Production</b>	<u>Costume Shipping (CCPL Budget)</u>	<u>\$ 140.00</u>
<b>Expenses</b>	<u>Lunches (CCSD budget)</u>	<u>\$ 2,581.25</u>
	<u>Decorations (CCPL budget)</u>	<u>\$ 50.00</u>
<b>Insurance</b>	<u>(Covered by existing CCPL Insurance)</u>	<u>\$ -0-</u>
<b>Fees and Charges</b>	<u>_____</u>	<u>_____</u>
<b>Marketing</b>	<u>N/A</u>	<u>\$ -0-</u>
<b>Other</b>	<u>Cam-Plex (Room &amp; Equipment Fees)</u> <b>(Campbell County Public Land Board Grant – if awarded)</b>	<u>\$ 250.00</u>
	<u>Cam-Plex (Additional Room &amp; Equipment Fees)</u> <b>(CCPL Budget)</b>	<u>\$ 250.00</u>
	<u>Books for 779 students (\$11.00/book)</u> <b>(Sue Jorgenson Library Foundation)</b>	<u>\$8,569.00</u>
	<b><u>TOTAL EXPENSES</u></b>	<u><b>\$16,140.25</b></u>

## **Campbell County Wyoming Reads Committee March 7, 2017**

Wyoming Reads is a statewide literacy celebration sponsored by the Sue Jorgensen Library Foundation of Casper, Wyoming. This foundation generously provides hard bound books to every first grade student in the state of Wyoming. Schools and public libraries in Wyoming communities facilitate their local events. In Campbell County, personnel working for the Campbell County School District and Campbell County Public Library join together to plan and coordinate our local Wyoming Reads celebration. Following is a list of people who serve on the local committee in Campbell County:

### **Campbell County School District**

Vanessa Gemar, Literacy Facilitator  
CCSD Wyoming Reads Representative  
Lakeway Learning Center  
525 West Lakeway Road, Suite 116  
Gillette, WY 82718

### **Campbell County Public Library**

Janet Tharp, Youth Services Coordinator  
Wyoming Reads Local Contact  
Campbell County Public Library  
2101 South 4-J Road  
Gillette, WY 82718

Terri Lesley, Director  
Campbell County Public Library  
2101 South 4-J Road  
Gillette, WY 82718

Darcy Acord, Youth Services Librarian  
Campbell County Public Library  
2101 South 4-J Road  
Gillette, WY 82718

This is not a complete list of people who work on this event. Over 100 community volunteers help as celebrity readers, event guides and ushers. In addition first grade teachers, principals, library/media specialists, drama students, FFA members, bus drivers and food service personnel help with the celebration.

Address any reply to: 300 E. 8th St., Austin, Tex. 78701

**Department of the Treasury**

Person to Contact: Norma G. Offutt

Telephone Number: (512) 397-5716

**District Director**

**Internal Revenue Service**

Date: JUN 28 1977

In reply refer to:

E-EX:1002:NCO:jo

AUS:EO: 1339

► Campbell County Library Foundation, Inc.  
412 S. Gillette Ave.  
Gillette, WY 82716

Accounting Period Ending: February 28  
Form 990 Required:  Yes  No  
Advance Ruling Period Ends: February 28, 1979

Gentlemen:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in section 170(b)(1)(a)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information



Department of the Treasury  
Internal Revenue Service  
AUSTIN, TX 73301

Date of this notice: FEB. 26, 1996  
Taxpayer Identifying Number 83-0234279  
Form: Tax Period:

For assistance you may  
call us at:  
1-800-829-1040 ST. OF

THE LIBRARY FOUNDATION INC  
2101 4J RD  
GILLETTE WY 82716-9344

WE CHANGED YOUR NAME AND/OR ADDRESS

THANK YOU FOR YOUR CORRESPONDENCE. AS YOU REQUESTED, WE'VE MADE THE FOLLOWING  
CHANGES TO YOUR NAME AND/OR ADDRESS:

NAME AND ADDRESS PREVIOUSLY  
SHOWN ON YOUR ACCOUNT

NAME AND ADDRESS NOW  
SHOWN ON YOUR ACCOUNT

CAMPBELL COUNTY LIBRARY FOUNDATION  
INC  
2101 4J RD  
GILLETTE WY 82716-9344170

THE LIBRARY FOUNDATION INC  
2101 4J RD  
GILLETTE WY 82716-9344

IF YOU DON'T AGREE WITH THIS CHANGE, PLEASE LET US KNOW.

ATTACHMENT J

# May 2017

May 2017							June 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	8	9	10
21	15	16	17	18	19	20	18	19	20	21	15	16	17
28	22	23	24	25	26	27	25	26	27	28	22	23	24
	29	30	31								29	30	

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

# June 2017

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3
11	12	13	14	8	9	10
18	19	20	21	15	16	17
25	26	27	28	22	23	24
				29	30	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29

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



# CITY OF GILLETTE

Development Services Department  
Building Inspection Division  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone 307.686.5260  
www.gillettewy.gov

## MEMORANDUM

TO: Board of Examiners – Jaye Drake, Chairman; Dean Thompson, Vice-Chairman; John Alt, Chad Renken, Weston Scott, Dale Phipps, Scott Heibult, Todd Newlin, and Chris Weight.

CC: Administration  
Carter Napier, City Administrator  
Patrick Davidson, City Attorney  
Dustin Hamilton, P.E., Development Services Director  
Jim Brown, Deputy Building Official  
Kim King, Administrative Assistant

FROM: Ken Rogers, Chief Building Official

SUBJECT: Board of Examiners Regular Meeting – April 11, 2017

DATE: April 6, 2017

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, April 11, 2017 at City Hall, in the Community Conference Room, 2<sup>nd</sup> Floor. Lunch will be served at 12:00 p.m.

Enclosed please find the Meeting Agenda and Packet.

If you have questions or concerns prior to the meeting, please contact me.

Thank you.

# Agenda

## BOARD OF EXAMINERS REGULAR MEETING

April 11, 2017  
12:00 p.m. to 2:00 p.m.  
City of Gillette – City Hall  
2<sup>nd</sup> Floor  
Community Conference Room

<b>Call to Order</b>	Jaye Drake, Chairman
<b>Approval of Minutes</b>	Regular Meeting of March 14, 2017
<b>Unfinished Business</b>	
<b>New Business</b>	
<b>Approval of Contractor License Applications</b>	Review of Individual Contractor <ul style="list-style-type: none"><li>➤ High Plains Builders LLC</li><li>➤ Joe's Plumbing &amp; Heating Inc.</li></ul> Individual Trade License Applications Contractor License Applications (Class A, B, C, D, F and R)
<b>Announcements</b>	The next Regular Meeting will be on Tuesday, May 9, 2017.
<b>Adjournment</b>	

BOARD OF EXAMINERS  
MEETING MINUTES

Regular

March 14, 2017

12:30 p.m.

Board Members present: Chairman Jaye Drake, Vice Chairman Dean Thompson, Chad Renken, Weston Scott, Dale Phipps, Scott Heibult, Todd Newlin, and Chris Weight.

Board Members Absent: John Alt.

Staff Members present: Dustin Hamilton, Development Services Director; Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; Kim King, Administrative Assistant.

Jaye Drake, Chairman, called the meeting to order.

Approval of Minutes

Chairman Drake called for approval of the February 14, 2017, Regular Meeting Minutes. It was moved by Scott Heibult, seconded by Dale Phipps to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: Renken, Scott, Phipps, Heibult, Newlin, Weight, Vice Chairman Thompson, and Chairman Drake. Motion carried.

Unfinished Business

There was none.

New Business

There was none.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

BELL, RICHARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2854  
BIEGEL, DAVID of BILLINGS, MT • MASTER PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3151  
BOYER, JOSHUA of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2169  
BOYER, JOSHUA of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & A/C Lic# 2170  
BREWER, JERAD of GILLETTE, WY • MASTER PLUMBER, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 3143  
BRYSON, JAMES R of GILLETTE, WY • JOURNEYMAN PLUMBER, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 2179  
DONAHUE, JACK of SHERIDAN, WY • MASTER GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2865  
DONAHUE, JACK of SHERIDAN, WY • MASTER PLUMBER, A PLUS PLUMBERS INC Lic# 2866  
DRAKE, MATTHEW of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2214  
DRAKE, MATTHEW of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & A/C Lic# 2215

FOSKETT, TRAVIS of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2228  
 FOSKETT, TRAVIS of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2229  
 GOULD, DONALD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2733  
 HANSON, DANIEL of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 2266  
 HAUCK, DEAN of SPEARFISH, SD • MASTER ELECTRICIAN, PHAZE ELECTRIC INC Lic# 2850  
 HUETHER, PAUL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 2395  
 JACOBSON, RON of GILLETTE, WY • MASTER ELECTRICIAN, MINING ELECTRICAL SERVICES LLC Lic# 2077  
 KOCHMAN, MICHAEL of BILLINGS, MT • MASTER PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3148  
 KUENZEL, DAVID of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 3142  
 LANGHUS, TYLER of BILLINGS, MT • JOURNEYMAN PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3149  
 LEAIR, SHAWN of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, RENKEN PLUMBING LLC Lic# 3154  
 LEAIR, SHAWN of GILLETTE, WY • APPRENTICE PLUMBER, RENKEN PLUMBING LLC Lic# 3155  
 MAGNUSON, TYLER of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2261  
 MASSIE, TANNER of MOORCROFT, WY • APPRENTICE GAS PIPEFITTER, CLEARWATER X-SPURTS INC Lic# 3133  
 MASSIE, TANNER of MOORCROFT, WY • APPRENTICE PLUMBER, CLEARWATER X-SPURTS INC Lic# 3134  
 MCWILLIAMS, SCOTT of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 1592  
 MOHR, CHRIS of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2269  
 MOLLMAN, TIM of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2270  
 MOLLMAN, TIM of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & A/C Lic# 2271  
 MORGAN, RICHARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2851  
 NOVAKOVICH, JAMES of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2272  
 OCHELTREE, DEREK of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2273  
 OCHELTREE, DEREK of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2274  
 OLSON, GEORG of RAPID CITY, SD • MASTER HVAC TECH, TESSIER'S INC Lic# 2298  
 RENKEN, RYAN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, RENKEN PLUMBING LLC Lic# 3152  
 RENKEN, RYAN of GILLETTE, WY • JOURNEYMAN PLUMBER, RENKEN PLUMBING LLC Lic# 3153  
 SCHOENBERNER, KADE of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PROELECTRIC INC Lic# 1829  
 SCOTT, BRANDON L of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 1831  
 SCOTT, WESTON of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 1833  
 SHANE, JERRY of GILLETTE, WY • MASTER ELECTRICIAN, SHANE ELECTRIC INC Lic# 1844  
 STORUD, JOHN of BILLINGS, MT • APPRENTICE PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3150  
 TAYLOR, CARL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 1927  
 TODD, ED of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2869  
 TODD, ED of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2870  
 TUCKER, LOREN of GILLETTE, WY • MASTER ELECTRICIAN, TUCKER ELECTRIC INC Lic# 1961  
 WALES, ED of GILLETTE, WY • JOURNEYMAN PLUMBER, CAMPBELL COUNTY Lic# 1989  
 WEDDLE, JAMES of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2872  
 WEDDLE, JAMES of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2873  
 WILLIAMSON, DONAHUE of SUMMERSSET, SD • MASTER ELECTRICIAN, WIRES R US Lic# 2031  
 WILSON, SCOTT of GILLETTE, WY • MASTER GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS, LLC Lic# 2036  
 WILSON, SCOTT of GILLETTE, WY • MASTER HVAC TECH, BLACK HILLS GAS HOLDINGS, LLC Lic# 2037  
 WILSON, SHANE of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2874  
 WILSON, SHANE of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2875  
 ZUCK, DANIEL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 2071

