



CITY OF GILLETTE

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

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: J. Carter Napier, City Administrator *JCN*
RE: General Information
DATE: May 5, 2017

The following meetings are scheduled for the week of **May 6th – May 12th**

Monday, May 8th

5:30 p.m. Budget Workshop #2

- Budget Message – Administrator Napier
- Department Requests
 - City Attorney
 - Human Resources Department
 - Public Works Department
 - Finance Department
 - Administration Department
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:00 p.m.

Tuesday, May 9th

5:30 p.m. Budget Workshop #3

- Walmart Liquor License Presentation
- Department Requests
 - 1% Fund
 - Police Department
 - Utilities Department
 - Administrative Services Department
 - Development Services Department
- Budget Wrap Up
- Review May 16th Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:00 p.m.

Wednesday, May 10th

9:00 a.m. – 3:30 p.m. WAM Region 2 Training

- 2nd Floor Community Room

1. Attached please find information requested by Councilman McGrath regarding **Additional Revenue Due to Change in Court Automation Fees** dated May 5, 2017 provided by **Administrative Services Director Boger**.
2. Attached please find **Current Sales Tax Information** provided by **Finance Director Pitlick**.
3. Attached please find a memorandum regarding **Property Abatement at 410 N. Osborne** dated **May 5, 2017** provided by **Development Services Director Hamilton**. *

4. Attached please find a **letter** regarding **Retail Liquor Licenses** dated **April 27, 2017** provided by **Chairman Ryan McGrath** with the **Campbell County Chamber of Commerce**. *
5. Attached please find a **resignation letter** regarding the **Urban System's Advisory Committee** dated **April 28, 2017** provided by **City Engineer Siebenaler**.
6. Attached please find a **letter** regarding **Gillette Area Urban Systems Committee Appointment** dated **May 4, 2017** provided by **Development Services Director Hamilton**.
7. Attached please find a **letter, amended contract for services, and draft resolution** regarding **Leadership Training Services Endowment Fund** dated **April 19, 2017** provided by **President Randy Adams** with **Leadership Training Services**. *
8. Attached please find a **letter** regarding **Dry Fork Mine** dated **May 4, 2017** provided by the **United States Department of the Interior**.
9. Attached please find **Snow Event Report # 18** dated **April 27, 2017** provided by **Public Works Director Wilde**.
10. Attached please find an **update** regarding the **Gillette Madison Pipeline Project** dated **May 3, 2017** provided by **Utilities Project Manager Jensen**. *
11. Attached please find the **agenda** for the **Board of Examiners Meeting** dated **May 9, 2017** and **meeting minutes** dated **April 11, 2017** provided by **Public Works Director Wilde**.
12. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **May 11, 2017** and **meeting minutes** dated **April 13, 2017** provided by **Cam-Plex General Manager Paul Foster**.
13. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board** dated **May 10, 2017** and **meeting minutes** dated **April 12, 2017** provided by **Campbell County Fire Department**.
14. Attached please find a **news article** regarding **Despite a Battle Won, War on Coal Far from Over** dated **May 1, 2017** provided by **Wyoming Integrated Test Center**.
15. Attached please find a **news article** regarding **Last US Coal Port Standing Passes EIS Milestone** dated **May 1, 2017** provided by **Wyoming Business Report**.
16. Attached please find **thank you letters** from the **Senior Center**.

* Item previously discussed by Council

JCN/adw

	Budget Workshop #2 Monday, May 8, 2017 Meeting: 5:30 p.m. 3rd Floor Conference Room

Dinner served at **5:00 p.m.** in the 3rd Floor Conference Room

Agenda Topics:

- Budget Message – Administrator Napier

- Department Requests
 - City Attorney
 - Human Resources Department
 - Public Works Department
 - Finance Department
 - Administration Department

- Executive Session

	<p style="text-align: right;">Budget Workshop #3 Tuesday, May 9, 2017 Meeting: 5:30 p.m. 3rd Floor Conference Room</p>

Dinner served at **5:00 p.m.** in the 3rd Floor Conference Room

Agenda Topics:

- Walmart Liquor License Presentation
- Department Requests
 - 1% Fund
 - Police Department
 - Utilities Department
 - Administrative Services Department
 - Development Services Department
- Budget Wrap Up
- Review May 16th Agenda
- Executive Session

* Item previously discussed by Council



Upcoming Work Session Topics:

May 23

- Crestview Annexation
- Liquor Law Discussion – Follow Up*
- Snow Debrief
- 2nd Street from 4 Lanes to 3 Lanes – Brooks to 4-J Discussion
- Review June 6th Agenda
- Executive Session

May 30 – CANCELED

June 13 – SPECIAL MEETING

- **ACTION ITEM:** Budget Ordinance – 2nd Reading
- **ACTION ITEM:** Chapter 3 – Liquor Laws Ordinance – 2nd Reading
- 2nd Quarter Updates
 - Cam-Plex
 - Campbell County Fire Board
 - Energy Capital Economic Development
- Parade Permits Discussion
- Madison Discussion and Operational Update
- 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

September 12

- Review September 19th Agenda
- Executive Session

September 26

- Review October 3rd Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics

May 16

- Winland Industrial Park Application to the Wyoming Business Council Discussion
- Fire Department Fleet Funding Discussion
- Overtime Parking Fines Discussion
- City Employees Volunteering for National High School Finals Rodeo Discussion
- Review May 16th Agenda
- Executive Session

June 6

- High Friction Road Surface Treatment Follow-up*
- Power Generation Update
- McManamen Park Discussion
- Review June 6th Agenda
- Executive Session

June 20

- Lakeland Hills Drainage Issue
- 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

September 5

- Review September 5th Agenda
- Executive Session

September 19

- Review September 19th Agenda
- Executive Session

Upcoming Activities

- **May 31 thru June 2 – WAM Convention**

New Agenda Items for May 16, 2017

1. Council Consideration for a Carnival Permit Located at the Aquatic Center, Beginning June 5th through June 12th, Requested by North Star Amusements and American Legion Baseball.

(New Business – Minute Action)

2. Council Consideration of a Resolution to Transfer Operation, Maintenance and Management of the Gillette City Pool from the Department of Public Works to the Utilities Department and the Water Services Division.

(New Business – Minute Action)

3. Appointment of Dan Bridges to the Consolidated Wyoming Municipalities Electric Power System Joint Powers Board.

(Appointments)

4. Appointment to the Urban Systems Committee

(Appointments)

5. A Public Hearing to Consider an Application for the Issuance of a Retail Liquor License Submitted by Big Lost Meadery, LLC, d.b.a. Big Lost Meadery, Located at 106 S Gillette Avenue.

(Public Hearings and Considerations)

6. Council Consideration for the Issuance of a Retail Liquor License to Big Lost Meadery, LLC, d.b.a. Big Lost Meadery, Located at 106 S Gillette Avenue.

(Public Hearings and Considerations)

7. A Public Hearing to Consider an Application for the Issuance of a Retail Liquor License Submitted by Farmers Cooperative Association of Gillette, Wyoming, d.b.a. Travel Plaza, Located at 2063 S Garner Lake Road.

(Public Hearings and Considerations)

8. Council Consideration for the Issuance of a Retail Liquor License to Farmers Cooperative Association of Gillette, Wyoming, d.b.a. Travel Plaza, Located at 2063 S Garner Lake Road.

(Public Hearings and Considerations)

9. A Public Hearing to Consider an Application for the Issuance of a Retail Liquor License Submitted by Pizza Carrello, LLC, d.b.a. Pizza Carrello, Located at 601 S Douglas Highway.

(Public Hearings and Considerations)

10. Council Consideration for the Issuance of a Retail Liquor License to Pizza Carrello, LLC, d.b.a. Pizza Carrello, Located at 601 S Douglas Highway.

(Public Hearings and Considerations)

11. A Public Hearing Related to the Submission of Application to the Wyoming Business Council Under the Business Ready Community Grant and Loan Program for a Community Readiness Project on Behalf of the Governing Body of the City of Gillette, Wyoming, for the Purpose of the Winland Industrial Park Improvements Project.

(Public Hearings and Considerations)

12. Council Consideration of a Resolution Authorizing the Submission of Application to the Wyoming Business Council Under the Business Ready Community Grant and Loan Program for a Community Readiness Project on Behalf of the Governing Body of the City of Gillette, Wyoming, for the Purpose of the Winland Industrial Park Improvements Project.

(Public Hearings and Considerations)



Angela Williams <angelaw@gillettewy.gov>

Additional Revenue Due To Change in Court Automation Fees

1 message

Pam Boger <pamb@gillettewy.gov>

Fri, May 5, 2017 at 11:53 AM

To: Carter Napier <CarterN@gillettewy.gov>

Cc: Patti Davidsmeier <Patti@gillettewy.gov>, Angela Williams <angelaw@gillettewy.gov>, Tom Pitlick <TomP@gillettewy.gov>, Glenda Brown <Glenda@gillettewy.gov>

Hi,

There was a question asked by Councilman McGrath at the last Council meeting as to how much additional revenue we will generate with the change in the Court Automation Fees. It is estimated we will gain an additional \$25,000.

--

Pamela L. Boger

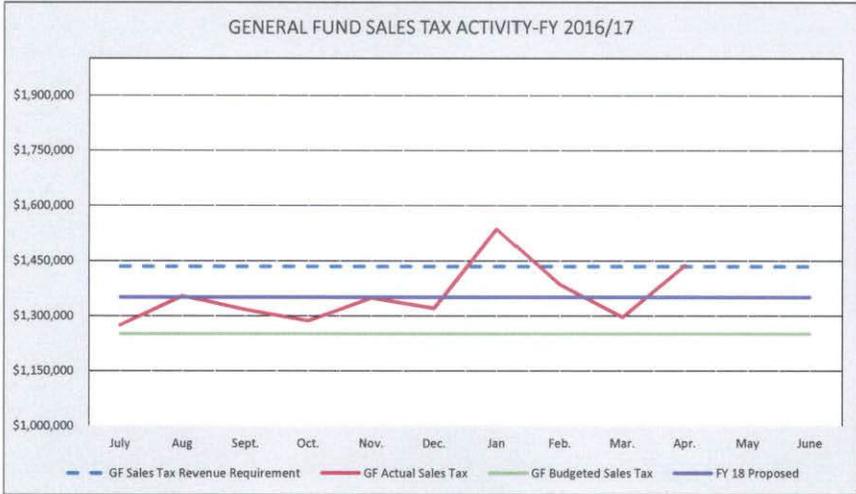
Administrative Services Director

City of Gillette

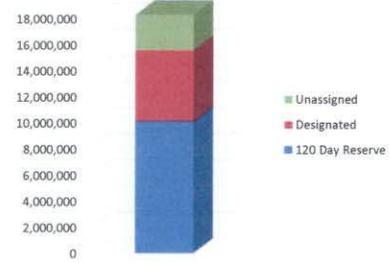
PO Box 3003

Gillette, WY 82717

307-686-5230



GF Cash Fund Balance



Annual Burn Rate	4.95%
Daily Burn Rate	\$ 2,604.60
Cash to \$0 Date	
Unassigned Cash	11/28/19
+Designated	9/9/25
+120 Day Reserve	4/17/37

General Fund Budgeted Application of Unassigned Cash
 General Fund Actual Application of Unassigned Cash

	YTD	ANNUALIZED	BURN RATE
	\$ 1,837,100	\$ 2,204,520	11.47%
	\$792,233	\$ 950,680	4.95%

	FY '17 BEGINNING RESERVES:	PROJECTED YTD REMAINING	DAYS REMAIN
Unassigned	\$ 3,635,591	2,684,911	1,031
Designated	\$ 5,499,765	5,499,765	3,142
120 Day Res.	\$ 10,087,567	10,087,567	7,380
	<u>\$ 19,222,923</u>	<u>\$ 18,272,243</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.

SALES/USE TAX - 12 MONTH CHANGE HISTORY



- 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%
- 10.94%



CITY OF GILLETTE

Development Services
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

MEMORANDUM

TO: Carter Napier, City Administrator *CN*
Mayor and City Council

FROM: Dustin Hamilton, PE, Development Services Director *DH*

DATE: May 5, 2017

RE: Property Abatement at 410 N. Osborne Avenue

As you are aware, the City Council Passed Ordinance No. 3916 – An Ordinance Confirming the Special Assessment for Property Located at 410 N. Osborne Avenue, Gillette, Wyoming 82716 and Legally Described as Lot 3, Block 2, Rainbow Addition to the City of Gillette, Wyoming on April 4, 2017, as a result of having to abate the aforementioned property. The Ordinance was published on April 12, 2017, and the corresponding Lien Statement was recorded by the Campbell County Clerk and Recorder on April 24, 2017.

Any interested parties have 30 days from the date of recording of the Lien Statement to satisfy the obligation to the City in the amount of \$17,354.45. After the 30 days have passed, and if the obligation is not satisfied, the City may then begin the Judicial Foreclosure process to begin acquisition of the property to recover the City's costs associated with property abatement. The process for the City to gain title to the property could take the better part of a year to complete.

Ultimately, if the City does end up with title to the property, there are several uses that are allowed in the current R-2, Single and Two Family Residential Zoning District, for the property which include:

- Single Family Dwelling
- Two Family Dwelling
- Church and/or Parish House
- Community Center; may be public or private, but not operated for gain
- Daycare
- Public Park, playground and other public recreational facilities
- Essential Public Utility and Public Service Installation
- Parking of Vehicles
- Bed and Breakfast
- Shared Senior Living
- Administrative Non-Profit Support Agency for Victim Service Programs

The .15-acre property itself, is not large enough to be re-zoned to another zoning district without being part of a larger request. As such, it is likely that potential uses of the property will be limited to those enumerated in the R-2, Single and Two Family District. If other uses that would be compatible with the R-2, Single and Two Family District are brought forth, the Planning Commission and City Council could consider adding such uses through the Zoning Text Amendment Process.

If you have any additional questions, please feel free to contact me.



307.682.3673 P 307.682.0538 F

www.gillettechamber.com

314 SOUTH GILLETTE AVE.
GILLETTE, WY 82716

April 27, 2017

Honorable Mayor & City Council
City of Gillette
201 E. Fifth Street
Gillette, WY 82716

Greetings Honorable Mayor and Council:

The Campbell County Chamber of Commerce represents over 630 businesses that employ over 17,000 people in our community. As the principle voice of business in Gillette and Campbell County, the Chamber has a vested interest in the economic development of our City and the growth of our existing businesses.

We have been made aware that three local Chamber member businesses have applied for the available retail liquor license. The Chamber urges the City Council to issue the license to one of the businesses and not hold it in reserve. By issuing the license to an established business, the license is guaranteed to be used immediately which will have an impact on sales tax and help to improve the economy.

We hope you will decide to award the license to one of the applicants to give them the opportunity to expand their business and, in turn, help the local economy.

Sincerely,

Ryan McGrath
Chairman
Campbell County Chamber Board of Directors



CITY OF GILLETTE

Development Services
Engineering Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5265
www.gillettewy.gov

April 28, 2017

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

Re: Urban System's Advisory Committee

Madam Mayor and Gentlemen,

I will be retiring from City employment on May 5, 2017. I have been serving on the Urban System's Advisory Committee as a city staff appointed member for longer than I can remember. It has been an honor serving the citizens of Gillette over the years. With this latest development in my career, I will no longer be qualified to hold this position. Therefore, please accept this letter as a formal notice of my resignation from this committee.

Thank you for your support.

Sincerely,

Kurt Siebenaler
City Engineer



CITY OF GILLETTE

Development Services
Engineering Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5265
www.gillettewy.gov

MEMORANDUM

TO: Carter Napier, City Administrator *CN*
Mayor & City Council

FROM: Dustin Hamilton, PE, Development Services Director *DH*

DATE: May 4, 2017

RE: Gillette Area Urban Systems Committee Appointment

As you may be aware Mr. Kurt Siebenaler, PE, City Engineer, is retiring on May 5, 2017, and has submitted a letter of resignation associated with his appointed seat on the Gillette Area Urban Systems Committee. The City has four (4) seats on the committee, one of which is a Citizen seat, the other three (3) seats have historically been filled by the Mayor, Development Services Director, and City Engineer.

Mr. Heath VonEye, PE, City Engineer, has shown interest in being appointed to fill Mr. Siebenaler's vacant seat. It is recommended that the Council appoint Mr. VonEye at their May 16, 2017, City Council Meeting to fill the new vacancy on the Gillette Area Urban Systems Committee. The next Gillette Area Urban Systems Committee Meeting is currently scheduled for May 17, 2017.

If you have any additional questions, please let me know.

Leadership Training Services
315 West 27th Street
Cheyenne, WY 82001
307-275-8380

April 19, 2017
City of Gillette
P.O. Box 3003
Gillette, WY 82716

Dear Mayor Louise Carter-King:

The Wyoming Association of Municipalities (WAM) and Leadership Training Services (LTS) have been working together for many years to provide educational opportunities to elected municipal officials and staff. Your municipality became a supporter of this effort in 2000 and made a financial contribution to the Leadership Training Services Endowment Fund, an investment fund that utilizes earnings for elected municipal officials and staff.

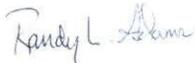
Our records show the City of Gillette contributed \$23,400 as seed money for this fund. All parties agreed that the amount your municipality contributed would remain intact and only the interest from the contributions would be used by LTS, unless written consent is obtained from your municipality for use of the principal of the fund. With a limited number of contributions, the endowment interest has been minimal and has never allowed LTS to provide the level of training and development anticipated.

We appreciate your support and we are requesting your approval to amend the contract, which would permit the City of Gillette's initial contribution to be used for educational efforts of LTS. Specifically, this amendment would remove these funds from the endowment and make them accessible to use for presenters, regional workshops, and the costs of guest speakers.

If your municipality supports using the endowment fund for the recommended purposes, would you please have your Council consider adopting the Resolution, executing the Contract for Services, and return the Contract for Services to Katie Waldner, on behalf of the LTS Board at the above address or emailed to katie@wyomuni.org. Please review the proposed Resolution and Contract for Services, which would permit this to take place.

Thank you for your support of local government programs and education.

Sincerely,



Randy Adams
Leadership Training Services President

Enclosed

AMENDED CONTRACT FOR SERVICES

This agreement is made and entered into by and between the Wyoming Association of Municipalities, a Wyoming non-profit corporation, hereinafter referred to as "WAM", Local Technical Services, a Wyoming non-profit corporation and the Town/City of _____, a Wyoming municipal corporation, hereinafter referred to as "Municipality" to confirm their arrangement regarding the provision of educational services for municipal officials and employees, with respect to local government issues.

WITNESSETH:

WHEREAS, in 1997 several elected and non-elected municipal leaders formed a non-profit corporation known and styled as Local Technical Services (also operating as Leadership Training Services, herein "LTS") for the purpose:

To operate as a public educational organization to promote and strengthen the process community at regional, county, city, district and community levels by educational means (other than by carrying on propaganda, participating in elections or political campaigns of any kind or attempting to influence legislation) directed toward improving the capabilities of individual citizens.