It was moved by Chris Weight, seconded by Scott Heibult, to approve the above Individual Trade License Applications. Roll was called on the motion with the following results. Board Members voting aye: Renken, Phipps, Heibult, Newlin, Weight, and Vice Chairman Thompson. Board Member Scott and Chairman Drake abstained. Motion carried.

### Contractor License Applications

The Board reviewed the following Contractor License Applications (Class A, B, C, D, F and R):

A PLUS PLUMBERS INC of SHERIDAN, WY • JACK DONAHUE, GAS PIPEFITTER  
 A PLUS PLUMBERS INC of SHERIDAN, WY • JACK DONAHUE, PLUMBING  
 AC TREE SERVICE of MILLS,WY • MARK PORTER, LANDSCAPING & FENCING  
 ALL PRO INSULATION LLC of RAPID CITY, SD • JEREMY SCHAEFFER, INSULATION  
 ALPINE DRYWALL & FLOOR COVERINGS of SALT LAKE CITY,UT• DIANE OUZOUNIAN, TRIM CARPENTRY PAINT FLOORING  
 BLACK HILLS GAS HOLDINGS, LLC of GILLETTE, WY • SCOTT WILSON, GAS PIPEFITTER  
 BLACK HILLS GAS HOLDINGS, LLC of GILLETTE, WY • SCOTT WILSON, MECHANICAL  
 BONILLA MASONRY LLC of INDEPENDENCE, MO • DANIEL JENKINS, MASONRY (STRUC)  
 CASEY LESSERT of GILLETTE, WY • CASEY LESSERT, TRIM CARPENTRY PAINT FLOORING  
 CERAMIC DESIGNS MIDWEST INC of RAPID CITY, SD • GEORGE MARTINA, TRIM CARPENTRY PAINT FLOORING  
 CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, EXCAVATION & GRADING  
 CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, LANDSCAPING & FENCING  
 CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, NONSTRUCTURAL CONCRETE  
 CNC CONSTRUCTION of PLEASANT VIEW, UT • BRENT CASTRO, GENERAL CONTRACTOR  
 COAL COUNTRY GENERAL SERVICES LLC of GILLETTE, WY • DAVID CLOUD, TRIM CARPENTRY PAINT FLOORING  
 COAL COUNTRY GENERAL SERVICES LLC of GILLETTE, WY • DAVID CLOUD, EXCAVATION & GRADING  
 COLLINS COMMUNICATIONS INC of GILLETTE,WY • RICHARD MURRAY, LOW VOLTAGE  
 COLLINS COMMUNICATIONS INC of GILLETTE,WY • RICHARD MURRAY, FIRE ALARM SYSTEMS  
 DAKOTA INSULATION INC of RAPID CITY, SD •KEVIN MILLER, INSULATION  
 DAKOTA SEALANTS INC of RAPID CITY,SD• TIM VERMEULEN, MISCELLANEOUS  
 EMPIRE INSULATION COMPANY LLC of BILLINGS, MT • DAVID TILZEY, WIND SIDING GUTTER GARAGE DOOR  
 FIRETECH LLC of GILLETTE, WY • KEEGAN O'BRIEN, SPRINKLER SYSTEMS  
 G & S DECORATING INC of GILLETTE, WY • STEVE JELLUM, TRIM CARPENTRY PAINT FLOORING  
 GARY'S WELDING INC of GILLETTE, WY • GARY DARLOW, RESIDENTIAL CONTRACTOR  
 GARY'S WELDING INC of GILLETTE, WY • GARY DARLOW, MISCELLANEOUS  
 HERNANDEZ SNOW REMOVAL of GILLETTE, WY • JULIA HERNANDEZ, NONSTRUCTURAL CONCRETE  
 ITC ELECTRICAL TECHNOLOGIES of MILLS, WY • MICHAEL CARRUTH, ELECTRICAL  
 JAY'S CONCRETE CONSTRUCTION of GILLETTE, WY • JAY SUCHOR, STRUCTURAL CONCRETE  
 JIMCO SALES AND MANUFACTURING INC of FT WORTH, TX • JAMES HENDRICKS, MISCELLANEOUS  
 JOHN'S CUSTOM CARPET & TILE of GILLETTE, WY • JONATHAN EHREDT, MASONRY (VNR)  
 JULIO C TEJEDA of GILLETTE, WY • JULIO C TEJEDA, TRIM CARPENTRY PAINT FLOORING  
 K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, STRUCTURAL CONCRETE  
 K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, EXCAVATION & GRADING  
 K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, WATER & SEWER PIPELAYER  
 LYNNRICH INC of BILLINGS, MT • JOEY GODWIN, WIND SIDING GUTTER GARAGE DOOR  
 MAGPIE DESIGNS of GILLETTE, WY • TARA STONEKING, TRIM CARPENTRY PAINT FLOORING  
 MASCON SERVICES of GILLETTE, WY • MASON MASTELLER, EXCAVATION & GRADING  
 MASCON SERVICES of GILLETTE, WY • MASON MASTELLER, WATER & SEWER PIPELAYER  
 MCCLELLAN & MACQUEEN INC of WORLAND, WY • JERRY HARVARD, NONSTRUCTURAL CONCRETE  
 MEHLHAFF CONSTRUCTION INC of RAPID CITY, SD • JEFF MEHLHAFF, TRIM CARPENTRY PAINT FLOORING  
 MONUMENT HOME BUILDERS INC of CHEYENNE, WY • COLLIN KOSTELECKY, BUILDING CONTRACTOR  
 MOORE INSULATION CO INC of CHEYENNE, WY • KARL REDLICH, INSULATION  
 MOUNTAIN PEAK BUILDERS LLC of GILLETTE, WY • TREVOR SCHILLING, GENERAL CONTRACTOR  
 MOUNTAIN PEAK BUILDERS LLC of GILLETTE, WY • TREVOR SCHILLING, WATER & SEWER PIPELAYER  
 PETRIE CONSTRUCTION LLC of GILLETTE, WY • MARK PETRIE, RESIDENTIAL CONTRACTOR  
 PHAZE ELECTRIC INC of SPEARFISH, SD • DEAN HAUCK, ELECTRICAL  
 POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • JAYE DRAKE, GAS PIPEFITTER  
 POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • ARLYN MAGNUSON, MECHANICAL  
 POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • JAYE DRAKE, PLUMBING  
 PRECISION PLUMBING & HEATING INC of BILLINGS, MT • MICHAEL KOCHMAN, PLUMBING  
 RMS INSTRUMENT & ELECTRIC LLC of GILLETTE, WY • CHRIS ROHDE, SIGNAGE  
 ROCKY MOUNTAIN EXTERIORS of SHERIDAN, WY • RYAN LITTLE, WIND SIDING GUTTER GARAGE DOOR  
 S & S BUILDERS LLC of GILLETTE, WY • JERRY BUTCHER, WATER & SEWER PIPELAYER  
 S & S BUILDERS LLC of GILLETTE, WY • JERRY BUTCHER, GENERAL CONTRACTOR  
 S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, GAS PIPEFITTER  
 S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, MECHANICAL  
 S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, PLUMBING  
 SCOTT BROTHERS INC of GILLETTE, WY • WESTON SCOTT, ELECTRICAL  
 SCOTT SPALDING of GILLETTE, WY • SCOTT SPALDING, TRIM CARPENTRY PAINT FLOORING  
 SHANE ELECTRIC INC of GILLETTE, WY • JERRY SHANE, ELECTRICAL  
 SIGN BOSS LLC of GILLETTE, WY • DANA MILLER, SIGNAGE

SILVERLINE CONSTRUCTION LLC of GILLETTE, WY • CODY IVERSON, STRUCTURAL CONCRETE  
SIOUX FALLS TOWER SPECIALISTS INC of SIOUX FALLS, SD • CRAIG SNYDER, MISCELLANEOUS  
SLATTERY ENTERPRISES INC of GILLETTE, WY • TIM SLATTERY, EXCAVATION & GRADING  
SLATTERY ENTERPRISES INC of GILLETTE, WY • TIM SLATTERY, WATER & SEWER PIPELAYER  
STERLING ENTERPRISES LLC of GREYBULL, WY • BRENT JOHNSTON, GENERAL ROOFING  
STEVE SHURTZ BUILDING INC of GILLETTE, WY • STEVE SHURTZ, GENERAL CONTRACTOR  
TARGET SIGN CO INC of GILLETTE, WY • KEN MUSSER, SIGNAGE  
TETRA TECH INC of GOLDEN, CO • EDWARD MULLER, MISCELLANEOUS  
TIMBERLINE SERVICES INC of SUNDANCE, WY • WADE HABECK, EXCAVATION & GRADING  
TIMBERLINE SERVICES INC of SUNDANCE, WY • WADE HABECK, WATER & SEWER PIPELAYER  
TRANSLOGIC CORP of DENVER, CO • TERRY LOFTUS, MISCELLANEOUS  
TUCKER ELECTRIC INC of GILLETTE, WY • LOREN TUCKER, ELECTRICAL  
TUFF SHED INC of DENVER, CO • TOM SAUREY, RESIDENTIAL CONTRACTOR  
WHITE KNIGHT PAINTING of GILLETTE, WY • WILLIAM COLES, TRIM CARPENTRY PAINT FLOORING  
WIRES R US of PIEDMONT, SD • DONAHUE WILLIAMSON, ELECTRICAL  
WYOMING DEMOLITION INC of SHERIDAN, WY • RANDY WARNKE, EXCAVATION & GRADING

It was moved by Dale Phipps, seconded by Chris Weight, to approve the above Contractor License Applications. Roll was called on the motion with the following results. Board Members voting aye: Phipps, Heibult, Newlin, Weight, Renken, and Vice Chairman Thompson. Board Member Scott and Chairman Drake abstained. Motion carried.