To sponsor, conduct and operate a public educational organization to present educational programs and services to elected and appointed municipal officials on civic leadership and sound management practices and to prepare programs or services to educate and inform citizens about current and emerging local government problems, issues and processes.

WHEREAS, thirteen Wyoming municipalities appropriated funds and executed Contracts for Services with LTS regarding funding of the purposes of LTS; and

WHEREAS, the funding that was appropriated was restricted to funding of the corpus of the purposes of the LTS and the total corpus of funds is approximately \$86,000.00; and

WHEREAS, the corpus has not and does not generate sufficient interest or income to support the educational purpose of the LTS; and

WHEREAS, the Municipality and LTS agree to amend the Contract for Services.

NOW THEREFORE, the parties agree as follows:

1. LTS agrees to provide the following services to Municipality: to operate as a public educational organization, to present educational programs and services to elected municipal officials and staff on governance, sound management practices, and to prepare programs at the request of the Municipality.

2. In consideration of the services to be provided hereunder, which Municipality has determined to be in furtherance of a proper public purpose, Municipality agrees that the principal and any interest of the LTS fund may be used by LTS for the purposes outlined in Section 1.

3. In the event the LTS program is terminated for any reason, the balance of the LTS fund, after payment of all valid obligations and expenses, shall be transferred to an eligible 501(c) (3) organization to effectuate the similar or same purposes of LTS.

Dated the _____ day of _____ 2017.

MUNICIPALITY

Town or City of _____

By: _____

Mayor

(Seal)

Attest:

Town or City Clerk

WYOMING ASSOCIATION OF MUNICIPALITIES

By: _____

President

LOCAL TECHNICAL SERVICES a/k/a LEADERSHIP TRAINING SERVICES

By: _____

President

RESOLUTION NO. _____

A RESOLUTION TO SUPPORT THE CONTINUING EDUCATION PROGRAM OFFERED BY THE WYOMING ASSOCIATION OF MUNICIPALITIES AND LOCAL TECHNICAL SERVICES a/k/a LEADERSHIP TRAINING SERVICES AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES REGARDING THE PROVISION OF SUCH SERVICES.

WHEREAS, the Wyoming Association of Municipalities (WAM) and some of its individual elected and appointed public officials have collaborated to create Local Technical Services also known as Leadership Training Services (LTS); and

WHEREAS, LTS provides educational opportunities for elected and appointed local government officials on a variety of leadership development and community topics; and

WHEREAS, the Town/City of _____ strongly supports continued education and training for its municipal elected officials and staff; and

WHEREAS, the Town/City of _____ and its residents benefit by assuring that its municipal elected officials and staff are provided with continuing educational opportunities; and

WHEREAS, the Town/City previously appropriated funds to be used as the corpus or principal of a fund to support LTS and now desires to amend the permitted use of the funds previously appropriated for the CEP and provide for the use of the principal or corpus of the funds by LTS.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN/CITY OF _____, WYOMING, that:

1. The Town/City of _____ hereby acknowledges and reconfirms its previous appropriation of \$ _____ to support LTS' purposes as is fully stated in the Amended Contract for Services attached hereto.

2. The Mayor is authorized to enter into and execute, and the Town/City Clerk Attest, an Amended Contract for Services as described and appended hereto.

PRESENTED, READ AND ADOPTED this _____ day of _____, 2017.

(Seal)

Mayor

ATTEST:

Town/City Clerk



United States Department of the Interior



OFFICE OF SURFACE MINING
Reclamation and Enforcement
Western Region Office
1999 Broadway, Suite 3320
Denver, CO 80202-3050

May 4, 2017

Dear Stakeholders and Interested Parties,

The U.S. Department of the Interior (DOI), Office of Surface Mining Reclamation and Enforcement (OSMRE), Western Region Office, has prepared an EA for the Dry Fork Mine (DFM) mining plan modification for federal coal leases W-0271200 and W-0271201 (the Project). On June 2, 1989, in accordance with the Mineral Leasing Act of 1920 (MLA), the operator of the DFM, Dry Fork Coal Co. (currently Western Fuels Wyoming) received federal mining plan approval from the Assistant Secretary of Lands and Mineral Management (ASLM) to mine portions of federal coal leases W-0271200 and W-0271201 at the DFM, in accordance with the approved surface coal mining Permit No. 599 issued by the state regulatory authority; the Wyoming Department of Environmental, Land Quality Division (WDEQ-LQD). The DFM also has approval from WDEQ-LQD and the ASLM to mine federal coal lease W-5035 and portions of federal coal leases W-0271199 and W-0311810. On August 19, 2013, in accordance with its responsibilities under the federal Surface Mining Control and Reclamation Act of 1977, the WDEQ-LQD approved Amendment 2 (A2Tr1) for surface coal mining Permit No. 599, including the mining of portions of federal coal leases W-0271200 and W-0271201, not previously approved by the ASLM. In accordance with MLA, the ASLM must approve the mining plan modification for federal coal leases W-0271200 and W-0271201 before mining of the federal coal can occur.

OSMRE has prepared this EA to evaluate the environmental impacts resulting from the Project, pursuant to the requirements of the National Environmental Policy Act of 1969 (NEPA). The DFM is located approximately 4.5 miles north of Gillette, Wyoming. Through the end of 2015, the total amount of federal coal authorized for removal at the DFM was approximately 255.1 million tons (Mt) and an estimated 190.3 Mt of coal remained to be mined. A2Tr1 proposes to add zero federal surface acres, approximately 268 federal coal acres, and 32 Mt of federal coal to the approved federal mining plan. The DFM conducts open pit surface coal mine using conventional truck and loader methods. The average production rate at the DFM is approximately 6 million tons per year (Mtpy) and the maximum production rate is 15 Mtpy. A2Tr1 would not change the average production rate or the maximum production rate for the life of the mining operation. This mining plan modification would extend the life of the mine by approximately 5.3 years, concluding in 2053.

The EA and unsigned FONSI are available for review online at:
<http://www.wrcc.osmre.gov/initiatives/DryForkMineA2.shtm>.

Printed versions of the EA and unsigned FONSI are also available for review at the following locations:

- OSMRE, Western Region
1999 Broadway, Suite 3320
Denver, CO 80202
Between the hours of 8:00 AM to 4:00 PM Monday through Friday (Closed Saturday and

Sunday)

- Campbell County Courthouse

500 S. Gillette Ave.

Gillette, WY 82716

Between the hours of 8:00 AM to 5:00 PM Monday through Friday (Closed Saturday and Sunday)

- Campbell County Public Library

2101 S 4-J Rd

Gillette, WY 82718

Between the hours of 9:00 AM to 9:00 PM Monday through Thursday, Friday and Saturday –

Between 9:00 AM and 5:00 PM, Sunday – Between 1:00 PM and 5:00 PM

You are invited to direct your comments on the EA and unsigned OSMRE FONSI to: ATTN: Dry Fork Mine A2Tr1 EA, C/O: Logan Sholar, OSMRE WR, 1999 Broadway, Suite 3320, Denver, CO 80202-3050. Comments may also be emailed to: osm-nepa-wy@osmre.gov, ensure the subject line reads: **ATTN: OSMRE, Dry Fork Mine A2Tr1 EA**. All comments must be received or postmarked by June 2, 2017 to be considered.

Before including your address, phone number, e-mail address, or other personal identifying information in your comment, you should be aware that your entire comment – including your personal identifying information – will be publicly available. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so. All submissions from organizations or businesses and from individuals identifying themselves as representatives or officials of organizations or businesses will be available for public review to the extent consistent with applicable law.

Additional information regarding this Project may be obtained from Logan Sholar at (303) 293-5036 or lsholar@osmre.gov.

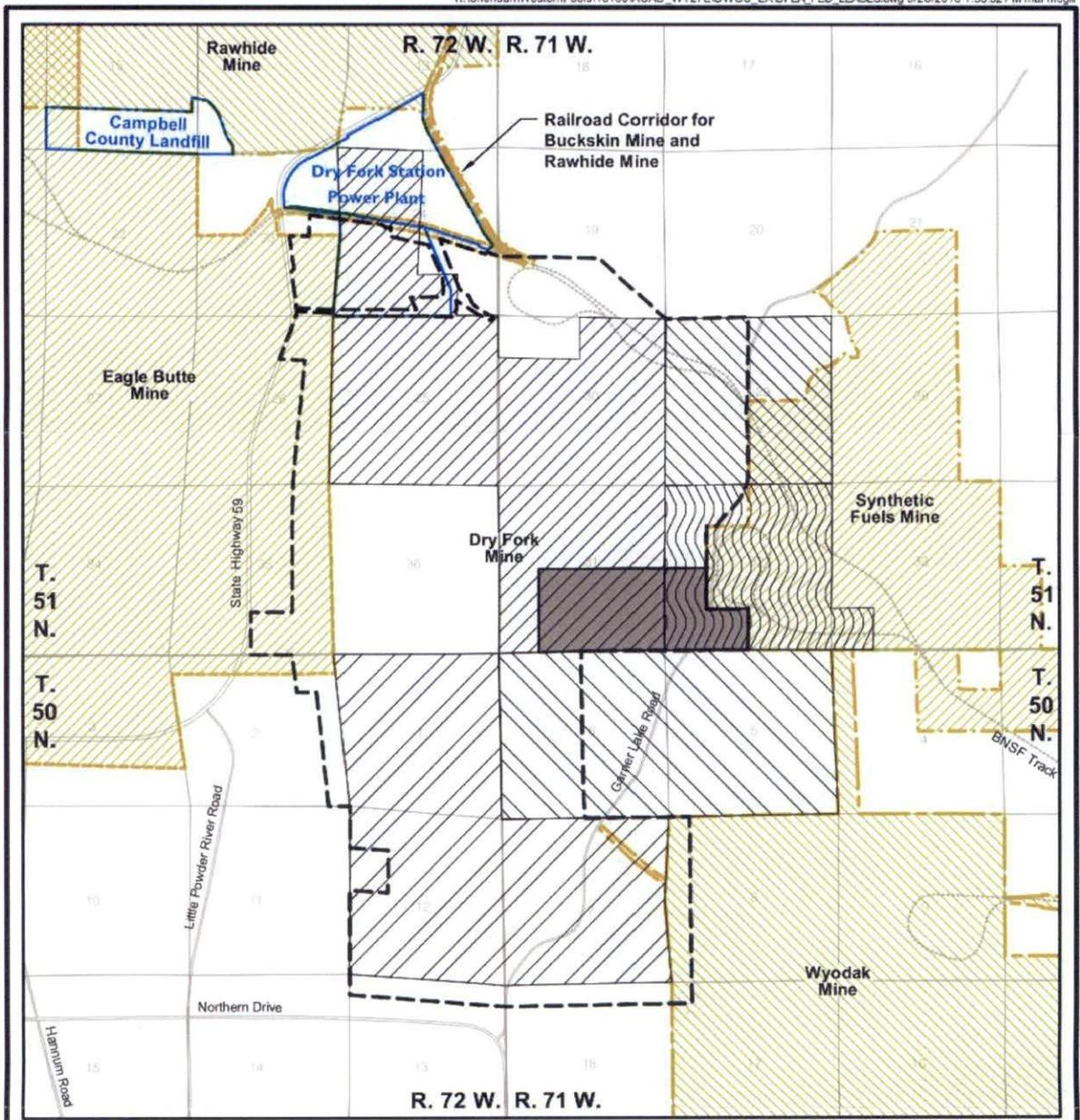
Sincerely,



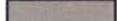
Elizabeth Shaeffer, Manager

Field Operations Branch

Enclosed: Project Map



LEGEND

	Dry Fork Mine Permit Boundary		Dry Fork Mine Federal Coal Lease (WYW-5035)
	Eagle Butte Mine Permit Boundary		Dry Fork Mine Federal Coal Lease (WYW-0311810)
	Wyodak Mine Permit Boundary		Dry Fork Mine Federal Coal Lease (WYW-0271200)
	Synthetic Fuels Mine Permit Boundary		Dry Fork Mine Federal Coal Lease (WYW-0271199)
	Rawhide Mine Permit Boundary		Dry Fork Mine Federal Coal Lease (WYW-0271201)
	Buckskin Mine Permit Boundary		
	Dry Fork Amendment 2 Tract 1		




No warranty is made by the OSMRE for the use of the data for purposes not intended by the OSMRE.

Snow Event Report #18

Event Start Date: 4/27/2017 Event Start Time: 9:30 p.m.
Event End Date: 4/28/2017 Event End Time: 4:00 p.m.
Duration of Event: 18.5 Hours Streets First Responder: Night Crew

Storm Event Overview:

Night crew was called out by the P.D. at 9:30 p.m. as rain had again turned to snow causing bridges and roadways to become slick. Night crew plowed slush and snow applying material on slick areas. Snowfall continued to increase through the night and into the next day.

Day crew took over at 7:00 a.m. and continued working priority areas and main roads. By mid-afternoon the plows had completed their priority areas and many roads appeared to be starting to melt off. Day crew continued to work on trouble spots and subdivision streets. Road conditions improved when the snowfall finally stopped in the afternoon. Day crew monitored their areas and plowed as needed until 4:00 p.m. when the event was ended.

Night crew came in after the event and removed snow from areas on Gillette Avenue and downtown. Some areas could not be completely cleaned due to so many parked cars on Gillette Avenue.

Number of Pieces of Equipment Used:

Snow Plows: 9
1-Tons: 3
Loaders: 1

Blades: 0
Snow Blowers: 0
Liquid Truck: 0

Amount of Material Used:

Ice Slicer lbs: 40,025
Scoria lbs: 9,843
Liquid Gallons: 0

Number of Miles Plowed During Event: 1,787

Personnel:

Night Crew--- Leo Rodell, Dale Harter, Leonard Taylor, Mike McFarlane, Nick Scherry, Toby Fiske, Billy Little

Day Crew--- Lonnie Meidinger TJ Bruce, Shane Prentice, Jeremy Hagen, Josh Wright, Rocky Crist and Dale Warren

Contractor Work Effort:

N/A

Subdivision Activities:

Plowed and sanded trouble areas and most streets.

Parks Division Activities:

Plowed City parking lots, facilities bike paths and sidewalks.

Environmental Conditions Present:

Snow: 13 Drifting: no Rain: Yes Low Temp: 31 Wind: 3-10 mph

Equipment Issues:

None

Incidents:

Part of a PVC fence next to Boxelder at Morningside was knocked down by slush and heavy snow from a City plow passing by. The homeowner was able to snap the panels back into place and did not want the city to make any repairs.

Complaints / Concerns:

None

Items of Interest:

During this weather event the Gillette Police Department investigated six vehicle crashes. Four of those crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

2016-2017 POUNDS PER LANE MILE SPREADSHEET

Date of Event	Duration of Event	Temperature	# of Miles Plowed	Pounds Per Lane Mile
11/17/2016	23.5 Hours	Low Temp 17	2,224	71.08
11/28/2016	12 Hours	Low Temp 25	1,468	47.67
12/05-06/2016	26 Hours	Low Temp -2	2,423	83.38
12/10-11/2016	9.5 Hours	Low Temp 6	806	121.64
12/16-17/2016	36.5 Hours	Low Temp -22	3,592	47.91
12/25-28/2016	69 Hours	Low Temp 12	5,601	22.29
1/2/2017	14 Hours	Low Temp 3	1,175	70.33
1/10-11/2017	23.5 Hours	Low Temp -2	1,101	30.44
1/24-25/2017	36.5 Hours	Low Temp 14	3,322	56.87
1/31-2/3/2017	66 Hours	Low Temp -13	4,601	56.34
2/7-8/2017	10 Hours	Low Temp -7	749	54.72
2/23-24/2017	24 Hours	Low Temp 20	1,617	46.86
3/1-2/2017	23 Hours	Low Temp 22	1,077	43.96
3/6/2017	7 Hours	Low Temp 25	709	45.64
3/12/2017	2.5 Hours	Low Temp 33	135	18.86
4/9-10/2017	17 Hours	Low Temp 27	1,428	36.09
4/25/2017	7 Hours	Low Temp 27	480	29.02
4/27-28/2017	18.5 Hours	Low Temp 31	1,787	22.4
			34,295	50.31

**Gillette Police Department
2016/2017 Weather Event Crash Report XVII**

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
8777	04/28/2017 - 0638	4th Street / Richards Ave	None	Private - <\$1,000 City - \$0.00	No	Vehicle was westbound on 4th Street and slid on the snow/ice, left the roadway and struck a utility pole.
8778	04/28/2017 - 0651	500 Block Warren Ave.	None	Private - <\$0.00 City - \$0.00	No	Vehicle was plowing snow at the parking garage and slid on the snow/ice and struck a City electrical box.
8780	04/28/2017 - 0700	Burma Ave. / Lakeway Rd.	None	Private - < \$1,000 City - \$2,500	Yes	Vehicle was southbound on Burma Ave and slid on the snow/ice. Vehicle left the roadway and struck a city light pole.
8782	04/28/2017 - 0709	Hwy. 59 / Camel Dr.	None	Private - < \$1,000	No	Vehicle turning east on Camel Dr. from north Hwy. 59 slid on the snow/ice and struck a vehicle waiting in traffic.

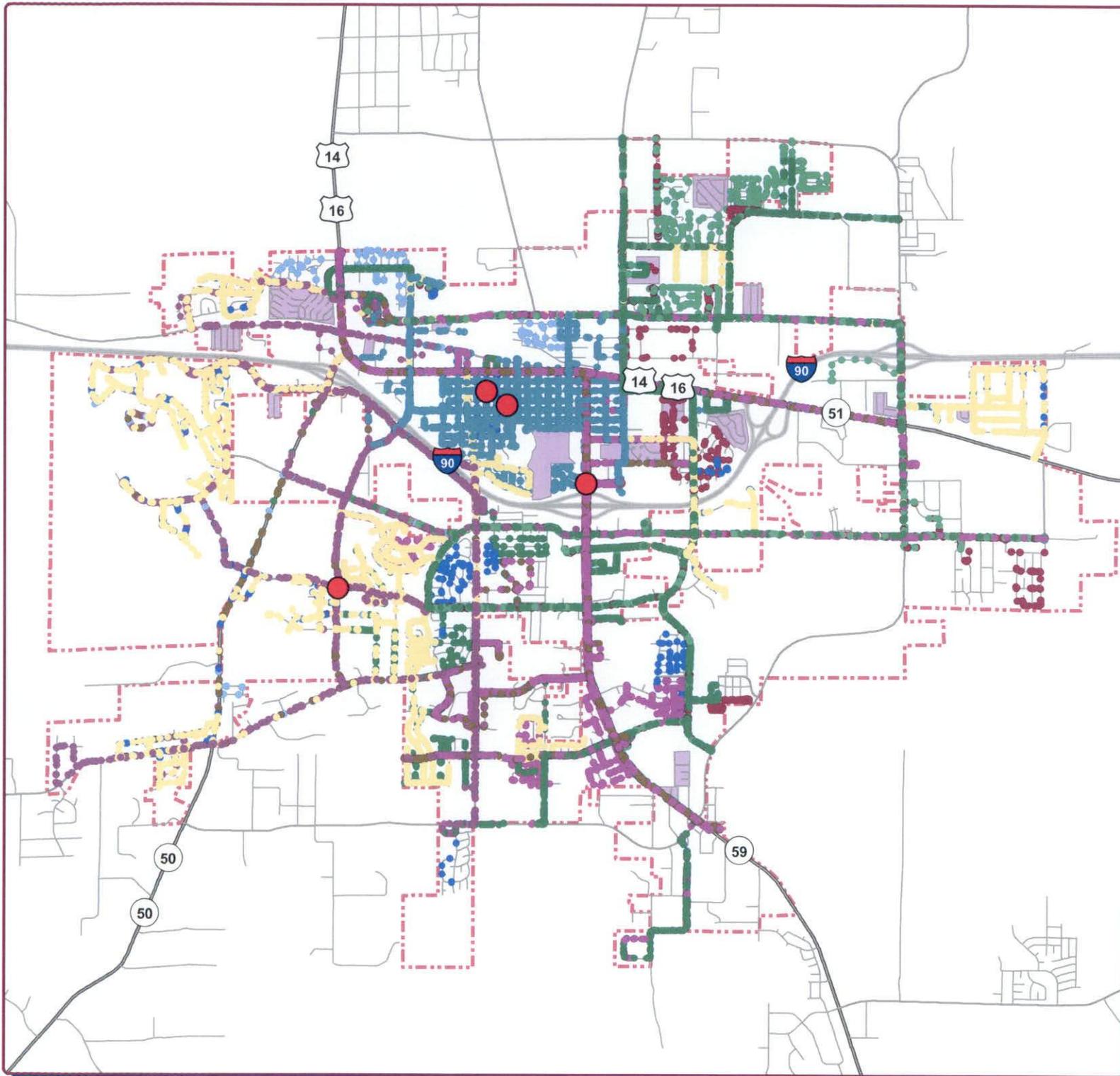
April 27th, 2017 9:30 p.m. to April 28th, 2017 4:00 p.m.

During this weather event the Gillette Police Department investigated six vehicle crashes. Four of those crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



CITY OF GILLETTE

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



Legend

Large Snow Plows

Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 31 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 99 Snow Plow
- Unit 100 Snow Plow
- Unit 149 Flush Truck
- Unit 157 Snow Plow
- Unit 160203 Snow Plow
- Unit 160204 Snow Plow
- Reported Crashes

According to the AVL system, our snowplows drove a total of 1,673 miles during this event.

Police Report:
 Crashes: 4
 Crashes w/Injuries: 0
 Citations: 1
 Personal Property Damage: \$3,000
 City Property Damage: \$2,500

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



Y:\GIS Work\PublicWorks\Public Works\Admin\SnowFollowup\2016-17\Streets\WorkFolder\SnowPlows.mxd



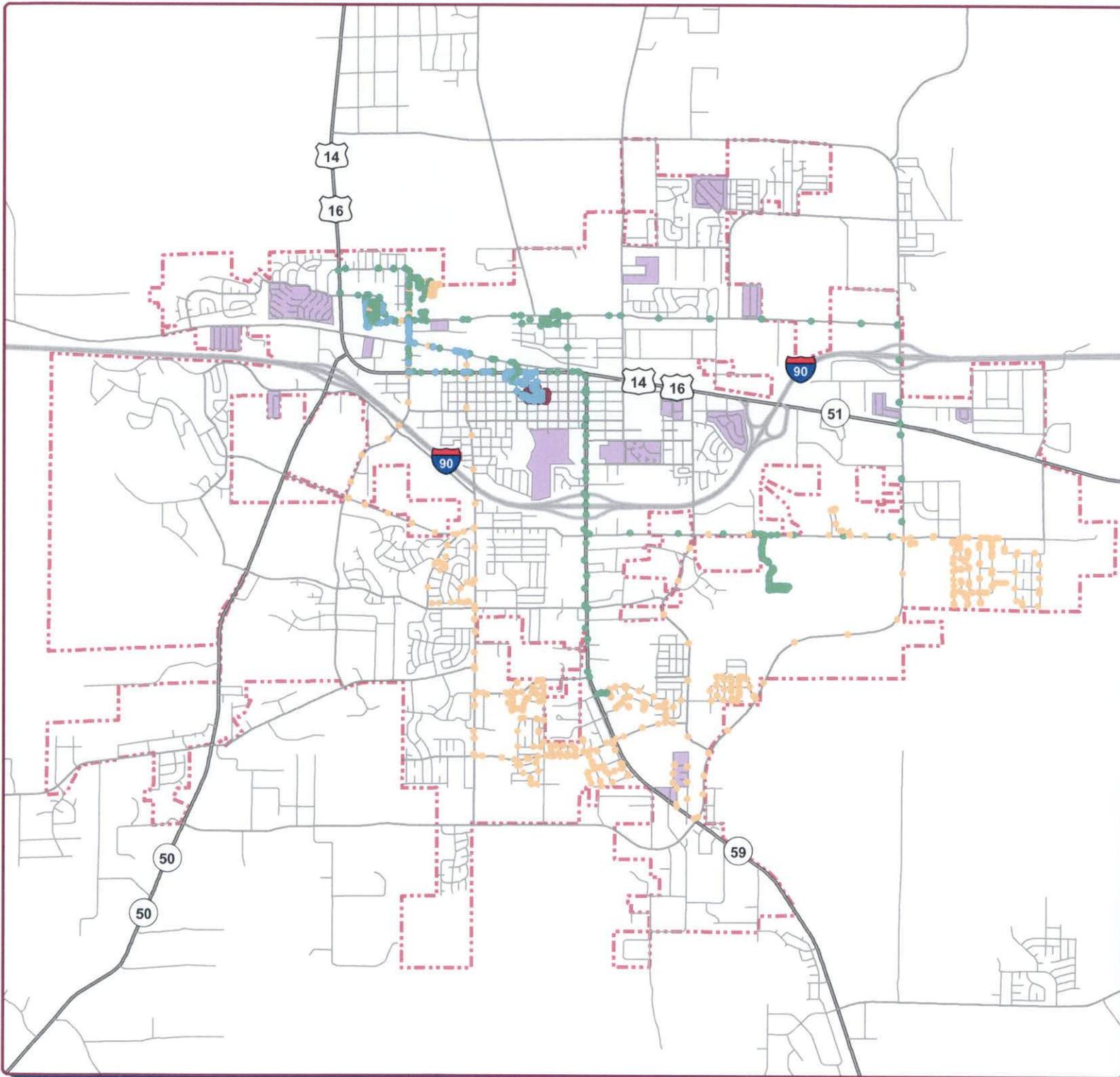
Snowplow AVL
 Snow Event Eighteen
 4/27/2017 09:30 pm to
 4/28/2017 04:00 pm
 May 01, 2017

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



CITY OF GILLETTE

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



Legend

One Tons

Unit # & Description

- Unit 168 One Ton Streets
- Unit 1 One Ton Parks
- Unit 163 One Ton Parks
- Unit 171 One Ton

According to the AVL system, our one ton trucks drove a total of 114 miles during this event.

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



Y:\GIS Work\PublicWorks\Public Works\Admin\SnowFollowup\2015-16\Streets\WorkFolder\OneTon.mxd



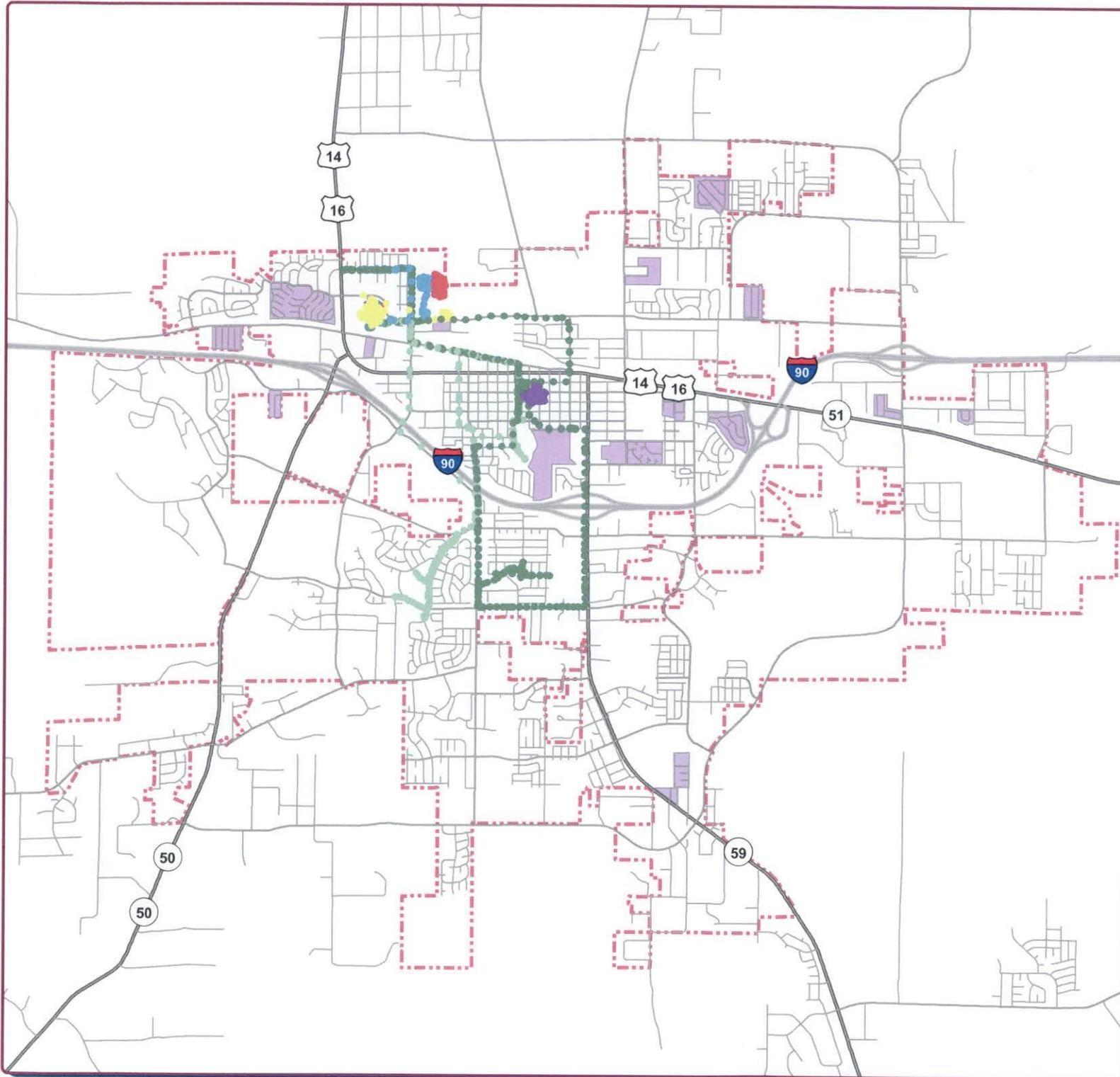
One Ton AVL
Snow Event Eighteen
4/27/2017 09:30 pm to
4/28/2017 04:00 pm
May 01, 2017

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



CITY OF GILLETTE

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



Legend

Tractors & Others

Unit # & Description

- Unit 13 Wheel Loader
- Unit 76 Tractor JD
- Unit 161 Tractor JD
- Unit 162 Tractor Tool Cat
- Unit 199 Skidsteer
- Unit 89 Tractor Belos
- Unit 54 Tractor JD
- Unit 193 Loader

According to the AVL system,
our tractors drove a total
of 104 miles during this event.

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



Tractor AVL

Snow Event Eighteen
4/27/2017 09:30 pm to
4/28/2017 04:00 pm
May 01, 2017

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



Angela Williams <angelaw@gillettewy.gov>

Weekly GMPP Update

1 message

Levi Jensen <levij@gillettewy.gov>

Wed, May 3, 2017 at 10:24 AM

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

Carter,

Below is an update on the GMPP for the week of 5/1/17:

- Contract 2a - Well M-15 cementing is complete. Currently air lifting sand from Madison formation.
- Contract 2b - Pre-construction meeting tentatively scheduled for 5/16/17.
- Contract 4b,c,d,f - No new activity.
- Contract 5 - Verifying operation of smoke detection and alarm system for fire department requirements. This is the last remaining item for certificate of occupancy, substantial completion, and final completion.
- Contract 8 - All remaining documents, easements, and permits have been received. Project will begin advertising on Friday. Anticipate June 6 contract award.

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*Service with P.R.I.D.E.*

Productivity / Responsibility / Integrity / Dedication / Enthusiasm



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 – May 9, 2017

DATE: May 4, 2017

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, May 9, 2017 at City Hall, in the Community Conference Room, 2nd 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

May 9, 2017
12:00 p.m. to 2:00 p.m.
City of Gillette – City Hall
2nd Floor
Community Conference Room

Call to Order

Jaye Drake, Chairman

Approval of Minutes

Regular Meeting of April 11, 2017

Unfinished Business

New Business

**Approval of
Contractor License
Applications**

Individual Trade License Applications
Contractor License Applications (Class A, B, C, D, F and R)

Announcements

The next Regular Meeting will be on Tuesday, June 13, 2017.

Adjournment

BOARD OF EXAMINERS
MEETING MINUTES

Regular

April 11, 2017

12:30 p.m.

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

Board Members Absent: Scott Heibult, Todd Newlin.

Staff Members present: Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; Kim King, Administrative Assistant.

Staff Members Absent: Dustin Hamilton, Development Services Director.

Jaye Drake, Chairman, called the meeting to order.

Approval of Minutes

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

Unfinished Business

There was none.

New Business

There was none.

Individual Review of Contractor Application

Applicant: High Plains Builders, LLC

Owner or Master of Record: Tony Wille

Applicant Status: Complete with One Flag

Chairman Drake called for a motion. It was moved by John Alt, seconded by Weston Scott, to approve the above Contractor License Applicant.

Chairman Drake asked Tony Wille to explain why his license was flagged. Tony explained approximately a year and a half ago his company was under contract to do a design/build on a lot here in town. They had completed a commercial site plan, with the mylar being signed by everyone but the client's bank and submitted a blue print for permit. There were revisions to the blue print and while Tony was working on the revisions, the client decided to change the layout of the building considerably. He stated in the meantime, they were trying to negotiate the building contract. He stated they were not coming to terms and the client decided to go with a different builder. He said a few weeks after that, the client decided to sue them for the cost of the blue print because it was never finished. He stated they had court on Friday, April 14, 2017.

The Board asked Jim Brown questions about the blue prints but he had been subpoenaed to go to court on April 14, 2017 and was not able to answer their questions.

After discussion among the Board, Chairman Drake called for a vote. Board Members voting aye: Phipps, Weight, Alt, Renken, Scott, Vice Chairman Thompson, and Chairman Drake. Motion carried.

Individual Review of Contractor Application

Applicant: Joe's Plumbing & Heating Inc.

Owner or Master of Record: Chad Renken

Applicant Status: Complete with One Flag

Chairman Drake called for a motion. It was moved by Chris Weight, seconded by Vice Chairman Thompson, to approve the above Contractor License Applicant.

Chairman Drake asked Chad Renken to explain why his license was flagged. Chad explained he did not have many of the facts because the person who did the work, no longer worked for Joe's Plumbing & Heating. He informed the Board that in July 2015, Joe's Plumbing & Heating had been contacted to hook up a waterline. His former employee did the work without pulling a permit. In July 2016, the City of Gillette informed Chad that the waterline was a City water service which was unmetered. He stated the problem has been resolved with the City. He stated this instance was a mistake and would not happen again and that their employees generally pull their own permits.

After discussion among the Board, Chairman Drake called for a vote. Board Members voting aye: Weight, Alt, Scott, Phipps, Vice Chairman Thompson, and Chairman Drake. Board Member Renken abstained. Motion carried.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