#### Announcements

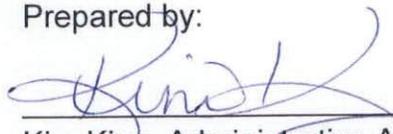
Ken Rogers informed the Board that he had written a citation to an unlicensed contractor. Jim Brown informed the Board that he would be in Washington, D.C. in May for an International Code Council sponsored event. Ken informed the Board the State is going to the 2017 National Electrical Code (NEC) by July 1, 2017. He stated the City would be looking at adopting the 2017 NEC by the first of the year. He also stated the 2018 ICC Codes would be adopted in January 2018 by the State and the City would try to get them adopted by July 2018. He stated the City would put a workshop on to go over any significant changes to the ICC Codes.

The next regularly scheduled meeting will be Tuesday, April 11, 2017.

#### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:40 p.m.

Prepared by:



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Kim King, Administrative Assistant  
Building Inspection Division

City of Gillette  
Board of Examiners  
Meeting of April 11, 2017

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Individual Review ~ Contractor License Application for:  
**HIGH PLAINS BUILDERS, LLC**

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Applicant: High Plains Builders, LLC  
Gillette, WY  
Master of Record: Tony Wille

Application Type: Class A General Contractor

Application Status: Complete with one (1) flag

Applicant submitted complete application with one (1) flag.

Applicant is currently involved in a lawsuit pertaining to a design dispute.

ADMINISTRATIVE USE ONLY  
 Board of Examiners Action  
 Approved  Denied  
 at \_\_\_/\_\_\_/\_\_\_ meeting  
 License #



**CITY OF GILLETTE**  
**BUILDING INSPECTION DIVISION**  
 201 E. Fifth Street, 2nd Floor  
 Gillette, WY 82716  
 Telephone: (307) 686-5260  
[www.gillettewy.gov](http://www.gillettewy.gov)

## CONTRACTOR LICENSE APPLICATION – (RENEWAL)

Please complete each field - insert N/A if not applicable. See instructions for details and additional information.

**DATE OF APPLICATION:** 3/17/17

### APPLICANT CONTACT INFORMATION

Please remember to contact Building Inspection in writing with any address changes during the year.

Business Name: HIGH PLAINS BUILDERS, LLC  
 Mailing Address: PO BOX 2796 City Gillette State WY Zip Code 82717  
 Office Telephone: 307-257-2352 Fax Number: 1-855-710-6529  
 Master of Record: TONY WILLE Phone Number: 307-680-5280  
 Contact Person's email: TONY@highplainsbuilders.com

**CLASS OF LICENSE (Select one):** Please note that a separate application is required for each license applied for.

#### Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

#### Class F Fire Suppression Contractors

- Chemical Fire Suppression
- Fire Alarm
- Sprinkler (Fire/Standpipe)

#### Building Contractors\*\* (General Contractors)

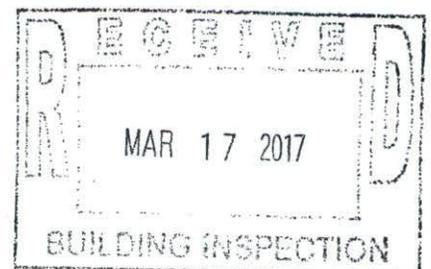
- Class A-General Contractor
- Class B-Building Contractor
- Class R-Residential Contractor

\*\*May **not** perform Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding the appropriate license.

May perform all Class C categories except Class C Water & Sewer or Class C Electrical

#### Class C Specialty Contractors (Sub-Contractors)

- Concrete - Structural (Type 1)
- Concrete - Non-Structural (Type 2)
- Drywall & Plaster
- Elevator
- Excavation, Grading, Snow Removal & Demolition
- Framing - Stick Built Structure
- Insulation
- Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- Limited Technician
- Low Voltage Technician
- Manufactured Housing (Type 1)
- Masonry - Structural (Type 1)
- Masonry - Veneer (Type 2)
- Roofing - General
- Roofing - Shingle
- Signage
- Trim Carpentry, Painting & Flooring
- Water & Sewer Pipe Layer
- Windows, Siding, Gutters & Garage Doors
- Miscellaneous (specify): \_\_\_\_\_



**WYOMING CORPORATE REGISTRATION** - Not applicable for sole proprietorships and general partnerships.

**TYPE OF BUSINESS ENTITY**

- Corporation
- Limited Liability Company
- Limited Partnership
- General Partnership
- Sole Proprietorship
- Other \_\_\_\_\_

**LIST THE NAME AND TITLE OF EVERY OWNER**

(Officer, member, partner, sole proprietor, etc.)

Tony Wille \_\_\_\_\_  
 DUSTI CRAW \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYEES** - Employees that are or will be working in the City limits:

- No, applicant does not have employees.
- Yes, applicant has employees from  Wyoming  Out-of-State

**WORKERS' COMPENSATION - Letter of Good Standing**

Requested from State of Wyoming - Date of Request 03, 17, 17

**UNEMPLOYMENT INSURANCE - Letter of Good Standing**

Requested from State of Wyoming - Date of request 03 17 17

**STATUS QUESTIONS**

Please answer each of the following questions. When responding to Questions #1 through #5, if answer is "Yes" to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy, if applicable.**

		YES	NO
1.	Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked in the past year?		X
2.	Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record in the past year (relating to business activities within the scope of this license application)?	X	
3.	Is Owner or Master of Record currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past year?		X
4.	Has any officer, partner, member, owner or Master of Record been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the past year?		X
5.	Has Owner or Master of Record failed to complete a project in the past year?		X

\* #2: We are currently involved in one suit and a concurrent counter suit with a previous potential client for design dispute from the potential client continue on next page and failure to pay High Plans Builders for work completed.

Sevel

STATE OF WYOMING  
COUNTY OF CAMPBELL

IN THE CIRCUIT COURT  
SIXTH JUDICIAL DISTRICT

CHRISTINA WILLIAMS,  
Plaintiff,

CV-2016-1792  
Civil No.

v.

HIGH PLAINS BUILDERS, LLC,  
A Wyoming limited liability company,  
Defendant.

FILED FOR RECORD

SEP 8 2016

**COMPLAINT**

CLERK OF CIRCUIT COURT  
OF THE SIXTH JUDICIAL DISTRICT  
CAMPBELL COUNTY

COMES NOW the Plaintiff, Christina Williams, ("Williams") by and through her undersigned attorney, James L. Edwards of Stevens, Edwards, Hallock, Carpenter & Phillips, P.C., and for her complaint against the Defendant High Plains Builders, LLC, ("High Plains"), states and alleges as follows:

**I. FACTS COMMON TO ALL CAUSES OF ACTION**

1. Williams is a resident of Gillette, Campbell County, Wyoming.
2. Defendant High Plains is believed to be a Wyoming limited liability company with its principal place of business in Campbell County, Wyoming.
3. That Williams and High Plains entered into an agreement relating to the construction of an office building to be located in Gillette, Wyoming. A copy of the agreement is attached as Exhibit A.
4. That High Plains required Williams to prepay certain amounts for services to be rendered by High Plains.

5. In accordance with the prepayment requirement, Williams paid to High Plains the sum of \$15,000 for plans which are acceptable for obtaining a permit from the City of Gillette.

6. That Williams has never received a set of permittable plans from High Plains.

7. Demand has been made on behalf of Williams for the return of \$15,000.00 from High Plains (Exhibit B). As of the date of this complaint no funds have been received.

## II. BREACH OF CONTRACT

8. Williams restates and realleges each and every statement contained in paragraphs 1 through 7 above as if fully set forth herein.

9. High Plains has breached the contract to provide permittable plans to Williams.

10. Williams has been damaged in the amount of \$15,000 as a result of High Plains' failure to comply with the contract.

## III. QUANTUM MERUIT

11. Williams restates and realleges each and every statement contained in paragraphs 1 through 10 above as if fully set forth herein.

12. High Plains has been unjustly enriched by the failure of High Plains to provide permittable plans to Williams.

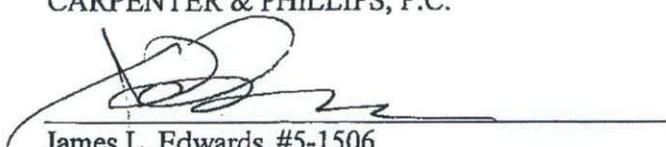
WHEREFORE, it is respectfully requested that the Court enter an Order:

1. For judgment against High Plains in the amount of \$15,000.00;
2. For interest on the unpaid amount at the rate of 7% per annum from the date of the termination of the contract to the time judgment is entered;
3. For interest at the judgment rate of 10%;

4. For costs and attorney fees as allowed by law;
5. For such other and further relief as the court deems just and equitable.