ALLEY, HARRY of GILLETTE, WY • MASTER ELECTRICIAN, ALL ELECTRIC LLC Lic# 2131
ANDERSON, RYAN L of OGDEN, UT • JOURNEYMAN HVAC TECH, CFM HEATING & A/C INC Lic# 2912
BECK, LARENCE C of MOUNTAIN VIEW, WY • MASTER ELECTRICIAN, UNION TELEPHONE COMPANY Lic# 2458
BIEGEL, DANIEL of BILLINGS, MT • JOURNEYMAN PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3166
BOCK, LAWRENCE of SUNDANCE, WY • MASTER ELECTRICIAN, SUNDANCE ELECTRIC INC Lic# 2161
BREWER, JERAD of GILLETTE, WY • MASTER GAS PIPEFITTER, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 3170
CHRISTOPHERSON, LON of GILLETTE, WY • MASTER HVAC TECH, POLAR REFRIGERATION INC Lic# 1730
CHRISTOPHERSON, LON of GILLETTE, WY • MASTER REFRIGERATION TECH, POLAR REFRIGERATION INC Lic# 1731
COTE, DANIEL of GILLETTE, WY • JOURNEYMAN HVAC TECH, JOE'S PLUMBING & HEATING INC Lic# 2551
DALBY, GREG S of MINOT, ND • MASTER PLUMBER, LICENSE ACTIVE ONLY Lic# 2202
DEMAS, NATHANIEL of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, MILLER MECHANICAL LLC Lic# 2445
DEMAS, NATHANIEL of GILLETTE, WY • APPRENTICE PLUMBER, MILLER MECHANICAL LLC Lic# 2446
DIERKS, DUANE of GILLETTE, WY • MASTER GAS PIPEFITTER, SUNDIAL HEATING & REFRIGERATION Lic# 1917
DIERKS, DUANE of GILLETTE, WY • MASTER HVAC TECH, SUNDIAL HEATING & REFRIGERATION Lic# 1918
DOWDY, JEFF of GILLETTE, WY • MASTER GAS PIPEFITTER, LONG'S PLUMBING & HEATING INC Lic# 1533
FREEMAN, NICKOLAS of GILLETTE, WY • MASTER ELECTRICIAN, EDGE ELECTRIC INC Lic# 2230
FRISTAM, JAKE of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2479
FULCINITI, JOHN of EVANSVILLE, WY • JOURNEYMAN HVAC TECH, JOHNSON CONTROLS Lic# 2233
GEUKE, JASON of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 2394
GOSNEY, TIMOTHY of BILLINGS, MT • JOURNEYMAN PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3167
GRAHAM, TRAVIS of WRIGHT, WY • JOURNEYMAN ELECTRICIAN, RASMUSSEN ELECTRIC INC Lic# 2311
GULLEY, TONY of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2423
HARTL, DREW of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2267
HAUCK, TIMOTHY of BELLE FOURCHE, SD • MASTER ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 2323
HERNANDEZ-GONZALEZ, PRESILIANO of GILLETTE, WY • APPR GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2328
HERNANDEZ-GONZALEZ, PRESILIANO of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & A/C Lic# 2329
HESS, TRAVIS of OGDEN, UT • MASTER ELECTRICIAN, LINE SIDE ELECTRIC INC Lic# 2525
HIEB, JASON of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2331
LAKE, TRENTON of GILLETTE, WY • MASTER GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1522
LAKE, TRENTON of GILLETTE, WY • MASTER PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1523
LARSON, PATRICK of BILLINGS, MT • APPRENTICE PLUMBER, PRECISION PLUMBING & HEATING INC Lic# 3172
LINDER, MARLIN of ENGLEWOOD, CO • MASTER ELECTRICIAN, ENCORE ELECTRIC INC Lic# 2441
MAGNUSON, ARYLN of GILLETTE, WY • MASTER HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2372
MAGNUSON, ARYLN of GILLETTE, WY • MASTER GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2885
MASERO, JAKE of OGDEN, UT • JOURNEYMAN HVAC TECH, CFM HEATING & A/C INC Lic# 2911
MATHIS, RODNEY J of GILLETTE, WY • MASTER ELECTRICIAN, D & P ELECTRIC Lic# 1579
MICHEL, JESS of GILLETTE, WY • APPRENTICE PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 2476
NOVAK, CRIS of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 1688
PARKER, TODD of MOUNTAIN VIEW, WY • JOURNEYMAN ELECTRICIAN, UNION TELEPHONE COMPANY Lic# 2459
PIERCE, FRANK of ARVADA, CO • MASTER ELECTRICIAN, W L CONTRACTORS INC Lic# 2398
RASMUSSEN, CASPER of WRIGHT, WY • MASTER ELECTRICIAN, RASMUSSEN ELECTRIC INC Lic# 1775
REBICH, EDWARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 1782
RENKEN, CHAD of GILLETTE, WY • MASTER GAS PIPEFITTER, JOE'S PLUMBING & HEATING INC Lic# 1794
RENKEN, CHAD of GILLETTE, WY • MASTER HVAC TECH, JOE'S PLUMBING & HEATING INC Lic# 1795
SPRUHAN, THOMAS of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & A/C Lic# 1903
STRUB, JUSTIN of GILLETTE, WY • MASTER ELECTRICIAN, JDS ELECTRIC LLC Lic# 1910
STULTZ, MICHAEL of MOUNTAIN VIEW, WY • JOURNEYMAN ELECTRICIAN, UNION TELEPHONE COMPANY Lic# 2460
SUWANRIT, ANDREW of TORRINGTON, WY • MASTER GAS PIPEFITTER, VALLEY PLUMBING & HEATING Lic# 2892
SUWANRIT, ANDREW of TORRINGTON, WY • MASTER PLUMBER, VALLEY PLUMBING & HEATING Lic# 2893
WENDLING, CAREY of GILLETTE, WY • MASTER HVAC TECH, COMFORT SYSTEMS HEATING & AC Lic# 1999
WENDLING, CAREY of GILLETTE, WY • MASTER GAS PIPEFITTER, COMFORT SYSTEMS HEATING & AC Lic# 2000
WHITE, DAVID of ENGLEWOOD, CO • MASTER ELECTRICIAN, ENCORE ELECTRIC INC Lic# 2020
WILLIAMS, TIMOTHY of GILLETTE, WY • MASTER GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 2025
WILLIAMS, TIMOTHY of GILLETTE, WY • MASTER HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2026
WILSON, ELIAS of RAPID CITY, SD • JOURNEYMAN HVAC TECH, TESSIER'S INC Lic# 2431

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

Contractor License Applications

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

307 SECURITY SOLUTIONS LLC of GILLETTE, WY • JASON QUIGLEY, LOW VOLTAGE
ACCURATE BACKFLOW TESTING WYO of GILLETTE, WY • SHAWN HAIGHT, MISCELLANEOUS
ADEN ENTERPRISES LLC of GILLETTE, WY • JOSHUA JORGENSEN, MISCELLANEOUS
ALL ELECTRIC LLC of GILLETTE, WY • HARRY ALLEY, ELECTRICAL
API SYSTEMS INTEGRATORS INC of CASPER, WY • MARTIN MURPHY, LOW VOLTAGE
API SYSTEMS INTEGRATORS INC of CASPER, WY • JAMES SOPER, CHEMICAL FIRE SUPPRESSION
API SYSTEMS INTEGRATORS INC of CASPER, WY • JAMES SOPER, FIRE ALARM SYSTEMS
AUDIO VIDEO SOLUTIONS INC of RAPID CITY, SD • TRACY KRISNAK, LOW VOLTAGE
BADGER DAYLIGHTING CORP of BROWNSBURG, IN • JASON BELL, EXCAVATION & GRADING
BAR-D SIGNS INC of CASPER, WY • JERRY GALLES, SIGNAGE
BAR-D SIGNS INC of CASPER, WY • JERRY GALLES, LIMITED VOLTAGE
BIG HORN CONSTRUCTION of GILLETTE, WY • LON PIPER, TRIM CARPENTRY PAINT FLOORING
BOMSTAD CONSTRUCTION of GILLETTE, WY • JOEL BOMSTAD, TRIM CARPENTRY PAINT FLOORING
BRISCO of CHEYENNE, WY • BRUCE RITER, EXCAVATION & GRADING
C & J CONTRACTING LLC of GILLETTE, WY • CORY ALBRECHT, DRYWALL
C & L ENTERPRISES of GILLETTE, WY • LICO SIFUENTES, LANDSCAPING & FENCING
C BAR K PETROLEUM SERVICE LLC of SHERIDAN, WY • KEN WERBELOW, EXCAVATION & GRADING
CAMPBELL COUNTY SCHOOL DISTRICT of GILLETTE, WY • RAYMOND ARBACH, ELECTRICAL
CAMPBELL COUNTY SCHOOL DISTRICT of GILLETTE, WY • JERAD BREWER, PLUMBING
CAMPBELL COUNTY SCHOOL DISTRICT of GILLETTE, WY • JERAD BREWER, GAS PIPEFITTER
CAT CONSTRUCTION INC of RAPID CITY, SD • CODY THOMSON, GENERAL ROOFING
CHENEY BROS CONSTRUCTION INC of KAYSVILLE, UT • DON CHENEY, TRIM CARPENTRY PAINT FLOORING
COMFORT SYSTEMS HEATING & AC of GILLETTE, WY • CAREY WENDLING, MECHANICAL
COMFORT SYSTEMS HEATING & AC of GILLETTE, WY • CAREY WENDLING, GAS PIPEFITTER
D & D SPRINKLERS of GILLETTE, WY • DUANE CEBULSKI, LANDSCAPING & FENCING
EATON SALES & SERVICE LLC of CASPER, WY • CLAYTON WINN, MISCELLANEOUS
EDGE ELECTRIC INC of GILLETTE, WY • NICK FREEMAN, ELECTRICAL
ENCORE ELECTRIC INC of LAKEWOOD, CO • MARLIN LINDER, ELECTRICAL
FREEMAN CONSTRUCTION LLC of GILLETTE, WY • NICHOLAS BINDER, GENERAL CONTRACTOR
G & G LANDSCAPING INC of MESA, AZ • GREG SCALLON, LANDSCAPING & FENCING
GILLETTE HANDYMAN LLC of GILLETTE, WY • TRAVIS KOEHN, TRIM CARPENTRY PAINT FLOORING
GILLETTE HANDYMAN LLC of GILLETTE, WY • TRAVIS KOEHN, WIND SIDING GUTTER GARAGE DOOR
GILLETTE HANDYMAN LLC of GILLETTE, WY • TRAVIS KOEHN, LANDSCAPING & FENCING
HORIZON RETAIL CONSTRUCTION of STURTEVANT, WI • JON HENDERSEN, GENERAL CONTRACTOR
HOT IRON INC of GILLETTE, WY • BRYAN GARLAND, GENERAL CONTRACTOR
HOT IRON INC of GILLETTE, WY • BRYAN GARLAND, WATER & SEWER PIPELAYER
INFINITY BUILDERS LLC of GILLETTE, WY • MICHAEL KUGLIN, GENERAL CONTRACTOR
INSULATION ENTERPRISES INC of RAPID CITY, SD • GARY MYERS, INSULATION
ISEMAN HOMES INC of GILLETTE, WY • TRAVIS SOPER, MANUFACTURED HOME INSTALLATION
J & M DRYWALL of GILLETTE, WY • MAYRA MACIAS, DRYWALL
JDS ELECTRIC LLC of GILLETTE, WY • JUSTIN STRUB, ELECTRICAL
JOE'S PLUMBING & HEATING INC of GILLETTE, WY • CHAD RENKEN, MECHANICAL
JOE'S PLUMBING & HEATING INC of GILLETTE, WY • CHAD RENKEN, GAS PIPEFITTER
KUHbacher TRUCKING INC of GILLETTE, WY • JACK KUHbacher, EXCAVATION & GRADING
MASSEY SERVICES LLC of GILLETTE, WY • GARETT MASSEY, WIND SIDING GUTTER GARAGE DOOR
MCKIM'S LLC of GILLETTE, WY • DONALD MCKIM, LANDSCAPING & FENCING

MILLER INSULATION CO INC of BISMARCK, ND • DWIGHT MILLER, INSULATION
NATIONAL COATINGS INC of TRAVERSE, MI • BARBARA JEWELL, TRIM CARPENTRY PAINT FLOORING
OLD SCHOOL PAINTING of GILLETTE, WY • SERGIO ROBERTS, TRIM CARPENTRY PAINT FLOORING
PARSON DRYWALL INC of GILLETTE, WY • DARIAS PARSON, DRYWALL
POLAR REFRIGERATION INC of GILLETTE, WY • LON CHRISTOPHERSON, MECHANICAL
POLISHED CONCRETE OF WYOMING of LARAMIE, WY • LORETTA GUYNN, TRIM CARPENTRY PAINT FLOORING
PROGRESSIVE CONSTRUCTION INC of GILLETTE, WY • MATT TONN, GENERAL CONTRACTOR
RANGE TELEPHONE COOPERATIVE of FORSYTH, MT • BRETT MOSBY, EXCAVATION & GRADING
RANGE TELEPHONE COOPERATIVE of FORSYTH, MT • BRETT MOSBY, LOW VOLTAGE
RASMUSSEN ELECTRIC INC of WRIGHT, WY • CASPER RASMUSSEN, ELECTRICAL
RDC EXCAVATING LLC of GILLETTE, WY • DALE CARPENTER, WATER & SEWER PIPELAYER
RDC EXCAVATING LLC of GILLETTE, WY • DALE CARPENTER, RESIDENTIAL CONTRACTOR
ROSENBAUM'S SIGNS & OUTDOOR of RAPID CITY, SD • LEWIS KREBS, SIGNAGE
SUNDIAL HEATING & REFRIGERATION of GILLETTE, WY • DUANE DIERKS, MECHANICAL
SUNDIAL HEATING & REFRIGERATION of GILLETTE, WY • DUANE DIERKS, GAS PIPEFITTER
THYSSENKRUPP ELEVATOR CORP of BELGRADE, MT • MARK WESTERGAARD, ELEVATOR
TOWER COMMUNICATION & AUTO of GILLETTE, WY • DAVID WRIGHT, LOW VOLTAGE
TRAFFIC SAFETY SERVICES INC of GILLETTE, WY • PAUL HARTMANN, MISCELLANEOUS
TURN KEY TECHNOLOGIES LLC of GILLETTE, WY • RICHARD HORTON, FIRE ALARM SYSTEMS
UNION TELEPHONE COMPANY of MOUNTAIN VIEW, WY • LARENCE BECK, ELECTRICAL
W L CONTRACTORS INC of ARVADA, CO • FRANK PIERCE, ELECTRICAL
WESTERN STATES FIRE PROTECTION of RAPID CITY, SD • SCOTT GORDER, SPRINKLER SYSTEMS
ZAP LAWN CARE of GILLETTE, WY • TONY DIDIER, LANDSCAPING & FENCING

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

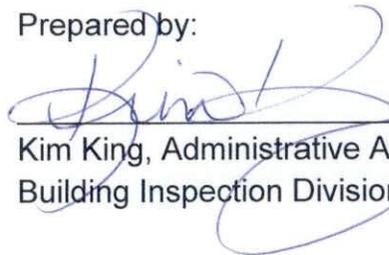
Announcements

The next regularly scheduled meeting will be Tuesday, May 9, 2017.

Adjournment

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

Prepared by:



Kim King, Administrative Assistant
Building Inspection Division

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

MAY 9, 2017

1	ANDERSON, DANIEL of RAPID CITY, SD • MASTER ELECTRICIAN, CONRAD'S BIG C SIGNS Lic# 2606
2	ARAGONEZ, HECTOR of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, CLIMATE SOLUTIONS LLC Lic# 2138
3	ARAGONEZ, HECTOR of GILLETTE, WY • APPRENTICE HVAC TECH, CLIMATE SOLUTIONS LLC Lic# 2139
4	BAUGHMAN, MICHAEL of GILLETTE, WY • MASTER GAS PIPEFITTER, LICENSE ACTIVE ONLY Lic# 2104
5	BAUGHMAN, MICHAEL of GILLETTE, WY • MASTER PLUMBER, LICENSE ACTIVE ONLY Lic# 2105
6	CONRAD, RICK of RAPID CITY, SD • JOURNEYMAN ELECTRICIAN, CONRAD'S BIG C SIGNS Lic# 2198
7	DAVIS, BRICE of GILLETTE, WY • JOURNEYMAN PLUMBER, JOE'S PLUMBING & HEATING INC Lic# 3178
8	DAY, GARY of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, CAMPBELL COUNTY Lic# 2203
9	DAY, GARY of GILLETTE, WY • JOURNEYMAN PLUMBER, CAMPBELL COUNTY Lic# 2204
10	DICKINSON, ALEXANDER of MILLS, WY • MASTER ELECTRICIAN, 307 ELECTRIC LLC Lic# 3190
11	DIETRICH, JEFFREY of RAPID CITY, SD • JOURNEYMAN ELECTRICIAN, CONRAD'S BIG C SIGNS Lic# 2209
12	FISCHER, BRYAN of RAPID CITY, SD • JOURNEYMAN ELECTRICIAN, CONRAD'S BIG C SIGNS Lic# 2223
13	FORSHEE, JOSHUA of CLINTON, MT • JOURNEYMAN ELECTRICIAN, ANCHOR ELECTRIC CONTRACTING CORP Lic# 3185
14	GAGLIANO, JARED of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS, LLC Lic# 2302
15	GAGLIANO, JARED of GILLETTE, WY • APPRENTICE HVAC TECH, BLACK HILLS GAS HOLDINGS, LLC Lic# 2303
16	GAGLIANO, JARED of GILLETTE, WY • APPRENTICE REFRIGERATION TECH, BLACK HILLS GAS HOLDINGS, LLC Lic# 2304
17	GIBSON, MICHAEL of CLINTON, MT • JOURNEYMAN ELECTRICIAN, ANCHOR ELECTRIC CONTRACTING CORP Lic# 3184
18	HEIMANN, TRAVIS of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, ELECTRICAL SPECIALISTS Lic# 2327
19	HENDERSHOT, BRYAN of GILLETTE, WY • MASTER PLUMBER, PLUMB TECH LLC Lic# 1728
20	JESPERSEN, JASON of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2340
21	JOHNSON, MICHAEL of ST CLOUD, MN • MASTER GAS PIPEFITTER, J-BERD MECHANICAL CONTRACTORS Lic# 2345
22	JOHNSON, MICHAEL of ST CLOUD, MN • MASTER PLUMBER, J-BERD MECHANICAL CONTRACTORS Lic# 2346
23	KEITHLY, BRIAN of DOUGLAS, WY • MASTER ELECTRICIAN, H & H ELECTRIC LLC Lic# 2960
24	KINTZ, NATE of GILLETTE, WY • MASTER GAS PIPEFITTER, CLIMATE SOLUTIONS LLC Lic# 1702
25	KINTZ, NATE of GILLETTE, WY • MASTER HVAC TECH, CLIMATE SOLUTIONS LLC Lic# 1703
26	KOSMA, JOSEPH JR of SHERIDAN, WY • MASTER HVAC TECH, KOSMA HEATING & A/C INC Lic# 1496
27	KOSMA, JOSEPH SR of SHERIDAN, WY • MASTER HVAC TECH, KOSMA HEATING & A/C INC Lic# 1495

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**MAY 9, 2017**

28	LINK, JEFF of BILLINGS, MT • MASTER HVAC TECH, NORPAC SHEET METAL INC Lic# 1667
29	LOFTUS, JOHN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3180
30	LOFTUS, JOHN of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3181
31	MAXWELL, CURTIS of DOUGLAS, WY • MASTER ELECTRICIAN, H & H ELECTRIC LLC Lic# 2961
32	MUSIC, FROSTY of SHERIDAN, WY • MASTER GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2916
33	MUSIC, FROSTY of SHERIDAN, WY • MASTER PLUMBER, A PLUS PLUMBERS INC Lic# 2917
34	NETZLEY, TIMOTHY of CLINTON, MT • MASTER ELECTRICIAN, ANCHOR ELECTRIC CONTRACTING CORP Lic# 3183
35	OUZTS, RICHARD of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, CLIMATE SOLUTIONS LLC Lic# 1704
36	OUZTS, RICHARD of GILLETTE, WY • APPRENTICE HVAC TECH, CLIMATE SOLUTIONS LLC Lic# 1705
37	PETERSEN, MATTHEW of GILLETTE, WY • MASTER GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2387
38	PETERSEN, MATTHEW of GILLETTE, WY • MASTER HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2388
39	PETROCCO, PAUL of SPEARFISH, SD • JOURNEYMAN ELECTRICIAN, PHAZE ELECTRIC INC Lic# 2263
40	PFEIL, RYAN of GILLETTE, WY • MASTER ELECTRICIAN, POWER SOLUTIONS LLC Lic# 1741

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS**MAY 9, 2017**

1	307 ELECTRIC LLC of MILLS, WY • ALEX DICKINSON, ELECTRICAL
2	A C PAINTING AND DECORATION of GILLETTE,WY • MANUEL ARDON, TRIM CARPENTRY PAINT FLOORING
3	A C PAINTING AND DECORATION of GILLETTE,WY • MANUEL ARDON, WIND SIDING GUTTER GARAGE DOOR
4	AC CONCRETE LLC of GILLETTE, WY • BILLY LITTLE, NONSTRUCTURAL CONCRETE
5	A-LINE SEAMLESS GUTTERS LLC of SHERIDAN, WY • ANDY SIMS, WIND SIDING GUTTER GARAGE DOOR
6	ANCHOR ELECTRIC CONTRACTING CORP of CLINTON, MT • TIMOTHY NETZLEY, ELECTRICAL
7	ANDERSON PLUMBING LLC of GILLETTE, WY • BRANDON ANDERSON, GAS PIPEFITTER
8	ANDERSON PLUMBING LLC of GILLETTE, WY • BRANDON ANDERSON, PLUMBING
9	ASHER CONSTRUCTION LLC of GILLETTE, WY • STEVE ASHER, RESIDENTIAL CONTRACTOR
10	BARTON CONSTRUCTION INC of GILLETTE,WY• DAN BARTON, GENERAL CONTRACTOR
11	BERCH FINISH CARPENTRY of GILLETTE,WY • MIGUEL BERNAL,TRIM CARPENTRY PAINT FLOORING
12	BJORUM CONSTRUCTION of GILLETTE, WY •STEVE BJORUM, TRIM CARPENTRY PAINT FLOORING
13	BJORUM CONSTRUCTION of GILLETTE, WY •STEVE BJORUM, WIND SIDING GUTTER GARAGE DOOR
14	BLACKTOOTH HOME SERVICES of BUFFALO, WY • JEFFREY ALBRIGHT, GENERAL CONTRACTOR
15	BRIAN GABRIEL of GILLETTE,WY• BRIAN GABRIEL, TRIM CARPENTRY PAINT FLOORING
16	BRIAN GABRIEL of GILLETTE,WY• BRIAN GABRIEL, DRYWALL
17	CASPER FIRE EXTINGUISHER SERVICE of CASPER, WY • DAVID BAILEY, CHEMICAL FIRE SUPPRESSION
18	CLASSIC DRYWALL SYSTEMS INC of LEHI, UT • DUANE ANDERTON, DRYWALL
19	CLIMATE SOLUTIONS LLC of GILLETTE, WY • NATHAN KINTZ, MECHANICAL
20	CLIMATE SOLUTIONS LLC of GILLETTE, WY • NATHAN KINTZ, GAS PIPEFITTER
21	DDT EXTERIORS of GILLETTE, WY • DOSS TRASK, SHINGLE ROOFING
22	DDT EXTERIORS of GILLETTE, WY • DOSS TRASK, WIND SIDING GUTTER GARAGE DOOR
23	DRM INC of GILLETTE, WY • DON MCKILLOP, NONSTRUCTURAL CONCRETE
24	DRM INC of GILLETTE, WY • DON MCKILLOP, WATER & SEWER PIPELAYER
25	DRM INC of GILLETTE, WY • DON MCKILLOP, EXCAVATION & GRADING
26	EARTH WORK SOLUTIONS of GILLETTE, WY • TYLER MILLER, EXCAVATION & GRADING
27	EARTH WORK SOLUTIONS of GILLETTE, WY • TYLER MILLER, WATER & SEWER PIPELAYER

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

MAY 9, 2017

28	EARTH WORK SOLUTIONS of GILLETTE, WY • TYLER MILLER, NONSTRUCTURAL CONCRETE
29	FOUNDATION SUPPORT SYSTEMS OF WYOMING of GILLETTE, WY • PETE CARLSON, NONSTRUCTURAL CONCRETE
30	GEMINI ACOUSTICAL LLC of SIOUX FALLS, SD • TRICIA GARDNER, MISCELLANEOUS
31	GILLIAM CONSTRUCTION LLC of GILLETTE, WY • RICHARD GILLIAM, LANDSCAPING & FENCING
32	GILLIAM CONSTRUCTION LLC of GILLETTE, WY • RICHARD GILLIAM, NONSTRUCTURAL CONCRETE
33	GILLIAM CONSTRUCTION LLC of GILLETTE, WY • RICHARD GILLIAM, EXCAVATION & GRADING
34	GRANITE PEAK BUILDERS LLC of GILLETTE, WY • JIM BROWN, RESIDENTIAL CONTRACTOR
35	HELVEY'S PAINTING LLC of GILLETTE, WY • DANIEL HELVEY, TRIM CARPENTRY PAINT FLOORING
36	HIGH COUNTRY TREE SERVICE LLC of ROZET, WY • DAVE SHARKEY, LANDSCAPING & FENCING
37	J-BERD MECHANICAL CONTRACTORS of ST CLOUD, MN • MICHAEL JOHNSON, PLUMBING
38	J-BERD MECHANICAL CONTRACTORS of ST CLOUD, MN • MICHAEL JOHNSON, GAS PIPEFITTER
39	JDP SNOW REMOVAL of GILLETTE, WY • JOSEPH PETTIT, LANDSCAPING & FENCING
40	KENCO ENTERPRISES INC of OGDEN, UT • DIRK BAUWENS, FIRE ALARM SYSTEMS
41	KENCO ENTERPRISES INC of OGDEN, UT • DIRK BAUWENS, LOW VOLTAGE
42	KOSMA HEATING & A/C INC of SHERIDAN, WY • JOSEPH KOSMA JR, MECHANICAL
43	KUMELOS DESIGN & CONSTRUCTION of SUMMERSET, SD • TIM BRADY, MISCELLANEOUS
44	LAMBERT BUILDING CO LLC of GILLETTE, WY • ED LAMBERT, RESIDENTIAL CONTRACTOR
45	LANDSCAPES BY HOLCOMB of GILLETTE, WY • MICHAEL HOLCOMB, LANDSCAPING & FENCING
46	LEGACY KITCHEN AND BATH of GILLETTE, WY • BRUCE STEELE, TRIM CARPENTRY PAINT FLOORING
47	LINDBERG MASONRY INC of SUNDANCE, WY • DENNY LINDBERG, MASONRY (STRUC)
48	MJT CONSTRUCTION INC of EAGLE, ID • MIKE TEETER, GENERAL CONTRACTOR
49	MOUNTAIN VIEW BUILDING INC of SHERIDAN, WY • JASON SPIELMAN, WATER & SEWER PIPELAYER
50	MOUNTAIN VIEW BUILDING INC of SHERIDAN, WY • JASON SPIELMAN, GENERAL CONTRACTOR
51	NORPAC SHEET METAL INC of BILLINGS, MT • JEFF LINK, MECHANICAL
52	OAKWOOD CONSTRUCTION of OKEMOS, MI • CRAIG MOULTON, GENERAL CONTRACTOR
53	PEYROT BACKHOE SERVICE of GILLETTE, WY • ELDON PEYROT, EXCAVATION & GRADING
54	PLUMB TECH LLC of GILLETTE, WY • BRYAN HENDERSHOT, PLUMBING

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

MAY 9, 2017

55	POWDER RIVER CONSTRUCTION INC of GILLETTE, WY • DEAN THOMPSON, GENERAL CONTRACTOR
56	POWDER RIVER CONSTRUCTION INC of GILLETTE, WY • DEAN THOMPSON, WATER & SEWER PIPELAYER
57	POWER SOLUTIONS LLC of GILLETTE, WY • RYAN PFEIL, ELECTRICAL
58	R & A CONSTRUCTION of GILLETTE, WY • REYES DOMINGUEZ, NONSTRUCTURAL CONCRETE
59	R & A CONSTRUCTION of GILLETTE, WY • REYES DOMINGUEZ, LANDSCAPING & FENCING
60	R & A CONSTRUCTION of GILLETTE, WY • REYES DOMINGUEZ, TRIM CARPENTRY PAINT FLOORING
61	R & A CONSTRUCTION of GILLETTE, WY • REYES DOMINGUEZ, WIND SIDING GUTTER GARAGE DOOR
62	R & G ELECTRIC INC of GILLETTE, WY • RONALD WINTERHOLLER, SIGNAGE
63	REDLINE CONSTRUCTION LLC of GILLETTE, WY • EDUARDO MOLINA, GENERAL CONTRACTOR
64	REDLINE CONSTRUCTION LLC of GILLETTE, WY • EDUARDO MOLINA, WATER & SEWER PIPELAYER
65	ROBERT A MINOR of GILLETTE, WY • ROBERT A. MINOR, TRIM CARPENTRY PAINT FLOORING
66	ROGER SCHULTZ of UPTON, WY • ROGER SCHULTZ, NONSTRUCTURAL CONCRETE
67	ROJAS BUILDERS LLC of PASCO, WA • MEL ROJAS, RESIDENTIAL CONTRACTOR
68	SAMPSON CONSTRUCTION CO INC of CHEYENNE, WY • THAD LIENEMANN, GENERAL CONTRACTOR
69	SCULL CONSTRUCTION SERVICE INC of RAPID CITY, SD • DANNY WEGNER, GENERAL CONTRACTOR
70	SHARPE INDUSTRIES of GILLETTE, WY • JOSEPH SHARPE, TRIM CARPENTRY PAINT FLOORING
71	SHARPE INDUSTRIES of GILLETTE, WY • JOSEPH SHARPE, WIND SIDING GUTTER GARAGE DOOR
72	SILVER NAIL CONSTRUCTION of GILLETTE, WY • MONICA MORMAN, GENERAL CONTRACTOR
73	SMALL TRACTOR ETC of GILLETTE, WY • DUWAYNE HEYING, LANDSCAPING & FENCING
74	THE GLASS SHOP LLC of SPEARFISH, SD • WADE BERINGER, WIND SIDING GUTTER GARAGE DOOR
75	TMI CORPORATION of DICKINSON, ND • TODD BRAUN, TRIM CARPENTRY PAINT FLOORING
76	TOMMY BOWMAN CONTRACTING of MOUNT AIRY, NC • TOMMY BOWMAN, BUILDING CONTRACTOR
77	TREE TRIMMERS of GILLETTE, WY • BONNIE NORFOLK, LANDSCAPING & FENCING
78	TWISTED PINYON LLC of GILLETTE, WY • RODERICK RICHARDSON, RESIDENTIAL CONTRACTOR
79	WEATHERCRAFT CO of GERING, NE • JEREMY RECHSTEINER, GENERAL ROOFING
80	WEATHERCRAFT CO of GERING, NE • JEREMY RECHSTEINER, WIND SIDING GUTTER GARAGE DOOR
81	WEEKEND WARRIOR LAWN CARE of GILLETTE, WY • DANIEL MARTIN, LANDSCAPING & FENCING

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

MAY 9, 2017

82	WYCAM CONSTRUCTION LLC of GILLETTE, WY • SHANE ROBINSON, GENERAL CONTRACTOR
83	WYOMING CRAFTSMAN LLC of GILLETTE, WY • ROY LOWELL, TRIM CARPENTRY PAINT FLOORING



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

May 11, 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. April 13, 2017 Board meeting (ATTACHMENT "A")				
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B")				
5.	CITIZEN INPUT (2.2.1)				
6.	MONITORING GENERAL MANAGER PERFORMANCE (4.4)				
	A. MANAGEMENT PARAMETERS MONITORING (ATTACHMENT "C")				
	AGENDA ITEM #	POLICY #	TITLE	DUE DATE	DATE SUBMITTED
i.	3.3	Financial Condition & Activities (Annual Report)	May	5/4/17	
<p><i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.3, Financial condition & Activities (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>					
7.	BOARD PROCESS				
	A. ELECTION OF OFFICERS (By Laws-Section II)				
	i. Chair <i>"MOTION: to nominate __ as Chair." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i>				
	ii. Vice Chair <i>"MOTION: to nominate __ as Vice Chair." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i>				
iii. Secretary <i>"MOTION: to nominate __ as Secretary." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for __." (motion to be 2nd)</i>					



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

May 11, 2017 – 6:30 P.M.

iv. **Treasurer** *"MOTION: to nominate ___ as Treasurer." (after the motion has been 2nd) "MOTION: nominations cease and the Board cast a unanimous ballot for ___." (motion to be 2nd)*

B. RESOLUTION FOR OPERATIONS RESERVE FUND (Required by Existing Resolution) (ATTACHMENT "D")
"MOTION: that the Board approve the renewal of the Resolution Operations Reserve Fund."

C. APPOINT LEGAL COUNSEL (By-Laws)
"MOTION: that the Board appoint Stevens, Edwards, Hallock, and Carpenter as legal counsel for the Campbell County Public Land Board with Frank Stevens as the personal representative from that firm."

D. DESIGNATE OFFICIAL NEWSPAPER (By-Laws)
"MOTION: that the Board appoint The News-Record as the official newspaper for the Campbell County Public Land Board from June 2017-May 2018."

E. FINANCIAL INSTITUTIONS (By-Laws)
"MOTION: that the Board designate American National Bank, Bank of Gillette-Branch of Buffalo Federal Savings Bank, Bank of the West, Campco Federal Credit Union, First Interstate Bank of Gillette, First National Bank of Gillette, First Northern Bank of Wyoming, High Mark Federal Credit Union, Pinnacle Bank, Security State Bank, State Farm Bank, US Bank, Wells Fargo Bank NA, the Wyoming Government Investment Fund, and the Wyoming Treasury as the official depositories for the Campbell County Public Land Board."

i. **Board Members fill out Financial Disclosure Statement** (ATTACHMENT "E")

F. BOARD COMMITTEE ASSIGNMENTS:

i. Governance Committee (2.7.1.C)-The Board appoints two members along with Vice-Chair TBD to this committee.

ii. Community Linkage Committee (2.7.2.C)-The Board appoints 3 members including Chairman TBD to this committee.
"MOTION: to change CCPLB Policy 2.7 Board Committee Structure to assign members at July meetings after new members join the Board."

G. CITY OF GILLETTE UTILITIES MOU (ATTACHMENT "F")

"MOTION: to move forward in preparing an MOU that will outline easement access as presented."

H. CAM-PLEX IMPOUNDMENT POND UPDATE (ATTACHMENT "G")

I. AGENDA ITEMS FOR THE JUNE QUARTERLY COMMISSIONERS MEETING



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

May 11, 2017 – 6:30 P.M.

	<p>J. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3)</p> <ul style="list-style-type: none"> i. Committee to Review Administrative Leave Policy ii. Website Funding Follow Up iii. Website RFP (ATTACHMENT "H") <p><i>"MOTION: to approve the RFP as presented."</i></p> <p>K. CONTRACTING/PURCHASING DECISIONS (2.2.7): (no actions to be taken at this meeting)</p>
8.	<p>OPERATIONS REPORT/UPDATE (3.8.1.C)</p> <p>A. Items GM Foster will discuss:</p> <ul style="list-style-type: none"> i. CAM-PLEX Metrics Report (ATTACHMENT "I") ii. Employee Survey Results iii. Popular Events Process (ATTACHMENT "J")
9.	<p>MATTERS FOR NOTING:</p> <p>A. MAJOR CORRESPONDENCE: (None)</p> <p>B. BOARD CALENDAR: (ATTACHMENT "K")</p> <ul style="list-style-type: none"> i. Upcoming Board Meetings: <ul style="list-style-type: none"> a. June 8, 2017 at 6:30 p.m. (Quarterly meeting with Commissioners at 6:00 p.m.) b. July 6, 2017 at 6:30 p.m. (Workshop at 6:00 p.m.) Special meeting date & time due to NHSFR ii. Other meetings/events: (none) <p>C. SUMMARY OF FOLLOW-UP ITEMS: (items from this meeting to be followed up at the next meeting)</p>
10.	<p>BOARD MEETING EVALUATION (2.1.8) - Board members will share observations/opinions as to:</p> <ul style="list-style-type: none"> • what worked really well at this meeting? • what we could have done to make it more productive?
11.	<p>ADJOURNMENT</p>

ATTACHMENT A
Campbell County Public Land Board (CCPLB)

Meeting Minutes
April 13, 2017

Board Members	Staff
Present: Mary Silvernell, Marilyn Mackey, Don Hamm, Duane Evenson, Skyler Pownall, Peter Reno, Shawn Lesmeister	Present: Paul Foster, Greg Rook, Kathy Ashton
Legal Counsel	Guests
Present: Frank Stevens	Present: Patrick Filbin representing the <i>News-Record</i> ; Ken Svalina and Jason Soule representing <i>Coca-Cola</i> ; Ron Rye representing <i>Wyoming Beverage Pepsi-Cola</i> ; Cody Friedlan <i>Citizen</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	Call to Order/Attendance	The meeting was called to order at 6:30 PM MDT on April 13, 2017, by Chair Mary Silvernell.		
2.	Approval of Agenda	The April 13, 2017 agenda was reviewed.	Mrs. Mackey made a motion to approve the April 13, 2017 agenda. Mr. Lesmeister seconded the motion and it passed unanimously.	
3.	Approval of Minutes	The March 9, 2017 CCPLB meeting minutes were reviewed.	Mr. Evenson made a motion to approve the March 9, 2017 meeting minutes as presented. Mr. Hamm seconded the motion and it passed unanimously.	
4.	Consent Agenda	<p>A. Approval of Warrants: The Warrants for the April 13, 2017 meeting were reviewed.</p> <ul style="list-style-type: none"> - March 2017 Accounts Payable Voucher Numbers 46141-46229 (General Fund/Special Events) in the amount of \$73,950.00. - March 2017 Manual Purchase Order Numbers 9544-9566 in the amount of \$138,032.84. - March 2017 Payroll Warrants in the amount of \$222,223.88 for the period of 2/12/2017-3/25/2017. <p>B. Approval of the February 9, 2017 and March 9, 2017 Executive Session Minutes.</p>	Mr. Evenson made a motion to approve the April 9, 2017 warrants as presented and February 9, 2017 and March 9, 2017 Executive Session Meeting Minutes as noted. Mrs. Mackey seconded the motion and it passed unanimously.	
5.	Citizen Input	None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Monitoring General Manager Performance	<p>A. The Board discussed the General Manager's Management Parameters Monitoring reports:</p> <ul style="list-style-type: none"> • Policy 3.4 Asset Protection (Annual Report): <ul style="list-style-type: none"> ○ Paul went over the highlights of his report. <p>B. The Board discussed Ends Monitoring Report.</p> <ul style="list-style-type: none"> • Policy 1.3 CAM-PLEX recognized as a Premier Venue/Destination (Annual Report): <ul style="list-style-type: none"> ○ Paul reviewed the report highlights. 	<p>A. Mrs. Mackey made a motion to approve 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. Mr. Evenson seconded the motion and it passed unanimously.</p> <p>B. Mrs. Mackey made a motion to approve that the General Manager's monitoring report on Ends Policy 1.3, CAM-PLEX Recognized as a Premier Venue/Destination (Annual Report), conveys (a) interpretations of the policy that are reasonable, and (b) that the data reasonably substantiates achievement of the Ends policy provisions, consistent with the General Manager's interpretations. Mr. Lesmeister seconded the motion and it passed unanimously.</p>	
7.	Board Process	<p>A. Contracting & purchasing decisions were discussed on the following projects.</p> <p>i. Energy Field RV Park Water Installation Project.</p> <ul style="list-style-type: none"> ○ Low bidder, GW Construction, did not provide references therefore their bid was technically incomplete. GW has done satisfactory work for CAM-PLEX in the past. ○ Triple Creek's bid was only \$80 higher and had commercial and residential work references. CAM-PLEX has no prior work experiences with this company. 	<p>Ai. Mr. Evenson made a motion to approve the CAM-PLEX Energy Field RV Park Water Installation bid from Triple Creek for the amount of \$16,580.00. Mr. Hamm seconded the motion passed. Mrs. Silvernell abstained due to conflict of interest.</p>	