Dated this 8<sup>th</sup> day of September, 2016.

STEVENS, EDWARDS, HALLOCK,  
CARPENTER & PHILLIPS, P.C.



---

James L. Edwards, #5-1506  
Attorney for Christina Williams  
511 South Kendrick Avenue  
Post Office Box 1148  
Gillette, WY 82717  
307-682-1444  
[jimedwards@newyolaw.com](mailto:jimedwards@newyolaw.com)

SEP 8 2016

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**AGREEMENT FOR PREPARATION OF BUILDING  
PLANS AND GEOTECHNICAL REPORT**

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CLERK OF CIRCUIT COURT  
OF THE SIXTH JUDICIAL DISTRICT  
CAMPBELL COUNTY

This Agreement is made and entered into this \_\_\_\_\_ day of October, 2015 by and between High Plains Builders, LLC (hereinafter "High Plains"), a Wyoming limited liability company and Christina L. Williams (hereinafter "Williams") for the purposes set forth below.

**RECITALS**

1. Williams has contacted High Plains to design and construct an office building on property owned by Williams described as Block 1, Lot 2 and Lot 3, Albany Addition to the City of Gillette, Wyoming.
2. Williams and High Plains desire to enter into this Agreement to memorialize their agreement regarding the preparation of building plans and the preparation of a geotechnical report for construction on the aforementioned lots.
3. It is the parties' intention to execute a commercial construction agreement following the preparation of the building plans for construction of a building and parking lot.

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follow:

1. Preparation of Building Plans. High Plains agrees to prepare drawings and plans consistent with industry standards for contractor design-build practices for a building to be constructed on the real property mentioned above. Williams represents and warrants that she has fully informed High Plains of the general description, nature, and size of the building to be constructed and the parking lot to accompany said building. High Plains represents and warrants that it has the information it requires from Williams to prepare said drawings and plans in accordance with industry standards regarding contractor



design-build projects. The parties agree that the drawings and plans prepared by High Plains will be for the exclusive use of High Plains in constructing the building to be constructed on Williams' aforementioned real property. Williams agrees that for a period of five (5) years following the date of this Agreement, she will not reproduce, reuse, distribute, disseminate, or utilize by virtue of any third party the plans and drawings to be prepared pursuant to this Agreement. If Williams desires to reuse the plans during this five (5) year period, she shall be entitled to do so in exchange for payment to High Plains of \$15,000.00 per use for said plans so long as High Plains or its assignee is the general contractor for the project in which the plans will be utilized. At the expiration of the five (5) year term, Williams may request, in writing, a full set of the plans and drawings, which High Plains shall then provide to Williams. Williams shall then be free to use the plans and drawings as she sees fit.

2. Geotechnical Report. High Plains agrees that it will obtain a geotechnical report from an engineering firm that provides such services. Said geotechnical report shall be for the purposes of constructing the building and parking lot on the aforementioned property. Upon receipt of the report, High Plains agrees to provide a copy of the same to Williams.
3. Payment. In exchange for the services described herein, Williams agrees to pay High Plains the sum of \$21,250.00 upon execution of this Agreement. The parties acknowledge that of the \$21,250.00, \$15,000.00 is for the preparation of the plans and drawings for the building and \$6,250.00 is for the preparation of the geotechnical report.
4. Construction Agreement. The parties acknowledge that this is not an agreement by and between them for construction of a building on the aforementioned real property. The parties represent that following completion of the plans and drawings for the building and receipt of the geotechnical report, the parties intend to enter into a commercial

construction agreement for the construction of a building on the aforementioned real property. The parties further acknowledge that the funds paid pursuant hereto will not be credited toward the price to be paid under the commercial construction agreement.

5. Further Assurances. The parties agree that they will each execute all further documents as may be necessary to effectuate the intent and terms of this Agreement upon the request of a party to execute such additional documents and to take or perform such further actions as they require pursuant to this Agreement.
6. Interpretation. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning, and not strictly for or against any party hereto. The parties further agree that this Agreement has been prepared as a result of input from and negotiation between both parties. In this Agreement, unless the context otherwise requires, the masculine, feminine, and neuter genders and the singular and the plural include one another.
7. Severability. Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable under present or future laws, such provisions shall be fully severable.
8. Incorporation. This Agreement contains all of the agreements and understandings of the parties and supersedes any prior negotiations, including but not limited to, any proposed or actual agreements, whether written or oral, with regard to the subject matter of this Agreement.
9. Governing Law, Venue, and Jurisdiction. This Agreement shall be construed and enforced in accordance with, and the rights and obligations of the parties hereto shall be governed by, the laws of the state of Wyoming without giving effect to the conflicts of law principles thereof. The parties agree that the District Court of the Sixth Judicial

District located in Gillette, Campbell County, Wyoming shall have exclusive venue and jurisdiction over this Agreement, the documents to be executed by the parties pursuant to the same, the parties, and any suit pertaining to the same.

10. Attorneys' Fees and Costs. In the event any party is required to retain the services of an attorney as a result of any alleged breach of this Agreement, including any of the obligations as provided herein, the non-prevailing party shall pay all reasonable attorneys' fees and costs incurred by the prevailing party, including all reasonable accounting and expert witness fees and costs, in connection with any such claim, including but not limited to services of the attorney provided prior to litigation, as a result of any litigation, upon any appeal thereafter, and upon the enforcement of any obligations to be undertaken pursuant to this Agreement and/or collection of any sums which may be required to be paid pursuant to this Section.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

HIGH PLAINS BUILDERS, LLC

---

By: Tony Wille, Member

---

Christina L. Williams



High Plains Builders, LLC  
 PO Box 2796  
 Gillette, WY 82717

# Invoice

Date	Invoice #
1/19/2016	CW-03

<b>Bill To</b>
Christina L Williams 604 Gillette Ave Gillette, WY 82716

Terms	Project
Due on receipt	Asbestos Report

Description	Amount
Asbestos Report	4,200.00
<i>pd ck 1109</i>	

<b>Total</b>	\$4,200.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$4,200.00

Phone #	E-mail
307-257-2352	dusti@highplainsbuilders.com

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## AGREEMENT FOR ASBESTOS REPORT

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This Agreement is made and entered into this \_\_\_ 19 \_\_\_ day of January, 2016 by and between High Plains Builders, LLC (hereinafter "High Plains"), a Wyoming limited liability company and Christina L. Williams (hereinafter "Williams") for the purposes set forth below.

### RECITALS

1. Williams has contacted High Plains to design and construct an office building on property owned by Williams described as Block 1, Lot 2 and Lot 3, Albany Addition to the City of Gillette, Wyoming.
2. Williams and High Plains desire to enter into this Agreement to memorialize their agreement regarding the demolition on the aforementioned lots.
3. It is the parties' intention to execute a commercial construction agreement following the asbestos report.

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follow:

1. Asbestos Report. High Plains agrees to get and asbestos report to determine the level if any of asbestos mitigation needed for the building on the real property mentioned above.
2. Payment. In exchange for the services described herein, Williams agrees to pay High Plains the sum of \$4,200.00 upon execution of this Agreement.
3. Construction Agreement. The parties acknowledge that this is not an agreement by and between them for construction of a building on the aforementioned real property. The parties represent that following completion of the plans and drawings for the building and receipt of the geotechnical report, the parties intend to enter into a commercial construction agreement for the construction of a building on the aforementioned real

property. The parties further acknowledge that the funds paid pursuant hereto will not be credited toward the price to be paid under the commercial construction agreement.

4. Further Assurances. The parties agree that they will each execute all further documents as may be necessary to effectuate the intent and terms of this Agreement upon the request of a party to execute such additional documents and to take or perform such further actions as they require pursuant to this Agreement.
5. Interpretation. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning, and not strictly for or against any party hereto. The parties further agree that this Agreement has been prepared as a result of input from and negotiation between both parties. In this Agreement, unless the context otherwise requires, the masculine, feminine, and neuter genders and the singular and the plural include one another.
6. Severability. Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable under present or future laws, such provisions shall be fully severable.
7. Incorporation. This Agreement contains all of the agreements and understandings of the parties and supersedes any prior negotiations, including but not limited to, any proposed or actual agreements, whether written or oral, with regard to the subject matter of this Agreement.
8. Governing Law, Venue, and Jurisdiction. This Agreement shall be construed and enforced in accordance with, and the rights and obligations of the parties hereto shall be governed by, the laws of the state of Wyoming without giving effect to the conflicts of law principles thereof. The parties agree that the District Court of the Sixth Judicial District located in Gillette, Campbell County, Wyoming shall have exclusive venue and

jurisdiction over this Agreement, the documents to be executed by the parties pursuant to the same, the parties, and any suit pertaining to the same.

9. Attorneys' Fees and Costs. In the event any party is required to retain the services of an attorney as a result of any alleged breach of this Agreement, including any of the obligations as provided herein, the non-prevailing party shall pay all reasonable attorneys' fees and costs incurred by the prevailing party, including all reasonable accounting and expert witness fees and costs, in connection with any such claim, including but not limited to services of the attorney provided prior to litigation, as a result of any litigation, upon any appeal thereafter, and upon the enforcement of any obligations to be undertaken pursuant to this Agreement and/or collection of any sums which may be required to be paid pursuant to this Section.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

HIGH PLAINS BUILDERS, LLC

\_\_\_\_\_  
By: Tony Wille, Member



\_\_\_\_\_  
Christina L. Williams



High Plains Builders, LLC  
 PO Box 2796  
 Gillette, WY 82717

# Invoice

Date	Invoice #
1/19/2016	CW-04

Bill To
Christina L Williams 604 Gillette Ave Gillette, WY 82716

Terms	Project
Due on receipt	Demo

Description	Amount
Demo, including: permit, vacating existing utilities to the building, removing the existing building, exterior concrete, foundation and existing retaining wall, and tree removal. <i>not needed</i>	30,000.00 \$6500

*Pd  
ck 1110  
Reimbursed  
\$23,500*

Total	\$30,000.00
Payments/Credits	\$0.00
Balance Due	\$30,000.00

Phone #	E-mail
307-257-2352	dusti@highplainsbuilders.com

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## AGREEMENT FOR DEMOLITION

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This Agreement is made and entered into this \_\_\_19\_\_\_ day of January, 2016 by and between High Plains Builders, LLC (hereinafter "High Plains"), a Wyoming limited liability company and Christina L. Williams (hereinafter "Williams") for the purposes set forth below.