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<ul style="list-style-type: none"> o A master plumber for oversite is not required for this project, since it is not inside a building. o Triple Creek does have a master plumber. o End date for this project is June 15th. <p>ii. Pouring Rights Contract.</p> <ul style="list-style-type: none"> o Mr. Foster summarized the document comparison of the two companies he and Comptroller, ReNae Keuck, created. o Staff recommendation was to accept the Pepsi proposal. o Coke representative, Mr. Svalina, questioned the \$48,000 can promotion as a true dollar value for CAM-PLEX. CAM-PLEX receives a \$4 rebate for every case sold at the wholesale price. Mr. Svalina was grateful for the opportunity to bid. o Pepsi representative, Mr. Rye, explained where the Pepsi cans are distributed-WY, SD, ND, MT. The large event artwork on Pepsi cans is a free advertising tool for CAM-PLEX. Nebraska and Colorado; however, are not in their distribution areas. <p>B. The 2017 Campbell County Fair Contract was reviewed.</p> <ul style="list-style-type: none"> • The second paragraph included RV sales tax language to clarify it will be Fair Office responsibility. <p>C. The CAM-PLEX website was discussed.</p> <ul style="list-style-type: none"> • Paul summarized the meeting he had with the City and using their website provider. • The Board discussed seeking grant funding. The Wyoming Arts Council was a possible organization to seek for grant funding. • The Board also liked the idea of company sponsorships. • The Board requested seeking grants and company sponsorships before final approval of the RFP. <p>D. The FY 17-18 budget was discussed.</p> <ul style="list-style-type: none"> • City & County each approved the 7% budget for CAM-PLEX and approved the rodeo budget projects. 	<p>Aii. Mr. Evenson made a motion to approve the Pouring Rights Bid from Wyoming Beverage Company (Pepsi Cola). Mr. Pownall seconded and the motion passed. Mary Silvernell, Marilyn Mackey, Duane Evenson, Skyler Pownall, Peter Reno approved the motion. Shawn Lesmeister and Don Hamm opposed.</p> <p>B. Mr. Hamm made a motion to approve the Campbell County Fair contract as presented. Mr. Evenson seconded the motion and it passed unanimously.</p> <p>C. Mr. Pownall made a motion to proceed with the website RFP process. Mr. Evenson seconded the motion and it passed unanimously.</p>	<p>C. Mr. Foster will seek possible grant funding (Wyoming Arts Council) and company sponsorships of the website.</p> <p>Mr. Foster will present the final RFP to the Board before they approve.</p>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>E. Budget line item transfers were discussed.</p> <ul style="list-style-type: none"> • Paul informed the Board on the reasons why line items are transferred to other lines in the budget. • The transfers are a result of the early projections process by the management team. • Mrs. Mackey informed staff this process could be put on the consent agenda in the future, similar to how the Commissioners handle this process. <p>F. Special Events Account had further discussion.</p> <ul style="list-style-type: none"> • The Board discussed further defining the Special Event Account language and the concerns expressed from both funding entities. • Mr. Stevens and Mrs. Silvernell attended a meeting with City representatives. Mr. Stevens also talked to Mr. Palmer with the County. Mr. Palmer directed Mr. Stevens to the City secretary for their minutes. Key points: CCPLB was allowed to keep the funds and did not have to transfer to the reserve fund. The funding entities desire oversight on CCPLB decisions. • Board members offered several suggestions: <ul style="list-style-type: none"> ○ Include parameters that spending does not include operations. ○ CCPLB can choose how & where the funds will be disbursed. ○ Do not specify further, as the goal was to have autonomy from funding entities. ○ Keep as the Special Events Account and clarify as to what a Special Events fund covers. ○ Include language matching grant funding can be used from this account. ○ Put on a cash limit on it. Reads now anything that's not special events needs their approval. Need a cap. ○ Have language that clarifies how future Boards must use this fund to address the concerns of the funding entities. If something was denied in the budget process, Boards will not be allowed to use Special Events funds. ○ CCPLB wants to be more efficient and have ability to use these funds. 	<p>E. Mrs. Mackey made a motion to approve the budget items as presented. Mr. Hamm seconded the motion and it passed unanimously.</p> <p>F. Mr. Hamm made a motion to instruct Legal Counsel to revise our previous Special Events language to be more in line with the funding entities requests for their review. The Board can then act in May. Mr. Lesmeister seconded and the motion passed. Mary Silvernell, Marilyn Mackey, Don Hamm, Shawn Lesmeister, Peter Reno approved the motion. Skyler Pownall and Duane Evenson opposed.</p>	<p>F. Mr. Stevens will present to the Board for their approval at the May CCPLB meeting the revised verbiage for the Special Events Account.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> o Take out the special event language or put in a limit of X amount. o CCPLB reports all expenditures which would be spelled out and presented to funding entities. <p>A. Follow up items from the previous meeting:</p> <ul style="list-style-type: none"> i. Members of the Governance Committee (Mr. Evenson, and Mr. Pownall-in place of Mrs. Mackey) will meet to review the Administrative Leave policy. ii. Central Pavilion code review update. <ul style="list-style-type: none"> o Operations Manager, Greg Rook, discussed the requested code review for the Central Pavilion (CP) repurpose. Changing CP to a full-time barn would lessen the fire hazard. However, currently CP does not meet code in its current Assembly Group A-4 classification but it is grandfathered in. If this building were to be reclassified and alternate from a barn to its current event functions without dirt it would not meet code and updates would be required. CP can be used now on a "temporary basis" as a barn where dirt could be hauled in and removed. This is all preliminary information now. o Wyoming Center is built to current code standards, thus, the reason it can change back and forth. o Some of the financial impact of what CAM-PLEX would gain and lose was discussed in Mr. Rook's Manager's Report in March. o Staff could pursue having more livestock events and could put it in as temporary if we could generate enough income to cover cost to move in dirt, panels, etc. The cost of moving dirt would be part of the bid. 	<p>Aii. Mr. Lesmeister moved to table the Central Pavilion discussion to the May meeting. Mr. Hamm seconded the motion. Mr. Lesmeister withdrew his motion and Mr. Hamm approved the withdrawal.</p>	<p>Ai. Mr. Hamm, Mr. Evenson, and Mr. Pownall will schedule a time to review the Administrative Leave policy.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
8.	Operation Report/Update	<p>A. GM Paul Foster discussed the following items:</p> <ul style="list-style-type: none"> i. CAM-PLEX Metrics were reported: <ul style="list-style-type: none"> o Mr. Foster summarized the data with the group. o Taste of Home is not coming back to Gillette due to a change in their marketing plan. The CAM-PLEX Marketing Department is working on a similar event replacement. o Paul met with Dr. Englert 4/13/2017 and discussed their current events. o Local awareness survey will ask questions about where local events are being held. o Financially low risk events are being sought. o Obtaining large popular names/events were discussed. There are many factors as to why CAM-PLEX cannot host such events such as: radius clause, high dollar artist fees and all the expenses included in the contracts, food & beverage revenue income, our population base is a factor, people do not think of Gillette as a destination. o The solar eclipse in August is appearing to be a sellout event for Wyoming. Campbell County convention & visitors Bureau is planning a community event. ii. The Heritage Center's major Broadway production of Annie did not sell well. Many staff members helped to reduce labor cost. iii. The Winter Fest event was reported on: <ul style="list-style-type: none"> o My Funny Valentine had low ticket sales and vendor booths were down. Rodeo went from a two-day to a one-day and was well attended. o Board members suggested adding an event in Central with food and drink/beer before the rodeo might draw a bigger audience. iv. The Business Ready Community (BRC) Grant was reported on: <ul style="list-style-type: none"> o Paul met with Phil Christopherson with Energy Capital Economic Development. They have a planning grant which may coincide with the Board's Facilities Master Plan and is a 50% matching grant. They are interested in repeat projects with us. The grant application 		<p>Aiv. Mr. Foster will compile information to present to the Board regarding the BRC Grant and plan for funding in next year's budget.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>timeline is quarterly and would need about 3 months to prepare.</p> <ul style="list-style-type: none"> o Board members would like it added to next year's budget cycle. 		
9.	Matters for Noting Board Meeting	<p>A. Major Correspondence</p> <ul style="list-style-type: none"> i. The Wyoming Reads Community Grant application was approved by Mr. Foster and reviewed by the Board. <p>B. Board Calendar:</p> <ul style="list-style-type: none"> ia. 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. ib. The June CCPLB Meeting will be at 6:30 p.m. with the Quarterly Commissioners Meeting at 6:00 p.m. <p>C. Summary of Follow-Up Items: Actions to be taken noted.</p>		B. Mr. Foster will include several election action items on the May agenda.
10.	Evaluation			
11.	Adjournment	Meeting was adjourned at 8:17 PM MDT		

Respectfully submitted,

Duane Evenson, Secretary



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

Your Ideas. Our Expertise. Endless Event Possibilities!

1635 Reata Drive · Gillette, WY 82718 · www.cam-plex.com
Phone (307) 682-0552 · Ticket Office 307-682-8802 · Fax (307) 682-8418

Campbell County Public Land Board

MONITORING REPORT

TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



RE: QUARTERLY Monitoring Report on **Policy 3.3: Financial Condition & Activities**

DATE: May 4, 2017

I hereby present my QUARTERLY monitoring report on your Management Parameters Policy 3.3 "Financial Condition & Activities," in accordance with the monitoring schedule set forth in Board Policy. I certify that the information contained in this report is true as of May 1, 2017.

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

SIGNED:

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

BROADEST POLICY PROVISION: With respect to financial condition and activities, the General Manager will not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board's Ends priorities.

GENERAL MANAGER INTERPRETATION: I interpret this as an obligation to ensure the effective financial condition of CAM-PLEX. My responsibility is to take ownership of our financial condition and be engaged in the decision-making processes that influence our financial activities. Additionally, I submit that the Board's concerns about avoiding fiscal jeopardy are comprehensively interpreted and addressed in this policy's subsequent provisions. Regarding expenditures, I interpret "material deviation from Ends priorities" to mean avoidance of waste, such that all expenditures are viewed as investments towards the achievement of Ends.

REPORT: As to expenditures deviating from Ends policies, anticipated expenditures, as itemized in our current approved budget, have planning and credibility assumptions included, and are subject to review by the Board, using its monitoring system to ensure adherence to our Budget Policy (3.5). Unanticipated expenditures are approved by the department head or by the General Manager for approval, based on judgment as to whether the deviation from the budget plan will enhance Ends achievement. All expenditures and procurements during this reporting period have gone through this process as described. I am therefore reporting COMPLIANCE.

My interpretations and reporting data on the financial condition and organizational activities are presented with those provisions, below.

POLICY PROVISION #1: *“The General Manager will not expend more funds than appropriated in the annual budget.”*

GENERAL MANAGER INTERPRETATION: This policy requires funds allocated from our funding entities be spent on the identified purposes as outlined in the budget. It is my responsibility to ensure that we do not spend more funds than we are allotted.

REPORT: I include justifications for any line item increases/decreases during budget preparation which helps in the planning process. I also monitor the budget through projection reports completed by each manager during the last three months of the budget period. I started this process in January this year to be more vigilant in our efforts, and because of how tight I expect our budget to be with all the reductions. I review and monitor each projection report to check for congruence and consistency in our allocations. We carry over any excess through the budget process with our “cash carryover” or undesignated fund balance. I can report that we follow these designated policies and procedures completely and send any excess of appropriated funds to the proper accounts. I am therefore reporting COMPLIANCE.

POLICY PROVISION #2: *“The General Manager will not use designated gifts or Board-designated funds for purposes other than stated.”*

GENERAL MANAGER INTERPRETATION: Designated gifts are funds donated by private citizens or organizations for the benefit of the Campbell County Public Land Board. Designated funds are those that have a specific use as outlined by law or by previous Board action. I interpret this provision to mean I will ensure these funds are used for the express purposes outlined by the Board or the donor.

REPORT: We have three designated trust fund accounts, WYO-STAR Operations Trust Fund, WYO-STAR Children Series Trust Fund, and WYO-STAR Wyoming Center Reserve Trust Fund. Each fund has an outlined purpose. An example of this is the significant donation made by the Gladys & Leland Landers Trust. These funds were designated for a specific purpose and sent to WYO-STAR Operations Trust Fund account. We also transfer to this fund any oil and gas revenue and net income from the Special Events Fund at the end of each fiscal year as agreed upon with the Board, City of Gillette, and Campbell County. In regard to all three trust fund accounts, all money has been placed in the proper account and is being used according to Board Policy. I am therefore reporting COMPLIANCE.

POLICY PROVISION #3: *“The General Manager will not, indebt the CAM-PLEX organization, with exception of credit cards used for regular business purposes and paid in full each month.”*

GENERAL MANAGER INTERPRETATION: I interpret this to mean I am not authorized to borrow funds or use corporate assets as security for any purchase contracts. **Use of credit cards by myself and staff is permitted, with each card paid in full monthly.**

REPORT: I have not borrowed or used corporate assets in any way to secure any purchase contracts or to pursue any business purposes. There are four staff members who have a corporate First National Bank credit card, and two generic corporate organizational credit cards for miscellaneous staff use. All six (6) cards have balances paid in full. **Any other credit or charge accounts with local vendors are paid in full monthly.** I am therefore reporting COMPLIANCE.

POLICY PROVISION #4: *“The General Manager will not: Operate without settling payroll obligations and payables in a timely manner.”*

GENERAL MANAGER INTERPRETATION: Payroll must meet its obligations bi-weekly. For other payables, I interpret “timely” to mean within forty-five days of invoice, assuming provisions of goods or services have been completed.

REPORT: As reflected in the most recent “Summation of Accounts Payable & Payroll to be Approved Report” (or warrants) distributed on **May 8, 2017**, all payables have been administered in a timely manner. Payroll has met schedule and all obligations have been met fulfilled. I am therefore reporting COMPLIANCE.

POLICY PROVISION #5: *“The General Manager will not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.”*

GENERAL MANAGER INTERPRETATION: This provision is interpreted to mean all tax and governmentally required payments or filings (941s, W-2s, etc.) must be made in a timely and accurate manner.

REPORT: All withholding taxes and other such payments have been made within established deadlines. There are no outstanding filings and there have been no late penalties. I am therefore reporting COMPLIANCE.

POLICY PROVISION #6: *“The General Manager will not execute a purchase commitment, check or electronic funds transfer for operations of greater than \$15,000, or for capital expenditures greater than \$15,000, unless such purchase was explicitly itemized in budget monitoring data previously disclosed to the Board. Splitting orders to avoid this limit is not acceptable*

GENERAL MANAGER INTERPRETATION: All expenditures exceeding \$15,000 that have not been disclosed (in budget monitoring) as part of our budget plan, must be approved by the Board. I interpret “splitting orders” as a way to circumvent and manipulate a policy and understand why it is not permitted as a business practice.

REPORT: There have not been any expenditures in this regard during this reporting period. I am working diligently to enhance the effectiveness of our budget process. By working with the Comptroller and the Management Team, we are establishing an efficient and transparent budget process. By doing this I hope to avoid any unnecessary surprises during the current budget year. I report COMPLIANCE with this policy.

POLICY PROVISION #7: *"The General Manager will not acquire, encumber, or dispose of real property."*

GENERAL MANAGER INTERPRETATION: All decisions regarding the purchase, sale or other claim of/on land, buildings, office, or warehouse space are at the discretion of the Board.

REPORT: I have not pursued any actions in acquiring, encumbering, or disposing of real property that belongs to the Campbell County Public Land Board. I am therefore reporting COMPLIANCE.

POLICY PROVISION #8: *"The General Manager will not: Operate without aggressively pursuing material receivables after a reasonable grace period."*

GENERAL MANAGER INTERPRETATION: Our organization may not be lackadaisical regarding collections. I interpret "material" to be all receivables on past due accounts. I interpret "aggressively" to mean we turn over the receivable to a collections agency after established "grace period" guidelines are met.

REPORT: The "grace period" guidelines are as follows: After 30 days past due, we resend the invoice and a letter stating non-compliance. We repeat this same procedure after 60 days and then again at 90 days. After 90 days, we turn the account over to a collection agency. We get 60% back of any past due accounts the collection agency recovers. We have an allowance of \$1,000 to take care of "bad debt expense". This is supported by our auditors each year and we have not had to increase this number since beginning this practice. I can report there are no excessive outstanding receivables and the few we are pursuing are being handled according to policy. I am therefore reporting COMPLIANCE.

POLICY PROVISION #9: *"The General Manager will not operate without adequate internal controls over procurements, receipts, and disbursements to avoid unauthorized payments or material dissipation of assets."*

GENERAL MANAGER INTERPRETATION: Controls must be in place to ensure that all disbursements are appropriately authorized. Further, all payments of checks, credit card purchases, petty cash, etc. and capitalized equipment inventory must have corresponding documentation sufficient to satisfy the auditor. I interpret fulfillment of this policy to be complete implementation of any practices or procedures recommended by the auditor.

REPORT: We have completed an internal controls procedure form that is on file with the auditor. This insures appropriate measures are taken to insure adequate controls. Controls in

place are consistent with Board Policy and the standards prescribed in the auditor's recommendations. The last fiscal audit was presented last year with no journal entries. I am therefore reporting COMPLIANCE.

POLICY PROVISION #9A: *"The General Manager will not operate without clearly delineated procedures and limitations for reimbursement of authorized expenses incurred by Board members, committee members, volunteers and others who are entitled to reimbursement from the organization."*

GENERAL MANAGER INTERPRETATION: I maintain and disseminate, as needed, travel/expense reimbursement policies applicable to staff, Board/officers and other volunteers (e.g. committee leaders). With the Board's adoption of the new Board Policy 2.8.2, ("Budgeting for Board Prerogatives"), I interpret my obligation to ensure the aggregate budget as allocated by the Board is adhered to, but individual expenditure decisions within that total budget may be directed by and under the authority of the Board Chair.

REPORT: The Board has not had any expenditures relating to this policy. The Board drastically reduced this line in the budget to aid in budget reductions and to demonstrate mindfulness of the current economic condition. During the past calendar year, all Board related expenses/reimbursement processes have been uniformly applied. I am therefore reporting COMPLIANCE.

POLICY PROVISION #9B: *"General Manager credit card statements must be reviewed and approved by the Board Chair or Vice-Chair within 30 days of payment. General Manager expense reimbursements must be reviewed and authorized for payment by the Board Chair or Vice-Chair."*

GENERAL MANAGER INTERPRETATION: Expense reports and documentation/receipts for my credit card purchases, along with year-to-date budget comparisons, are to be provided to the Board Chair, or if not available, the Vice-Chair, for approval at each scheduled Board meeting no later than 60 days after payment.

REPORT: At each regularly scheduled Board meeting, our finance department provides required documentation and receives authorization, by personal signature, from the Chair or Vice-Chair, prior to issuing my expense reimbursements. The same process is followed for my credit card expenses. For both these expenditures, payments have been made on schedule, with required reviews/approvals on file for each. I am therefore reporting COMPLIANCE.

**RESOLUTION ESTABLISHING CAMPBELL COUNTY
PUBLIC LAND BOARD OPERATIONS RESERVE FUND**

WHEREAS, the Campbell County Public Land Board (the "Board"), a Wyoming Joint Powers Board, is the owner of and operator of the facilities known as CAM-PLEX located in Campbell County, Wyoming; and

WHEREAS, the Board receives its primary funding from Campbell County, Wyoming and the City of Gillette, Wyoming; and

WHEREAS, the Board, as the owner, is charged with the duty of operating and maintaining said facilities for the benefit and use of the citizens of Campbell County, Wyoming; and,

WHEREAS, the Board and its funding agencies recognize that with the possibility of declining tax revenues, there is a need to segregate and reserve funds for future use in the operations budget of the Board to insure the long term financial stability and integrity of said operations; and,

WHEREAS, it is the belief and intent of the Board that the establishment of such a fund is consistent with the public interest of the citizens of Campbell County;

NOW, BE IT HEREBY RESOLVED:

1. **ESTABLISHMENT/OWNERSHIP:** The Board does hereby establish the CCPLB Operations Reserve Fund (herein "Reserve Fund"). All funds designated and placed in the Reserve Fund and all undistributed income therefrom shall be subject to the terms of this resolution. The Board may receive gifts or donations from any source for the purpose of placing the same in the Reserve Fund. The Reserve Fund shall be the property of the Board and shall not be deemed a trust fund held by it in a trustee capacity.

2. **MANAGEMENT:** The Board shall govern and manage the receipt, investment, reinvestment, and disbursement of the Reserve Fund and income therefrom. The Board may sell or otherwise liquidate non-cash gifts or donations for the purpose of placing the monies received in the Reserve Fund. Disbursement of reserve funds through expenditure shall conform to and be consistent with the budget process and funding arrangements otherwise provided for the Board.

3. **BANKING AND INVESTMENTS:** The Reserve Fund shall

be established and placed in a depository or bank which meets the requirements for the State of Wyoming regarding public funds. Initially the funds shall be placed in the "WYO-STARR Investment Pool" subject to management decisions of the Board.

4. **FUND BALANCE:** The reserve Fund shall continue to accumulate and all income therefrom added to the principal balance until a total balance of Ten Million Dollars (\$10,000,000) is attained. No portion of the fund or income thereon shall be included in the annual budget until the stated balance has been attained. When the balance reaches \$10,000,000, it shall not be reduced below that total unless approved by a majority vote of all parties to this resolution. The Board shall have the option to use sums in excess of \$10,000,000 from the Reserve Fund as budgeted revenues as otherwise provided herein.

5. **USE OF FUNDS:** The Reserve Fund, income or principal, may be included in the annual budget of the Board for operations use only, subject to paragraph 4 of this Resolution.

6. **RENEWAL:** This Resolution must be renewed on an annual basis at the organizational meeting of the Board. Any failure of the Board to act to renew the Resolution shall continue the Resolution in full force and effect for the coming year.

7. **AMENDMENT OR REVOCATION:** Any amendment or revocation, in whole or in part, of this Resolution shall require a two-thirds vote of the Board. In addition, the amendment or revocation of this Resolution shall require the approval by two-thirds vote of the City Council of the City of Gillette and the Campbell County Commissioners, respectively.

This Resolution was duly made and passed by the Campbell County Public Land Board at its meeting on this 12 day of August, 1993.

CAMPBELL COUNTY PUBLIC LAND BOARD:

Arlyn Magnuson
Arlyn Magnuson, Chairman

Leo Sprigler
Leo Sprigler, Secretary

APPROVAL OF GOVERNING BODIES

This Resolution Establishing the Campbell County Public Land Board Operations Reserve Fund has been submitted to and approved by the Campbell County Commissioners as a party to the Campbell County Public Land Board Joint Powers Agreement at its regularly scheduled meeting this 17th day of August, 1993.

CAMPBELL COUNTY COMMISSIONERS:

BY: [Signature]
Chairman

ATTEST:

BY: [Signature]
Vivian Addison, County Clerk

This Resolution Establishing the Campbell County Public Land Board Operations Reserve Fund has been submitted to and approved by the City of Gillette as a party to the Campbell County Public Land Board Joint Powers Agreement at its regularly scheduled meeting this 6 day of July, 1993.

CITY OF GILLETTE:

BY: [Signature]
Edd Collins - Mayor

ATTEST:

BY: [Signature]
Mildred Huravitch, Clerk - Deputy

CAMPBELL COUNTY PUBLIC LAND BOARD ENDOWMENT AND TRUST FUNDS

WYO-STAR OPERATIONS TRUST FUND

This is a reserve fund managed by the Wyoming State Treasurer. It was established in 1993 to accumulate until a total balance of ten million dollars (\$10,000,000) is attained. Funds are earmarked for future maintenance of CAM-PLEX facilities. Oil and gas revenue and net income from the Special Events Fund are sent into this trust fund at the end of each fiscal year.

12/31/14 Balance	\$4,839,097.06
14-15 Oil Revenue	\$14,165.63
Gladys Lander's Trust	\$10,115.61
Leland Lander's Trust	\$192,231.94
Interest Earned	<u>\$11,901.02</u>
12/31/15 Balance	\$5,067,511.26
Interest Earned	<u>\$24,207.11</u>
12/31/16 Balance	\$5,091,718.36

WYO-STAR CHILDREN SERIES TRUST FUND

This fund is a revocable trust fund managed by the Wyoming State Treasurer. It was established early in 1993 to ensure Arts Education would continue at CAM-PLEX. CCPLB, corporate and private sponsors as well as the school district agreed that all family series program ticket sales, if not needed for expenses, would go into this trust fund at the end of each season.

12/31/14 Balance	\$627,272.24
14-15 Family Series Ticket Revenue	\$19,367.00
Leland Lander's Trust	\$384,463.87
Interest Earned	<u>\$2,151.15</u>
12/31/15 Balance	\$1,033,254.26
15-16 Family Series Ticket Revenue	\$15,500.00
Interest Earned	<u>\$4,956.45</u>
12/31/16 Balance	\$1,053,710.71

WYO-STAR WYOMING CENTER RESERVE TRUST FUND

This is a reserve fund managed by the Wyoming State Treasurer. It was established in 2011 from sales tax overage revenue collected from the sales tax imposed for the purpose of building the Wyoming Center. Funds are earmarked for improvements and repairs to the Wyoming Center facility. This fund may not be used for improvements on other Cam-Plex facilities. These funds may be used for the above purpose with approval from the Campbell County Public Land Board.

12/31/14 Balance	\$2,998,599.78
Interest Earned	<u>\$7,148.50</u>
12/31/15 Balance	\$3,005,748.28
Interest Earned	<u>\$14,358.24</u>
12/31/16 Balance	\$3,020,106.52

WYOMING COMMUNITY FOUNDATION ENDOWMENT

This Endowment is an irrevocable fund set up in 1993 and managed by the Wyoming Community Foundation held under the name of CAM-PLEX Arts in Education. Grants may be applied for by CAM-PLEX to be used for Arts Education programs. Anyone can donate money to be placed into funds held in this account.

12/31/14 Balance	\$279,178.48
Net Surplus/(Deficit)	<u>-\$13,111.32</u>
12/31/15 Balance	\$266,067.16
Net Surplus/(Deficit)	<u>\$20,203.03</u>
09/30/16 Balance	\$286,270.19

1635 Reata Drive
Gillette, WY 82718

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

May 11, 2017



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

Chairperson
Campbell County Public Land Board
1635 Reata Drive
Gillette, WY 82718

Dear Chairperson:

Pursuant to W.S. '6-5-118(a), I am hereby disclosing that, to the best of my knowledge, I have received a pecuniary benefit from, I conduct personal business with, or I have a financial interest in the following depositories or firms where funds of Campbell County Public Land Board are invested pursuant to W.S. '9-4-831.

- Yes___ No___ ANB - Gillette
- Yes___ No___ Bank of Gillette, Branch of Buffalo Federal Savings Bank
- Yes___ No___ Bank of the West
- Yes___ No___ Campco Federal Credit Union
- Yes___ No___ First Interstate Bank
- Yes___ No___ First National Bank
- Yes___ No___ First Northern Bank of Wyoming
- Yes___ No___ High Mark Federal Credit Union
- Yes___ No___ Pinnacle Bank
- Yes___ No___ Security State Bank
- Yes___ No___ State Farm Bank
- Yes___ No___ US Bank
- Yes___ No___ Wells Fargo Bank Wyoming, N.A.

I request that submission of this letter be made part of the record of proceedings for this meeting.

Sincerely,

Name of CCPLB Board Member submitting letter

Home Address



CITY OF GILLETTE

City Attorney
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5290
www.gillettewy.gov

February 15, 2017

Francis E. Stevens
Stevens, Edwards, Hallock & Carpenter, P.C.
P.O. Box 1148
Gillette, WY 82717-1148

Re: Proposed MOU Between the City of Gillette and the Campbell County Land Board

Dear Frank:

This letter to serve to follow up our previous conversations and meeting regarding coming to an agreement for the creation of a Memorandum of Understanding (MOU) between the City of Gillette and the Campbell County Land Board regarding an easement for utilities located at the CAM-PLEX. In our conversations we discussed the following:

There are a considerable number of electrical lines, fiber lines, water and sewer lines which cross and benefit the CAM-PLEX. Traditionally, we would both agree that a broad utility easement, or an as-built survey, or similar document would generally be agreed to and filed within the Campbell County land records. However, in this instance we are dealing with long established lines which would generally need to be located, surveyed, and reduced to an as-built in order to reduce them to a legal description for filing. This proposes two (2) problems: first, because it is highly unlikely this land will be sold, the requirements for a formal recorded easement is less important, and second, the costs involved in obtaining the legal description for filing in the land records is price prohibitive.

In order to clear up any access and easement issues associated with these lines, the City is proposing a Memorandum of Understanding (MOU) by which the City is granted a general right of ingress and egress for purposes of establishing, maintaining, upgrading and repairing the existing utility infrastructure at the CAM-PLEX. In addition, should the need for future development arise, the City would envision that this MOU would take care of any future access issues as well.

The City is sensitive to the need for the CAM-PLEX to remain operational during such times as scheduled repairs and upgrades are required. However, we would also need to put into place provisions for emergency maintenance for those times when a utility failure has occurred and repairs must be made on an emergency basis. As such, the City would propose as additional clauses in the MOU notice provisions for when anticipated maintenance and repairs would be undertaken, along with a timeline for that work to take place. The MOU would also likely require some notice from the CAM-PLEX as to those times when non-emergency work should not be undertaken in order to not disrupt events.

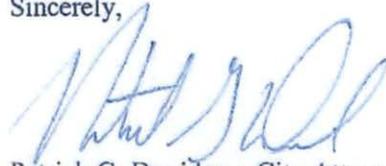
Finally, to the extent we can, we would recommend a map be attached to the MOU as an exhibit to merely document the known utility lines at this time. As new lines are encountered (discovered) or

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

placed, we would seek to have a new attachment be made part of the MOU. The language of the MOU should be sufficiently broad to allow for this attachment to be routinely updated without triggering an amendment to the MOU.

Frank, it is my understanding that you would be taking this concept to the Board for review and comment. Once you have done so, I would welcome a meeting with you so we could discuss how to formulate the MOU. In the meantime, should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick G. Davidson". The signature is fluid and cursive, with the first name being the most prominent.

Patrick G. Davidson, City Attorney

From: Mueller, Stevan [mailto:Stevan.Mueller@blackhillscorp.com]
Sent: Friday, April 21, 2017 10:14 AM
To: Paul Foster <paul@cam-plex.com>
Subject: FW: CAMPLEX Pond

Paul,

I wanted to update you on the Complex impoundment project. We've extended the contract with DRM and according to the email below they will start the first half of May. As you know, we'll place the sediment from the pond on the outside embankment of their race track and we'll also move some additional material for them at no cost. I talked to Ed Kirchoff this morning and discussed the schedule. Once we have a firm date we'll all meet and make sure we're in agreement before actually starting.

Steve

From: Eric Walker [mailto:EricW@drmwyo.com]
Sent: Tuesday, April 18, 2017 11:18 AM
To: Mueller, Stevan <Stevan.Mueller@blackhillscorp.com>
Cc: Mark McKillop <MarkM@drmwyo.com>; Don McKillop <DonM@drmwyo.com>
Subject: CAMPLEX Pond

***** This email is from an EXTERNAL sender *****

Use caution before responding. **DO NOT** open attachments or click links from unknown senders or unexpected email. If this email appears to be sent from a BHE employee or department, verify its authenticity before acting or responding. Report suspected phishing messages by forwarding them to **Report Phishing**. Contact the Helpdesk with questions.

Steve – We have received and signed the contract extension. We will be ready to complete the work in a couple of weeks, around the first or second week of May.

Thanks -

Eric Walker
DRM, Inc.



Request for Proposal

Website Design, Development & Hosting

RFP Circulation Date:

May 15 – June 5, 2017

Proposal Submission Deadline:

Proposals are due on June 5, 2017 no later than 5 p.m.

This RFP and any addenda are available on the CAM-PLEX website at cam-plex.com. To download the RFP, click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to kathy@cam-plex.com

Table of Contents

1. SUMMARY	Error! Bookmark not defined.
2. PROPOSAL GUIDELINES AND REQUIREMENTS	Error! Bookmark not defined.
3. CONTRACT TERMS	Error! Bookmark not defined.
4. BUDGET	Error! Bookmark not defined.
5. TIMELINE	Error! Bookmark not defined.
6. SCOPE AND GUIDELINES	5
7. EXPECTATIONS	10
8. SUBMISSION REQUIREMENTS	10
9. EVALUATION CRITERIA	Error! Bookmark not defined.
10. FORMAT FOR PROPOSAL SUBMISSIONS	Error! Bookmark not defined.

1. SUMMARY

CAM-PLEX is seeking proposals from qualified firms to develop a visually appealing, engaging and user-friendly website that is easy to navigate. The chosen firm should provide excellent customer support when needed, as well as best-in-class, secure hosting for the website. CAM-PLEX needs a website that displays easily on mobile devices such as tablets and smartphones. CAM-PLEX is also seeking an integrated ticketing strategy to increase revenue and provide a streamlined buying experience for our customers.

The purpose of the CAM-PLEX website is to provide simple and intuitive electronic access to information about our organization and to streamline communication and business operations for our organization. The website will incorporate a responsive user interface that works well regardless of device.

Other website features will include unlimited pages and online forms, an enticing and customizable event calendar, detailed business/attraction (or vendor) promotion, sponsor/partner promotion and social and email marketing integration throughout. CAM-PLEX prefers the WordPress platform but would consider others provided there is evidence it will meet our needs as outlined. Any comparable platform would need to have equal or greater capabilities than WordPress. The proposed platform should include a comprehensive and ongoing training program and an easy-to-use content management system, including the ability to schedule in advance the most important elements of the website.

We currently use an online ticket platform called Patron Manager CRM which uses the Sales Force platform. Ticketing options will need to integrate with these programs. Ticketing features should also include the ability to sell tickets online, in advance via hard tickets and on-site and quickly scan pre-sold tickets at our event(s). It should incorporate easy-to-use product management, customizable scanning options and keep our customers on the same design and URL throughout the buying process.

Our expectation is for unlimited, outstanding customer support via email, chat and phone, with a quick response time. At the end of the project, CAM-PLEX will own all content and graphics used in the creation of the website.

The existing website was originally designed and produced in 2014 and is maintained through CivicPlus. The website is located at cam-plex.com.

2. PROPOSAL GUIDELINES AND SUBMISSION DEADLINE

The purpose of this RFP is to provide the candidates with the evaluation criteria against which they will be judged. This is an open and competitive process.

Final proposals submitted are to be received by CAM-PLEX no later than 5:00 p.m. on June 5, 2017. The package shall be marked clearly as "CAM-PLEX Website Proposal," and include ONE original signed proposal. CAM-PLEX will make copies as needed. Proposals received after the time and date specified will be returned to the sender unopened. CAM-PLEX reserves the right to accept or reject any or all proposals submitted.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Please refer to pages 12 & 13 for specific proposal submission format.

3. CONTRACT TERMS

CAM-PLEX will negotiate contract terms upon selection. All contracts are subject to review by legal counsel and a project will be awarded upon signing of an agreement or contract.

A. CAM-PLEX reserves the right to reject any and all RFP responses, and to waive minor irregularities in any response.

B. CAM-PLEX reserves the right to request clarification of information submitted and to request additional information from any Vendor.

C. CAM-PLEX reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.

D. Any response may be withdrawn up until the date and time set above for opening of the RFP responses. Any response not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to CAM-PLEX the services described in the attached specifications, or until one or more of the responses have been approved by CAM-PLEX.

E. CAM-PLEX shall not be responsible for any costs incurred by the Vendor in preparing, submitting, or presenting its response to the RFQ.

4. BUDGET

Please provide cost proposals to accomplish the scope outlined below. The RFP must encompass all design, production, hosting and software acquisitions necessary for development and maintenance of the website.

List pricing for:

1. The Base Bid, which includes the following:
 - a. Designing and building the basic site, including migrating content for top-level pages and a site map.
 - b. A content management system with levels of permission and approvals, including periodic feature additions and enhancements
 - c. Initial site content migration from existing site (or top-level pages)
 - d. Email marketing
 - e. Ongoing support costs
 - f. Hosting the website and any other annual costs moving forward
 - g. Complete ticketing solution including online, advance and on-site sales

CAM-PLEX anticipates this project will cost approximately \$50,000 excluding the annual cost of hosting and site maintenance.

The selected vendor shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. A payment shall be made to initiate the project, with the remaining portion to be rendered to the vendor for satisfactory compliance with the Contract within thirty (30) days after receipt of invoice.

5. TIMELINE

This RFP is dated May 15, 2017. Proposers may also request a copy be sent via email by contacting Kathy Ashton, Senior Administrative Assistant for CAM-PLEX at kathy@cam-plex.com. This proposal will also be uploaded to the CAM-PLEX website at cam-plex.com.

The below timeline is approximate and may change at any time according to the needs of CAM-PLEX.

- | | |
|-------------------------------------|--------------------------------------|
| • Proposals due: | June 5, 2017 by 5:00 p.m. MDT |
| • Review of Proposals completed by: | June 6, 2017 |
| • Interviews, if deemed necessary: | June 7-8, 2017 |
| • Staff Recommendation to Board | June 8, 2017 at 6:30 p.m. MDT |
| • Notification of Award: | June 9, 2017 |

Proposals will be evaluated as quickly as possible. During this time, we may require interviews or presentations with our evaluation team. You will be notified if this is requested. The deliverable date for project completion will be determined when a contract is negotiated with the final candidate.

6. SCOPE AND GUIDELINES

The scope of this project is to replace the existing CAM-PLEX website. A firm that can handle all site planning, interface design production, and hosting is required. The site must include a solution that allows staff to quickly, easily, and cost-effectively update content and modify site design after the initial launch.