### RECITALS

1. Williams has contacted High Plains to design and construct an office building on property owned by Williams described as Block 1, Lot 2 and Lot 3, Albany Addition to the City of Gillette, Wyoming.
2. Williams and High Plains desire to enter into this Agreement to memorialize their agreement regarding the demolition on the aforementioned lots.
3. It is the parties' intention to execute a commercial construction agreement following the demolition.

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, the parties agree as follow:

1. Demolition. High Plains agrees to demolition for a building to be constructed on the real property mentioned above. Demolition includes:
  - a. Permit
  - b. Vacating existing utilities to the building
  - c. Removing the existing building, exterior concrete, foundation and retaining wall
  - d. Tree removal

2. Payment. In exchange for the services described herein, Williams agrees to pay High Plains the sum of \$30,000.00 upon execution of this Agreement.
3. Construction Agreement. The parties acknowledge that this is not an agreement by and between them for construction of a building on the aforementioned real property. The parties represent that following completion of the plans and drawings for the building and receipt of the geotechnical report, the parties intend to enter into a commercial construction agreement for the construction of a building on the aforementioned real property. The parties further acknowledge that the funds paid pursuant hereto will not be credited toward the price to be paid under the commercial construction agreement.
4. Further Assurances. The parties agree that they will each execute all further documents as may be necessary to effectuate the intent and terms of this Agreement upon the request of a party to execute such additional documents and to take or perform such further actions as they require pursuant to this Agreement.
5. Interpretation. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning, and not strictly for or against any party hereto. The parties further agree that this Agreement has been prepared as a result of input from and negotiation between both parties. In this Agreement, unless the context otherwise requires, the masculine, feminine, and neuter genders and the singular and the plural include one another.
6. Severability. Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable under present or future laws, such provisions shall be fully severable.
7. Incorporation. This Agreement contains all of the agreements and understandings of the parties and supersedes any prior negotiations, including but not limited to, any proposed

or actual agreements, whether written or oral, with regard to the subject matter of this Agreement.

8. Governing Law, Venue, and Jurisdiction. This Agreement shall be construed and enforced in accordance with, and the rights and obligations of the parties hereto shall be governed by, the laws of the state of Wyoming without giving effect to the conflicts of law principles thereof. The parties agree that the District Court of the Sixth Judicial District located in Gillette, Campbell County, Wyoming shall have exclusive venue and jurisdiction over this Agreement, the documents to be executed by the parties pursuant to the same, the parties, and any suit pertaining to the same.
9. Attorneys' Fees and Costs. In the event any party is required to retain the services of an attorney as a result of any alleged breach of this Agreement, including any of the obligations as provided herein, the non-prevailing party shall pay all reasonable attorneys' fees and costs incurred by the prevailing party, including all reasonable accounting and expert witness fees and costs, in connection with any such claim, including but not limited to services of the attorney provided prior to litigation, as a result of any litigation, upon any appeal thereafter, and upon the enforcement of any obligations to be undertaken pursuant to this Agreement and/or collection of any sums which may be required to be paid pursuant to this Section.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

HIGH PLAINS BUILDERS, LLC

\_\_\_\_\_  
By: Tony Wille, Member

  
\_\_\_\_\_  
Christina L. Williams



**Christi Williams New Law Office: Gillette Ave**

**10/30/2015**

Building design (permittable set) up to 3 revisions	\$15,000.00
Geo tech report, including 3 bore holes	\$6,250.00
Commercial site plan, including: survey, parking lot design, drainage study and drainage plan, plot plan, landscaping plan, retaining wall design, vacating one lot line and moving another, administrative plot and utility locations. This usually requires 2-3 meetings with city engineers and multiple meetings with my engineer.	\$25,200.00
Demo, including: permit, vacating existing utilities to the building,	\$30,000.00
*removing the existing building, exterior concrete, foundation and existing retaining wall, and tree removal.	6500
Asbestos Report Estimate	-\$4,200.00
Asbestos Mitigation to be determined, based on report	TBD
<b>TOTAL</b>	<b>\$80,650.00</b>

Prices good for 30 days

tony@highplainsbuilders.com

PO BOX 2796: Gillette, WY 82717

307-257-2352

# STEVENS, EDWARDS, HALLOCK, CARPENTER & PHILLIPS P.C.

FRANCIS E. STEVENS  
JAMES L. EDWARDS  
JOSEPH E. HALLOCK  
PATRICK E. CARPENTER\*  
PAUL S. PHILLIPS\*\*\*

DOUGLAS E. STEVENS\*\*

\*ALSO ADMITTED IN COLORADO  
\*\* ALSO ADMITTED IN SOUTH DAKOTA  
\*\*\*ALSO ADMITTED IN THE DISTRICT OF COLUMBIA

ATTORNEYS AT LAW  
511 SOUTH KENDRICK AVE.  
P.O. BOX 1148  
GILLETTE, WYOMING 82717-1148  
TELEPHONE (307) 682-1444  
FAX (307) 687-2896

BRANCH OFFICE:  
313 E. MAIN STREET  
P.O. BOX 1130  
SUNDANCE, WY 82729

TELEPHONE: (307) 288-2585  
FAX: (307) 288-2589

July 26, 2016

Ryan W. McGrath  
Horning, Horning & McGrath, LLC  
400 South Douglas Hwy.  
Gillette, WY 82716

RE: Williams/High Plains

Dear Ryan:

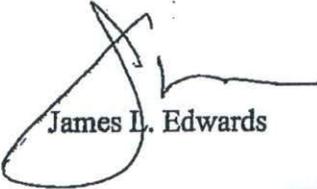
This letter is written as a result of High Plains Builders, LLC's failure to complete the terms of the Agreement for Preparation of Building Plans and Geotechnical Report, which was prepaid in full by Ms. Williams. As stated in paragraph 3. Payment, the amount paid was in exchange for services; however, these services were not provided as agreed upon between High Plains and Ms. Williams.

After discussions with the City of Gillette and receiving an extensive report listing the deficiencies in the plans, it is apparent that the Building Design portion of the agreement was not completed as required by the contract (See paragraph 1). Ms. Williams paid High Plains \$15,000.00 for this work to be completed.

Additionally, High Plains was paid for items related to asbestos remediation. This was not required and consequently not done by High Plains despite payment in the amount of \$4,200.00.

Demand is made for reimbursement in the amount of \$19,200.00 for unfinished/incomplete work for which High Plains was paid.

Very truly yours,

  
James L. Edwards

JLE/mkr  
pc: Christina Williams



HHM  
KJWA

IN THE CIRCUIT COURT  
WITHIN AND FOR CAMPBELL COUNTY  
SIXTH JUDICIAL DISTRICT  
STATE OF WYOMING

CHRISTINA WILLIAMS,

*Plaintiff,*

vs.

HIGH PLAINS BUILDERS, LLC,  
a Wyoming limited liability company,

*Defendant.*

Civil Action No. CV-2016-1792

FILED FOR RECORD

OCT 18 2016

CLERK OF CIRCUIT COURT  
OF THE SIXTH JUDICIAL DISTRICT  
CAMPBELL COUNTY

**DEFENDANT'S ANSWER AND COUNTERCLAIM**

COMES NOW, Defendant High Plains Builders, LLC (hereinafter "High Plains"), by and through its undersigned attorney, Ryan W. McGrath of Horning, Horning & McGrath, LLC and for its Answer to Plaintiff's Complaint and Counterclaim, states and alleges as follows.

**ANSWER**

1. High Plains admits the allegations of Paragraph 1 of the Complaint.
2. High Plains admits the allegations of Paragraph 2 of the Complaint.
3. With regard to the allegations of Paragraph 3 of the Complaint, the document referenced therein speaks for itself and therefore no response is required. To the extent a response is required, High Plains denies the allegations of Paragraph 3 of the Complaint.
4. High Plains admits the allegations of Paragraph 4 of the Complaint.

HORNING, HORNING & MCGRATH, LLC, Attorneys at Law  
400 S. Douglas Hwy, Gillette, WY 82716  
Telephone: 307-686-3736 Facsimile: 307-696-6013

sent to client 10-21-16

5. With regard to the allegations of Paragraph 5 of the Complaint, High Plains admits that Williams paid \$15,000.00 to High Plains for the preparation of drawings and plans. However, High Plains denies the remaining allegations of Paragraph 5 of the Complaint and states that all work required of High Plains was fully completed.
6. High Plains denies the allegations of Paragraph 6 of the Complaint.
7. High Plains admits the allegations of Paragraph 7 of the Complaint.
8. As to the allegations of Paragraph 8 of the Complaint, High Plains incorporates its responses to the allegations of Paragraphs 1 through 7 of the Complaint as if fully rewritten herein.
9. High Plains denies the allegations of Paragraph 9 of the Complaint.
10. High Plains denies the allegations of Paragraph 10 of the Complaint.
11. As to the allegations of Paragraph 11 of the Complaint, High Plains incorporates its responses to the allegations of Paragraphs 1 through 10 of the Complaint as if fully rewritten herein.
12. High Plains denies the allegations of Paragraph 12 of the Complaint.
13. High Plains denies each and every allegation of the Complaint not specifically admitted herein.

#### **AFFIRMATIVE DEFENSES**

14. Plaintiff's Complaint fails to state a claim upon which relief can be granted.
15. Any damages suffered by Plaintiff are the result of her own conduct.
16. Plaintiff's claims are barred, in whole or in part, by the doctrine of estoppel.
17. Plaintiff's claims are barred, in whole or in part, by the doctrine of waiver.

18. Plaintiff has failed to mitigate her damages, if any.
19. Plaintiff has failed to comply with a condition precedent in the agreement.
20. Plaintiff had anticipatorily repudiated the agreement.
21. Plaintiff provided improper notice of breach, if any.
22. Plaintiff would be unjustly enriched if allowed the recovery sought.
23. Plaintiff has suffered no damages.
24. Plaintiff's claims are barred by setoff.
25. Plaintiff has breached the implied covenant of good faith and fair dealing.

### **COUNTERCLAIM**

COMES NOW, High Plains Builders, LLC and states and alleges as follows:

1. High Plains is a Wyoming limited liability company with its principal place of business in Campbell County, Wyoming.
2. Christina Williams (hereinafter "Williams") is a resident of Gillette, Campbell County, Wyoming.
3. Williams contacted High Plains regarding the construction of a commercial office building in Gillette, Wyoming.
4. The parties executed agreements related to preparatory work for the construction of that office building.
5. Prior to the execution of a formal commercial construction agreement, Williams requested that High Plains perform certain work at the property upon which the office building would be constructed including but not limited to perimeter fencing of the property owned by Williams, construction of silt fence around the property owned by

Williams, preparation of banners to hang on the fence for the purposes of advertising Williams' new office, and facilitation of the removal of an existing house located on the property upon which the office building was to be constructed.

6. High Plains prepared and sent to Williams an invoice for such services, however, Williams has failed and refused to pay the same.

**COUNT I  
Breach of Contract**

7. High Plains incorporates by reference the allegations of Paragraphs 1 through 6 above as if fully rewritten herein.
8. Williams' refusal to pay for the services she requested and which were performed by High Plains constitutes a breach of the parties' agreement.
9. Due to Williams' breach of the parties' agreement, High Plains has been damaged in the principal amount of \$11,375.48.

**COUNT II  
Unjust Enrichment**

10. High Plains incorporates by reference the allegations of Paragraphs 1 through 9 above as if fully rewritten herein.
11. High Plains rendered valuable services and materials to Williams which were accepted, used, and enjoyed by Williams.
12. Williams was reasonably notified that High Plains, in rendering such services and furnishing such materials, expected that it would be paid for its services and materials.
13. Williams has failed and refused to pay for said services and materials.
14. Without payment from Williams to High Plains for the valuable services rendered and

materials supplied to Williams, Williams would be unjustly enriched in the principal amount of \$11,375.48.

WHEREFORE, High Plains respectfully requests that Plaintiff's Complaint be dismissed with prejudice and that she take nothing thereby, that it be awarded its attorneys' fees and costs incurred herein, for any other and further relief the Court deems equitable and just, and that the Court enter its order:

- A. for judgment in the principal amount of \$11,375.48 plus prejudgment interest;
- B. for interest on any judgment rendered in favor of High Plains at the rate of ten percent (10%) per annum;
- C. for costs and attorneys' fees as allowed by law; and
- D. for any such other and further relief as the Court deems equitable and just.

DATED this 18<sup>th</sup> day of October, 2016.

HORNING, HORNING & McGRATH, LLC

By 

Ryan W. McGrath WSB # 6-4487  
400 South Douglas Highway  
Gillette, WY 82716  
(307) 686-3736

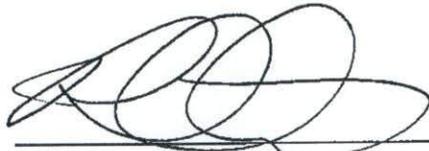
**CERTIFICATE OF SERVICE**

I, Ryan W. McGrath, do hereby certify that on this 15<sup>th</sup> day of October, 2016, I served a true and correct copy of the within and foregoing *Answer and Counterclaim* as follows:

- via facsimile to
- via hand delivery and
- by depositing the same in the United States First Class Mail, postage paid

addressed as follows:

James L. Edwards  
Stevens, Edwards, Hallock, Carpenter & Phillips, PC  
PO Box 1148  
Gillette, WY 82717



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Ryan W. McGrath

City of Gillette  
Board of Examiners  
Meeting of April 11, 2017

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Individual Review ~ Contractor License Application for:  
**JOE'S PLUMBING & HEATING INC.**

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Applicant: Joe's Plumbing & Heating Inc.  
Gillette, WY  
Master of Record: Chad Renken

Application Type: Class D - Plumbing Contractor  
Master Plumber – Chad Renken

Application Status: Complete with one (1) flag

Applicant submitted complete application with one (1) flag.

Applicant was cited for working without a permit.

**ADMINISTRATIVE USE ONLY**  
 Board of Examiners Action  
 Approved  Denied  
 at \_\_\_/\_\_\_/\_\_\_ meeting  
 License #



**CITY OF GILLETTE**  
**BUILDING INSPECTION DIVISION**  
 201 E. Fifth Street, 2nd Floor  
 Gillette, WY 82716  
 Telephone: (307) 686-5260  
[www.gillettewy.gov](http://www.gillettewy.gov)

**CONTRACTOR LICENSE APPLICATION – (RENEWAL)**

Please complete each field - insert N/A if not applicable. See instructions for details and additional information.

**DATE OF APPLICATION:** 3/6/17

**APPLICANT CONTACT INFORMATION**

Please remember to contact Building Inspection in writing with any address changes during the year.

Business Name: Joes Plumbing and Heating  
 Mailing Address: P.O. Box 7 City Gillette State WY Zip Code 82717  
 Office Telephone: 307-685-7255 Fax Number: 307-685-7262  
 Master of Record: Chad Renken Phone Number: 307-680-3851  
 Contact Person's email: joesplumbing@collins.com.net

**CLASS OF LICENSE (Select one):** Please note that a separate application is required for each license applied for.

Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

Class F Fire Suppression Contractors

- Chemical Fire Suppression
- Fire Alarm
- Sprinkler (Fire/Standpipe)

Building Contractors\*\* (General Contractors)

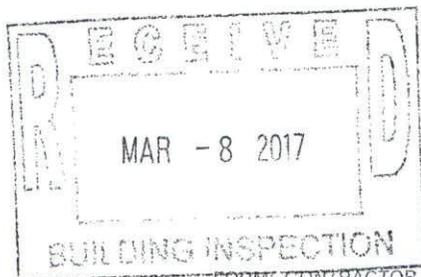
- Class A-General Contractor
- Class B-Building Contractor
- Class R-Residential Contractor

\*\*May **not** perform Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding the appropriate license.

**May perform all Class C categories except Class C Water & Sewer or Class C Electrical**

Class C Specialty Contractors (Sub-Contractors)

- Concrete - Structural (Type 1)
- Concrete - Non-Structural (Type 2)
- Drywall & Plaster
- Elevator
- Excavation, Grading, Snow Removal & Demolition
- Framing - Stick Built Structure
- Insulation
- Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- Limited Technician
- Low Voltage Technician
- Manufactured Housing (Type 1)
- Masonry - Structural (Type 1)
- Masonry - Veneer (Type 2)
- Roofing - General
- Roofing - Shingle
- Signage
- Trim Carpentry, Painting & Flooring
- Water & Sewer Pipe Layer
- Windows, Siding, Gutters & Garage Doors
- Miscellaneous (specify): \_\_\_\_\_



**WYOMING CORPORATE REGISTRATION** - Not applicable for sole proprietorships and general partnerships.

**TYPE OF BUSINESS ENTITY**

- Corporation
- Limited Liability Company
- Limited Partnership
- General Partnership
- Sole Proprietorship
- Other \_\_\_\_\_

**LIST THE NAME AND TITLE OF EVERY OWNER**

(Officer, member, partner, sole proprietor, etc.)

Joe Suchor  
Dawn Suchor  
Chad Renken

**EMPLOYEES** - Employees that are or will be working in the City limits:

- No, applicant does not have employees.
- Yes, applicant has employees from  Wyoming  Out-of-State

**WORKERS' COMPENSATION - Letter of Good Standing**

Requested from State of Wyoming - Date of Request 3, 6, 17

**UNEMPLOYMENT INSURANCE - Letter of Good Standing**

Requested from State of Wyoming - Date of request 3, 6, 17

**STATUS QUESTIONS**

Please answer each of the following questions. When responding to Questions #1 through #5, if answer is "Yes" to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy, if applicable.**

		YES	NO
1.	Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked in the past year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record in the past year (relating to business activities within the scope of this license application)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Is Owner or Master of Record currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Has any officer, partner, member, owner or Master of Record been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the past year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Has Owner or Master of Record failed to complete a project in the past year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Continue on next page

**FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**

**APRIL 11, 2017**

1	<b>ALLEY, HARRY</b> of GILLETTE, WY • MASTER ELECTRICIAN, <b>ALL ELECTRIC LLC Lic# 2131</b>
2	<b>ANDERSON, RYAN L</b> of OGDEN, UT • JOURNEYMAN HVAC TECH, <b>CFM HEATING &amp; A/C INC Lic# 2912</b>
3	<b>BECK, LARENCE C</b> of MOUNTAIN VIEW, WY • MASTER ELECTRICIAN, <b>UNION TELEPHONE COMPANY Lic# 2458</b>
4	<b>BIEGEL, DANIEL</b> of BILLINGS, MT • JOURNEYMAN PLUMBER, <b>PRECISION PLUMBING &amp; HEATING INC Lic# 3166</b>
5	<b>BOCK, LAWRENCE</b> of SUNDANCE, WY • MASTER ELECTRICIAN, <b>SUNDANCE ELECTRIC INC Lic# 2161</b>
6	<b>BREWER, JERAD</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>CAMPBELL COUNTY SCHOOL DISTRICT Lic# 3170</b>
7	<b>CHRISTOPHERSON, LON</b> of GILLETTE, WY • MASTER HVAC TECH, <b>POLAR REFRIGERATION INC Lic# 1730</b>
8	<b>CHRISTOPHERSON, LON</b> of GILLETTE, WY • MASTER REFRIGERATION TECH, <b>POLAR REFRIGERATION INC Lic# 1731</b>
9	<b>COTE, DANIEL</b> of GILLETTE, WY • JOURNEYMAN HVAC TECH, <b>JOE'S PLUMBING &amp; HEATING INC Lic# 2551</b>
10	<b>DALBY, GREG S</b> of MINOT, ND • MASTER PLUMBER, <b>LICENSE ACTIVE ONLY Lic# 2202</b>
11	<b>DEMAS, NATHANIEL</b> of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, <b>MILLER MECHANICAL LLC Lic# 2445</b>
12	<b>DEMAS, NATHANIEL</b> of GILLETTE, WY • APPRENTICE PLUMBER, <b>MILLER MECHANICAL LLC Lic# 2446</b>
13	<b>DIERKS, DUANE</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>SUNDIAL HEATING &amp; REFRIGERATION Lic# 1917</b>
14	<b>DIERKS, DUANE</b> of GILLETTE, WY • MASTER HVAC TECH, <b>SUNDIAL HEATING &amp; REFRIGERATION Lic# 1918</b>
15	<b>DOWDY, JEFF</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>LONG'S PLUMBING &amp; HEATING INC Lic# 1533</b>
16	<b>FREEMAN, NICKOLAS</b> of GILLETTE, WY • MASTER ELECTRICIAN, <b>EDGE ELECTRIC INC Lic# 2230</b>
17	<b>FRISTAM, JAKE</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, <b>TUCKER ELECTRIC INC Lic# 2479</b>
18	<b>FULCINITI, JOHN</b> of EVANSVILLE, WY • JOURNEYMAN HVAC TECH, <b>JOHNSON CONTROLS Lic# 2233</b>
19	<b>GEUKE, JASON</b> of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, <b>HAUCK ELECTRIC &amp; CONTROLS INC Lic# 2394</b>
20	<b>GOSNEY, TIMOTHY</b> of BILLINGS, MT • JOURNEYMAN PLUMBER, <b>PRECISION PLUMBING &amp; HEATING INC Lic# 3167</b>
21	<b>GRAHAM, TRAVIS</b> of WRIGHT, WY • JOURNEYMAN ELECTRICIAN, <b>RASMUSSEN ELECTRIC INC Lic# 2311</b>
22	<b>GULLEY, TONY</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, <b>SCOTT BROTHERS INC Lic# 2423</b>
23	<b>HARTL, DREW</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, <b>SCOTT BROTHERS INC Lic# 2267</b>
24	<b>HAUCK, TIMOTHY</b> of BELLE FOURCHE, SD • MASTER ELECTRICIAN, <b>HAUCK ELECTRIC &amp; CONTROLS INC Lic# 2323</b>
25	<b>HERNANDEZ-GONZALEZ, PRESILIANO</b> of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, <b>POWDER RIVER HEATING &amp; A/C Lic# 2328</b>
26	<b>HERNANDEZ-GONZALEZ, PRESILIANO</b> of GILLETTE, WY • APPRENTICE PLUMBER, <b>POWDER RIVER HEATING &amp; A/C Lic# 2329</b>
27	<b>HESS, TRAVIS</b> of OGDEN, UT • MASTER ELECTRICIAN, <b>LINE SIDE ELECTRIC INC Lic# 2525</b>

**FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS****APRIL 11, 2017**

28	<b>HIEB, JASON</b> of GILLETTE, WY • JOURNEYMAN HVAC TECH, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2331</b>
29	<b>LAKE, TRENTON</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 1522</b>
30	<b>LAKE, TRENTON</b> of GILLETTE, WY • MASTER PLUMBER, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 1523</b>
31	<b>LARSON, PATRICK</b> of BILLINGS, MT • APPRENTICE PLUMBER, <b>PRECISION PLUMBING &amp; HEATING INC Lic# 3172</b>
32	<b>LINDER, MARLIN</b> of ENGLEWOOD, CO • MASTER ELECTRICIAN, <b>ENCORE ELECTRIC INC Lic# 2441</b>
33	<b>MAGNUSON, ARYLN</b> of GILLETTE, WY • MASTER HVAC TECH, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2372</b>
34	<b>MAGNUSON, ARYLN</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2885</b>
35	<b>MASERO, JAKE</b> of OGDEN, UT • JOURNEYMAN HVAC TECH, <b>CFM HEATING &amp; A/C INC Lic# 2911</b>
36	<b>MATHIS, RODNEY J</b> of GILLETTE, WY • MASTER ELECTRICIAN, <b>D &amp; P ELECTRIC Lic# 1579</b>
37	<b>MICHEL, JESS</b> of GILLETTE, WY • APPRENTICE PLUMBER, <b>LONG'S PLUMBING &amp; HEATING INC Lic# 2476</b>
38	<b>NOVAK, CRIS</b> of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, <b>HAUCK ELECTRIC &amp; CONTROLS INC Lic# 1688</b>
39	<b>PARKER, TODD</b> of MOUNTAIN VIEW, WY • JOURNEYMAN ELECTRICIAN, <b>UNION TELEPHONE COMPANY Lic# 2459</b>
40	<b>PIERCE, FRANK</b> of ARVADA, CO • MASTER ELECTRICIAN, <b>W L CONTRACTORS INC Lic# 2398</b>
41	<b>RASMUSSEN, CASPER</b> of WRIGHT, WY • MASTER ELECTRICIAN, <b>RASMUSSEN ELECTRIC INC Lic# 1775</b>
42	<b>REBICH, EDWARD</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, <b>R &amp; G ELECTRIC INC Lic# 1782</b>
43	<b>RENKEN, CHAD</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>JOE'S PLUMBING &amp; HEATING INC Lic# 1794</b>
44	<b>RENKEN, CHAD</b> of GILLETTE, WY • MASTER HVAC TECH, <b>JOE'S PLUMBING &amp; HEATING INC Lic# 1795</b>
45	<b>SPRUHAN, THOMAS</b> of GILLETTE, WY • JOURNEYMAN PLUMBER, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 1903</b>
46	<b>STRUB, JUSTIN</b> of GILLETTE, WY • MASTER ELECTRICIAN, <b>JDS ELECTRIC LLC Lic# 1910</b>
47	<b>STULTZ, MICHAEL</b> of MOUNTAIN VIEW, WY • JOURNEYMAN ELECTRICIAN, <b>UNION TELEPHONE COMPANY Lic# 2460</b>
48	<b>SUWANRIT, ANDREW</b> of TORRINGTON, WY • MASTER GAS PIPEFITTER, <b>VALLEY PLUMBING &amp; HEATING Lic# 2892</b>
49	<b>SUWANRIT, ANDREW</b> of TORRINGTON, WY • MASTER PLUMBER, <b>VALLEY PLUMBING &amp; HEATING Lic# 2893</b>
50	<b>WENDLING, CAREY</b> of GILLETTE, WY • MASTER HVAC TECH, <b>COMFORT SYSTEMS HEATING &amp; AC Lic# 1999</b>
51	<b>WENDLING, CAREY</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>COMFORT SYSTEMS HEATING &amp; AC Lic# 2000</b>
52	<b>WHITE, DAVID</b> of ENGLEWOOD, CO • MASTER ELECTRICIAN, <b>ENCORE ELECTRIC INC Lic# 2020</b>
53	<b>WILLIAMS, TIMOTHY</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2025</b>
54	<b>WILLIAMS, TIMOTHY</b> of GILLETTE, WY • MASTER HVAC TECH, <b>POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2026</b>

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

APRIL 11, 2017

55	WILSON, ELIAS of RAPID CITY, SD • JOURNEYMAN HVAC TECH, TESSIER'S INC Lic# 2431
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**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS**

**APRIL 11, 2017**

1	<b>307 SECURITY SOLUTIONS LLC</b> of GILLETTE, WY • JASON QUIGLEY, LOW VOLTAGE
2	<b>ACCURATE BACKFLOW TESTING WYO</b> of GILLETTE, WY • SHAWN HAIGHT, MISCELLANEOUS
3	<b>ADEN ENTERPRISES LLC</b> of GILLETTE, WY • JOSHUA JORGENSEN, MISCELLANEOUS
4	<b>ALL ELECTRIC LLC</b> of GILLETTE, WY • HARRY ALLEY, ELECTRICAL
5	<b>API SYSTEMS INTEGRATORS INC</b> of CASPER, WY • MARTIN MURPHY, LOW VOLTAGE
6	<b>API SYSTEMS INTEGRATORS INC</b> of CASPER, WY • JAMES SOPER, CHEMICAL FIRE SUPPRESSION
7	<b>API SYSTEMS INTEGRATORS INC</b> of CASPER, WY • JAMES SOPER, FIRE ALARM SYSTEMS
8	<b>AUDIO VIDEO SOLUTIONS INC</b> of RAPID CITY, SD • TRACY KRSTNAK, LOW VOLTAGE
9	<b>BADGER DAYLIGHTING CORP</b> of BROWNSBURG, IN • JASON BELL, EXCAVATION & GRADING
10	<b>BAR-D SIGNS INC</b> of CASPER, WY • JERRY GALLES, SIGNAGE
11	<b>BAR-D SIGNS INC</b> of CASPER, WY • JERRY GALLES, LIMITED VOLTAGE
12	<b>BIG HORN CONSTRUCTION</b> of GILLETTE, WY • LON PIPER, TRIM CARPENTRY PAINT FLOORING
13	<b>BOMSTAD CONSTRUCTION</b> of GILLETTE, WY • JOEL BOMSTAD, TRIM CARPENTRY PAINT FLOORING
14	<b>BRISCO</b> of CHEYENNE, WY • BRUCE RITER, EXCAVATION & GRADING
15	<b>C &amp; J CONTRACTING LLC</b> of GILLETTE, WY • CORY ALBRECHT, DRYWALL
16	<b>C &amp; L ENTERPRISES</b> of GILLETTE, WY • LICO SIFUENTES, LANDSCAPING & FENCING
17	<b>C BAR K PETROLEUM SERVICE LLC</b> of SHERIDAN, WY • KEN WERBELOW, EXCAVATION & GRADING
18	<b>CAMPBELL COUNTY SCHOOL DISTRICT</b> of GILLETTE, WY • RAYMOND ARBACH, ELECTRICAL
19	<b>CAMPBELL COUNTY SCHOOL DISTRICT</b> of GILLETTE, WY • JERAD BREWER, PLUMBING
20	<b>CAMPBELL COUNTY SCHOOL DISTRICT</b> of GILLETTE, WY • JERAD BREWER, GAS PIPEFITTER
21	<b>CAT CONSTRUCTION INC</b> of RAPID CITY, SD • CODY THOMSON, GENERAL ROOFING
22	<b>CHENEY BROS CONSTRUCTION INC</b> of KAYSVILLE, UT • DON CHENEY, TRIM CARPENTRY PAINT FLOORING
23	<b>COMFORT SYSTEMS HEATING &amp; AC</b> of GILLETTE, WY • CAREY WENDLING, MECHANICAL
24	<b>COMFORT SYSTEMS HEATING &amp; AC</b> of GILLETTE, WY • CAREY WENDLING, GAS PIPEFITTER
25	<b>D &amp; D SPRINKLERS</b> of GILLETTE, WY • DUANE CEBULSKI, LANDSCAPING & FENCING
26	<b>EATON SALES &amp; SERVICE LLC</b> of CASPER, WY • CLAYTON WINN, MISCELLANEOUS
27	<b>EDGE ELECTRIC INC</b> of GILLETTE, WY • NICK FREEMAN, ELECTRICAL

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS**

**APRIL 11, 2017**

28	<b>ENCORE ELECTRIC INC</b> of LAKEWOOD, CO • MARLIN LINDER, ELECTRICAL
29	<b>FREEMAN CONSTRUCTION LLC</b> of GILLETTE, WY • NICHOLAS BINDER, GENERAL CONTRACTOR
30	<b>G &amp; G LANDSCAPING INC</b> of MESA, AZ • GREG SCALLON, LANDSCAPING & FENCING
31	<b>GILLETTE HANDYMAN LLC</b> of GILLETTE, WY • TRAVIS KOEHN, TRIM CARPENTRY PAINT FLOORING
32	<b>GILLETTE HANDYMAN LLC</b> of GILLETTE, WY • TRAVIS KOEHN, WIND SIDING GUTTER GARAGE DOOR
33	<b>GILLETTE HANDYMAN LLC</b> of GILLETTE, WY • TRAVIS KOEHN, LANDSCAPING & FENCING
34	<b>HORIZON RETAIL CONSTRUCTION</b> of STURTEVANT, WI • JON HENDERSEN, GENERAL CONTRACTOR
35	<b>HOT IRON INC</b> of GILLETTE, WY • BRYAN GARLAND, GENERAL CONTRACTOR
36	<b>HOT IRON INC</b> of GILLETTE, WY • BRYAN GARLAND, WATER & SEWER PIPELAYER
37	<b>INFINITY BUILDERS LLC</b> of GILLETTE, WY • MICHAEL KUGLIN, WATER & SEWER PIPELAYER
38	<b>INSULATION ENTERPRISES INC</b> of RAPID CITY, SD • GARY MYERS, INSULATION
39	<b>ISEMAN HOMES INC</b> of GILLETTE, WY • TRAVIS SOPER, MANUFACTURED HOME INSTALLATION
40	<b>J &amp; M DRYWALL</b> of GILLETTE, WY • MAYRA MACIAS, DRYWALL
41	<b>JDS ELECTRIC LLC</b> of GILLETTE, WY • JUSTIN STRUB, ELECTRICAL
42	<b>JOE'S PLUMBING &amp; HEATING INC</b> of GILLETTE, WY • CHAD RENKEN, MECHANICAL
43	<b>JOE'S PLUMBING &amp; HEATING INC</b> of GILLETTE, WY • CHAD RENKEN, GAS PIPEFITTER
44	<b>KUHBACHER TRUCKING INC</b> of GILLETTE, WY • JACK KUHBACHER, EXCAVATION & GRADING
45	<b>MASSEY SERVICES LLC</b> of GILLETTE, WY • GARETT MASSEY, WIND SIDING GUTTER GARAGE DOOR
46	<b>MCKIM'S LLC</b> of GILLETTE, WY • DONALD MCKIM, LANDSCAPING & FENCING
47	<b>MILLER INSULATION CO INC</b> of BISMARCK, ND • DWIGHT MILLER, INSULATION
48	<b>NATIONAL COATINGS INC</b> of TRAVERSE, MI • BARBARA JEWELL, TRIM CARPENTRY PAINT FLOORING
49	<b>OLD SCHOOL PAINTING</b> of GILLETTE, WY • SERGIO ROBERTS, TRIM CARPENTRY PAINT FLOORING
50	<b>PARSON DRYWALL INC</b> of GILLETTE, WY • DARIAS PARSON, DRYWALL
51	<b>POLAR REFRIGERATION INC</b> of GILLETTE, WY • LON CHRISTOPHERSON, MECHANICAL
52	<b>POLISHED CONCRETE OF WYOMING</b> of LARAMIE, WY • LORETTA GUYNN, TRIM CARPENTRY PAINT FLOORING
53	<b>PROGRESSIVE CONSTRUCTION INC</b> of GILLETTE, WY • MATT TONN, GENERAL CONTRACTOR
54	<b>RANGE TELEPHONE COOPERATIVE</b> of FORSYTH, MT • BRETT MOSBY, EXCAVATION & GRADING

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS****APRIL 11, 2017**

55	<b>RANGE TELEPHONE COOPERATIVE</b> of FORSYTH, MT • BRETT MOSBY, LOW VOLTAGE
56	<b>RASMUSSEN ELECTRIC INC</b> of WRIGHT, WY • CASPER RASMUSSEN, ELECTRICAL
57	<b>RDC EXCAVATING LLC</b> of GILLETTE, WY • DALE CARPENTER, WATER & SEWER PIPELAYER
58	<b>RDC EXCAVATING LLC</b> of GILLETTE, WY • DALE CARPENTER, RESIDENTIAL CONTRACTOR
59	<b>ROSENBAUM'S SIGNS &amp; OUTDOOR</b> of RAPID CITY, SD • LEWIS KREBS, SIGNAGE
60	<b>SUNDIAL HEATING &amp; REFRIGERATION</b> of GILLETTE, WY • DUANE DIERKS, MECHANICAL
61	<b>SUNDIAL HEATING &amp; REFRIGERATION</b> of GILLETTE, WY • DUANE DIERKS, GAS PIPEFITTER
62	<b>THYSSENKRUPP ELEVATOR CORP</b> of BELGRADE, MT • MARK WESTERGAARD, ELEVATOR
63	<b>TOWER COMMUNICATION &amp; AUTO</b> of GILLETTE, WY • DAVID WRIGHT, LOW VOLTAGE
64	<b>TRAFFIC SAFETY SERVICES INC</b> of GILLETTE, WY • PAUL HARTMANN, MISCELLANEOUS
65	<b>TURN KEY TECHNOLOGIES LLC</b> of GILLETTE, WY • RICHARD HORTON, FIRE ALARM SYSTEMS
66	<b>UNION TELEPHONE COMPANY</b> of MOUNTAIN VIEW, WY • LARENCE BECK, ELECTRICAL
67	<b>W L CONTRACTORS INC</b> of ARVADA, CO • FRANK PIERCE, ELECTRICAL
68	<b>WESTERN STATES FIRE PROTECTION</b> of RAPID CITY, SD • SCOTT GORDER, SPRINKLER SYSTEMS
69	<b>ZAP LAWN CARE</b> of GILLETTE, WY • TONY DIDIER, LANDSCAPING & FENCING

Visit the  
Campbell County Fire Department  
Station #1 from 3 to 5 pm for tours,  
demonstrations, and much more!

Followed by  
An Artist Reception at the  
Campbell County Rockpile Museum  
Celebrating the Opening of :

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**Firefighter's:  
A Life of Dedication and Courage**

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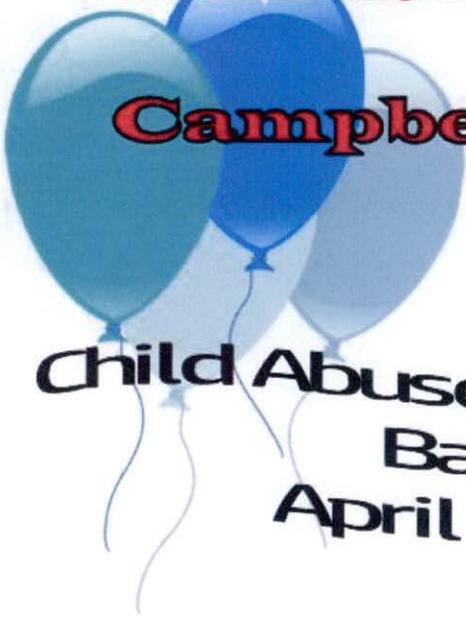
Featuring the photography of

**Caleb Munger and Tina Dickey**

Monday, April 10, 2017  
5:00–6:30pm

900 West 2nd Street  
Gillette, WY 82718

RSVP to Angela or Penny @ (307) 682-5723  
or rockpile@vcn.com



**BIKERS AGAINST CHILD ABUSE®**

**B.A.C.A.®**

**Campbell County Chapter**

**Invites you to our**

**2nd Annual**

**Child Abuse Prevention Awareness  
Balloon Release  
April 10th @ 5:30 pm**

**Gillette Courthouse  
500 S. Gillette Ave**



# OPEN HOUSE

April 12<sup>th</sup>

3pm - 5pm

3 Wenger Drive – RC Ranch



The public is invited to come out Wednesday, April 12<sup>th</sup> from 3pm to 5pm and tour your new fire station.

Firefighters and members of the Joint Powers Fire Board will be on hand.

# Law Enforcement Torch Run for the Special Olympics

## TSHIRT ORDER FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

T-shirts for Sale (Dark Heather Grey)	QUANTITY
Short Sleeve \$12.00	Ex. 2(S)
Long Sleeve \$18.00	8(L)
Specify with (S)hort sleeve OR (L)ong sleeve	
Small	
Medium	
Large	
X-Large	
XX -Large	
XXX-Large	



Please return, email or Fax to:

*Dan Stroup*

*Gillette Police Department*

*P.O. Box 518*

*Gillette WY, 82717*

*[dans@gillettewy.gov](mailto:dans@gillettewy.gov)*

*307-686-0396 (fax)*