Feature Requirements:

The website designed by the successful candidate must meet the following criteria:

General Site Features

- Attractive, contemporary design
- Multi-events specific theme and functionality
- Ability for online transactions and payment for services.
- A responsive (device-independent), easy-to-navigation website layout that incorporates the latest digital trends and best practices

- Unlimited custom pages
- Unlimited, easy-to-create web forms
- Unlimited, customizable social media links on every page and social sharing and interactivity throughout
- Integrated blog
- Search box located on every webpage
- Complete site translation into other languages
- Comprehensive and ongoing website and ticketing training program
- Content maintained through an easy-to-use backend “dashboard”
- Google Analytics integration
- Easily integrates with other programs and software (Facebook ads, Google AdWords, live chat, etc.)

Homepage

- Hierarchical feature areas to help customers discern what is most important on the website, including the opportunity to purchase products easily
- Website section headings such as Plan Event, Plan Visit, and Vendor Services, etc. to help visitor easily navigate to pages of interest
- Additional headings such as Eat, Music, Attractions, and Shop.
- Ability to preschedule homepage features to change automatically
- Spotlight unlimited featured partnerships or sponsorships
- Link to selected items for sale
- Optional countdown feature to draw attention to exciting events
- Optional link to main event categories directly from homepage
- Optional survey to entice people to interact
- Optional weather bug showing the current weather based on zip code

Event Calendar Interactivity and Details

- Interactive event schedule with unlimited categories and subcategories to help visitors find events quickly
- Ability to create detail pages for any event
- Ability to offer unlimited items for sale (either integrated into platform or via external provider)
- Ability to easily create multi-day and recurring events, with option to display event only on first day or on all event days
- Ability to create events in advance to automatically appear on the site at a later date
- Ability to display event calendar in multiple views and select which view displays by default
- Ability for visitors to search for events by name or keyword

- Event schedule should include enticing interactivity
- Ability for visitors to create a custom itinerary for the events they want to save
- Ability to automatically email customers before and after events in their itinerary
- Printer-friendly calendar
- Event locations that can optionally include embedded Google map, with the ability to add multiple locations per event
- Unlimited PDFs
- Unlimited links to external websites (e.g., performer websites, partner websites, etc.)
- Ability to tag event keywords for additional filtering options

Business Listing Pages

- Interactive business listings with unlimited categories and subcategories to help visitors find businesses quickly
- Ability for businesses to update their own listings
- Businesses displayed with thumbnail images and titles
- Ability for visitors to create a custom itinerary including the businesses they want to save
- Optional ability to highlight certain businesses by listing them at the top and with an icon for greater prominence
- Ability to display business listings in multiple views and select which view displays by default
- Ability for visitors to search for businesses by name or keyword
- Ability to list business listings by category or subcategory in alphabetical order
- Ability to tag business listing keywords for additional filtering options

Photos & Videos

- Photo Gallery and Video Gallery pages that automatically populate every event and business listing photo and video that has been added to the site
- Unlimited photos and videos, each with optional captions
- Ability to enhance photos with an image cropping tool
- Ability for visitors to send photos to friends via email
- Ability for visitors to share event, venue, organization photos with friends on Facebook, Twitter, Pinterest, etc.
- Ability for visitors to buy event tickets, merchandise and more from the event photo (if applicable)
- Optional functionality for visitors to upload their own photos, which will be approved by CAM-PLEX officials before they are placed on the website
- Customer photos uploaded to site will be used for future event, destination, or venue marketing by including a usage agreement on upload

Maps & Directions

- Easily creatable and searchable interactive event or venue map by adding color-coded, hyperlinked "hotspots" for designated locations, including the ability to sell items from map
- Access to organization driving directions and map from all webpages (including printer-friendly version)

Press

- Articles/features about CAM-PLEX, including date, source, title, customizable content, photos, and link
- Ability to upload high-resolution photos to make it easy for press to report on CAM-PLEX.

Partners/Sponsors

1. Designated partner/sponsor webpage to feature all partners in one location
2. Ability to designate one major partner/sponsor on homepage with the ability to change this whenever needed
3. Ability to add unlimited partner/sponsor logos as needed, on any webpage
4. Automated logo resizing so that all logos look attractive on website

Social Media Integration

- Integration with unlimited Social Media sites such as Facebook, Twitter, Pinterest, Instagram, YouTube, LinkedIn, etc.
- Ability for site visitors to share individual events and businesses on social media
- Ability for site visitors to share individual events and businesses via email
- Custom Facebook cover photo and Twitter background design to coordinate with website
- WordPress blog setup and blog design to coordinate with website

Email and Text Message Marketing Integration

- Integration with MailChimp or most popular email marketing tools
- Custom email template that matches website design
- Email sign-ups from website automatically go into email marketing tool
- Ability to easily create our own email layout
- Ability to send updates and announcements to customers via text
- Ability to collect mobile numbers from website for text marketing

Search Engine Optimization

- Website should be search engine optimized
- Customizable, descriptive URLs for main pages (e.g., www.myurl.com/bigpage)
- Customizable page title, description, and keywords
- Provide social sharing options for specific events and businesses, increasing in-links to website
- Capability to tag images for SEO.

Site Maintenance

- Password-protected, browser-based “dashboard” for easy site content management
- Mobile dashboard to update most frequently changing website content
- Unlimited user logins to dashboard, including custom access levels
- Ability to manage customer accounts, including contact info and password reset
- All navigation can be edited including renaming, moving pages between sections, etc.

Support

- Efficient and helpful onboarding process
- Unlimited phone support before, during and after website launches
- Unlimited email and live chat support

Ongoing Future Enhancements

- Website to be updated with new features and/or technology updates on an ongoing basis
- There should be no additional fees outside the determined monthly budget for standard enhancements

Site Specifications

CAM-PLEX encourages creativity in the proposals submitted. However, there are certain requirements for the website project. Your proposal must account for all of the following requirements:

- Compatible with common web browsers
- Must not require plug-ins as a default
- Website needs to be compatible with different operating systems and software versions.
- Future flexibility - a flexible design template that can accommodate the addition of new functionality, or even a complete design refresh in the future.

Security

- The contractor must consider the appropriate and secure use of interactive forms for confidential information such as personnel applications and records
- The site must be secured from email harvesters
- CAM-PLEX must be able to control levels of permission and approval for our employees uploading information to the site and must have the ability to immediately delete permissions for terminated employees

Training & Maintenance

- Training of website administrators and staff assigned to maintain and create their department web pages
- Provide unlimited support and fast responses to troubleshooting questions
- Web consultant shall update their software and hardware and release new components as new technology becomes available; provide demonstrated proof of keeping current with technology changes (software updates) and adapting to future clients' needs and provide surveys to take client feedback.

Testing: Testing of site on all applicable platforms to ensure website works as promised

Delivery: Hosting should be provided by the consultant

Tracking: Inclusion of a tool to track page visits, length of stay, top pages, exit pages, etc. Internal reporting only; tracking data or hit counters should not be displayed on the site.

7. EXPECTATIONS

CAM-PLEX reserves the right to decide, on a case-by-case basis, whether to reject a proposal as non-responsive. As a precondition to acceptance, CAM-PLEX may request the respondent to withdraw or modify those portions of the proposal deemed non-responsive that do not affect quality, quantity, price, or delivery of service.

Respondents are cautioned that any oral statements made that materially change any portion of this solicitation are not valid unless subsequently ratified by a formal written amendment to this RFP. No technical questions that may materially change any portion of this solicitation will be accepted during the (#) calendar days prior to the time and date set for receipt of proposals.

Applicable laws shall apply. The contract awarded shall be governed in all respect by the laws of the State of Wyoming and any litigation with respect thereto shall be brought in the courts of the State of Wyoming. The company awarded the contract shall comply with applicable federal, state, and local laws and regulations.

Nonconforming terms and conditions. Any proposal that includes terms and conditions that do not conform to the terms and conditions in this RFP are subject to rejection as non-responsive. CAM-PLEX reserves the right to permit the respondent to withdraw non-conforming terms and conditions from its proposal prior to awarding the contract.

Ownership and Intellectual Property: All screens, graphics, domain names, content and the 'look and feel' of the site developed will be the property of CAM-PLEX, together with all layered design files.

In developing the website, the contractor will not infringe or violate the copyright and other intellectual property rights of third parties.

The contractor is responsible for securing various rights, licenses, clearances, and other permissions related to works, graphics or other copyrighted materials to be used or otherwise incorporated in the website. All applicable copyright notices will be displayed on the website.

8. COMPANY PROFILE, QUALIFICATIONS AND PROJECT MANAGEMENT PROCESS

A. Provide a company profile, including number of years in business and demonstrated financial stability.

B. List at least five comparable websites your firm has produced that best reflect your work and relevancy to this project, including those of events, venues, or municipalities and governmental agencies that have been designed by the firm. Only websites that are live will qualify during

evaluation. Include the website address, company/agency contact, emailing address and telephone number. You may also include Before & After screenshots if desired.

C. Describe your experience in producing sites for events, facilities, venues, or governmental organizations.

D. Briefly describe your firm's organizational capabilities to produce our website (e.g. staff, software, office location, etc.). We are especially interested in the staff who will be assigned to the project.

E. Briefly describe your firm's project management process.

F. The proposal should include training for employees, a training plan, online tutorials and/or documentation and a training timeline. Please include the anticipated number of hours the training will require.

G. Provide a description of any annual support contracts offered with the associated cost and respondent's hourly rate for support.

H. Fees shown should be all-inclusive, and shall include all labor, overhead, expenses, travel, subcontract, and administration costs.

I. Please describe your security measures that will be in place to prevent a hacking event and warranties that your company provides if security is compromised.

J. Include a time frame for completion. Time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is necessary.

K. Describe your web hosting capabilities and pricing.

9. EVALUATION CRITERIA

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

1. Experience developing and maintaining successful event, venue, and government websites (based on proposal and reference checking).
2. Quality of prior work and visual presentation— prior work demonstrates artistic and user-friendly interfaces that engage users.
3. The firm's proposed project budget, management, and timeline.
4. Suitability – the proposed solution meets the needs and qualifications set forth in the RFP.

Please note: Respondents may be asked to provide a demonstration of their recommended software. You will be contacted if the website evaluation team decides to schedule interviews.

10. FORMAT FOR PROPOSAL SUBMISSION

ONE original signed copy of your proposal must be received no later than **5:00 p.m. on June 5, 2017**. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate or fee for service format.

Deliver proposals in a sealed envelope by mail to the attention of:

**CAM-PLEX Multi-Event Facilities
ATTN: Paul Foster, General Manager
1635 Reata Drive
Gillette, WY 82718**

Questions regarding this solicitation shall be submitted by email to Kathy Ashton, Senior Administrative Assistant for CAM-PLEX at kathy@cam-plex.com.

Timely submission of the proposal is the responsibility of the respondent. Any extension, if granted, shall apply to all recipients of this Request for Proposal. The proposal shall be prepared and submitted at the respondent's sole expense.

Please use the following as a guideline to format your proposal:

Length: There is no length requirements. Proposals should include a title page, cover letter, proposal, qualifications, and budget.

Title Page: CAM-PLEX Website Development Proposal, your company name, address, website address, telephone number, email address and primary contact person.

Cover Letter: Signed by the person or persons authorized to sign on behalf of the company.

Proposal: Discuss your proposed solution, including the features, benefits and uniqueness of your ability to accommodate the services presented in Section 6.

Qualifications: Provide the information requested in Section 8.

Budget and Fees: List budgets as requested above. Identify staff you anticipate working on the project and their hourly rates for work that may be needed, if applicable.



CAM-PLEX Metrics – April 2017

Metrics and Goals

Metrics	Goal	Actuals
Total event days	+ 5%	47
User Set-up/Tear Down days		8
Event Retention	TBD	18/8 for 44%
New Event Booking		12/7 for 58%
Customer Satisfaction Score (Very Satisfied)	TBD	77.27%
Operational Plan Progress	TBD	Completed 45% Off Track 8% On Track 21% Postponed 26%

Highlights

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

- Event days number is down because of cancellations.
- Larger events for set-up/tear-down: EMS University, Spotlight Dance Cup, Crawfish Boil
- Numbers are starting to show some consistency.
- Survey: Since Jan. 1, 68 were sent 22 were returned.
- Ops Plan Progress: Slight increase because end of quarter.
- We continue to receive customer feedback about our video equipment.

Response

Based on what is happening, what is our response?

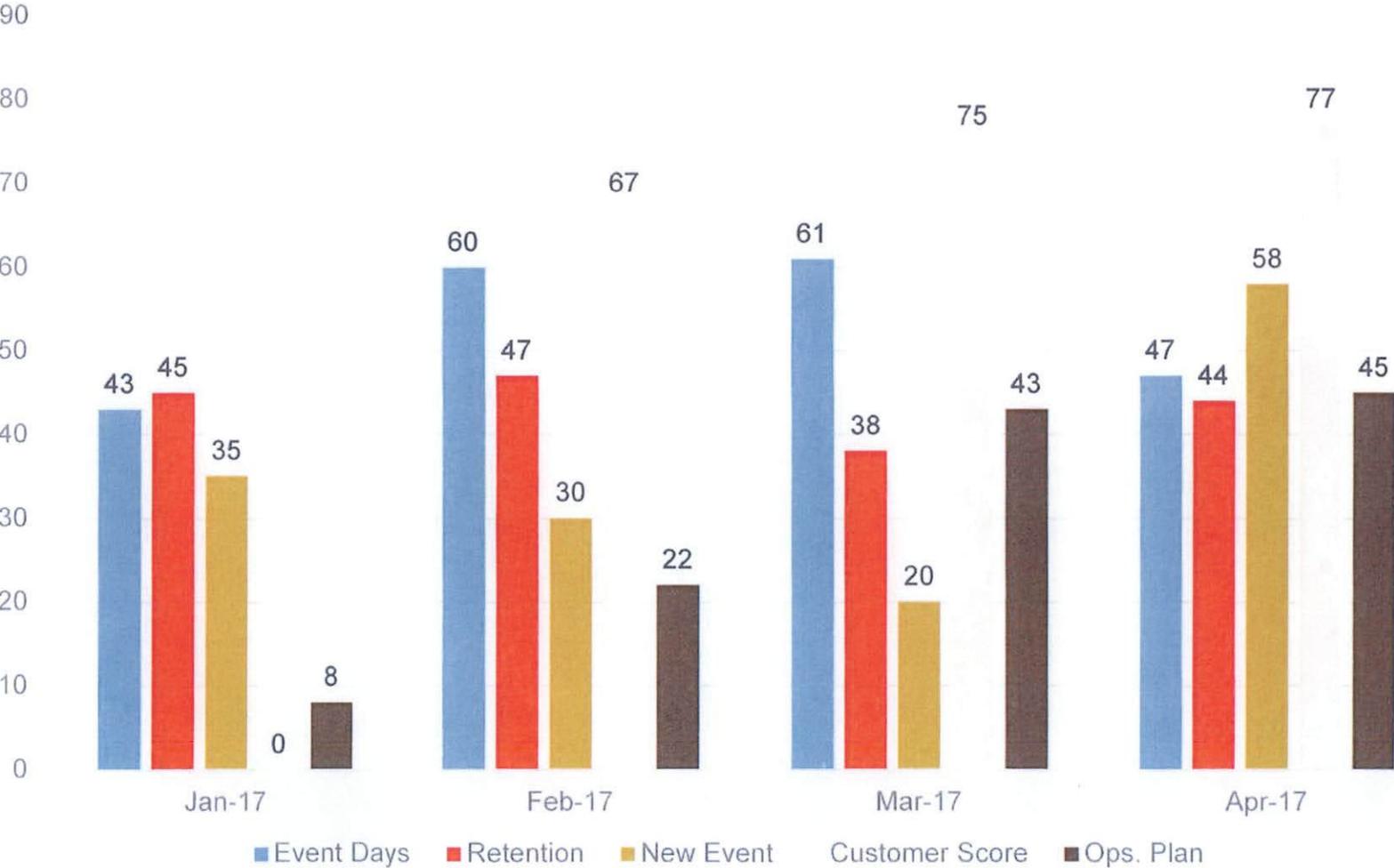
- I continue to see event cancellations. We will begin some marketing tactics such as promotions and discounts to secure some of the local events.
- Capture more local business by marketing our benefits, strengths, and customer service.
- Direct interaction with event coordinators. Preacher in the Patch example.

Look Forward

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

- Develop our popular events process and market CAM-PLEX as an entertainment venue.
- Increased focus on the updated operation plan to make progress and see it through.

Data Comparison





MEMORANDUM

HIGH PRIORITY

TO: Campbell County Public Land Board

FROM: Paul Foster, General Manager

DATE: May 11, 2017

RE: CAM-PLEX Popular Entertainment

After careful consideration, I have determined to resume the recruitment of popular entertainment at CAM-PLEX. "Popular Entertainment" is defined as any event where large numbers of people are assembled to watch, participate, and be generally entertained. Some examples of popular entertainment events include concerts, specialty shows, comedians, music festivals, races, national celebrations, sporting competitions, exhibitions, tractor pulls and demolition derbies. Popular entertainment is considered a CAM-PLEX event where staff will have the resources of the entire organization at their disposal to ensure each event's success.

We will have several popular entertainment events at CAM-PLEX over the course of the next year. We will continue to use the established budget forecast process to fund these events. The forecasting process includes three estimates; break even, median, and sell-out. These estimates are based on ticket sales and other relevant data. The current event budget worksheet that includes these projections for each event will be used as the primary evaluation tool. We are currently not able to consider a risky event. Key factors for event consideration are:

1. Solid financial viability
2. Proven record for success using multiple evaluation tools
3. Broad interest events that appeal to our community

Popular entertainment events will originate in the Marketing Department. Mark will work on the recruitment, promotion, and marketing of the event. Jaymi will coordinate the event details, operations, and production elements. The Marketing team will have ownership of the event. Mark, Jaymi and I will review potential events to determine budget parameters, anticipated attendance, appropriate staffing levels and key factors to consider for the success of the event. The management team will be asked to aid in the planning, supervision, and execution of the event. I will make the final decision on whether to pursue each event considered.

We will conduct an evaluation after each event to determine our effectiveness and consider changes to this process. I am excited to begin having popular entertainment events at CAM-PLEX once again!

ATTACHMENT K

June 2017

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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

July 2017

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

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



Gillette, Wright, Campbell County Fire
 Protection Joint Powers
 Board of Directors
 May 10, 2017 Business Meeting
 Station 1, Community Room

Table of Contents

1. CALL TO ORDER 3

2. WELCOME AND INTRODUCTIONS..... 3

3. BUSINESS ADDITIONS AND DELETIONS:..... 3

 3.1 APPROVE THE AGENDA..... 3

 3.1.1 Approve agenda as amended (if needed)..... 3

4. PUBLIC COMMENTS..... 4

5. CONSENT AGENDA: 4

 5.1 CONSENT AGENDA APPROVAL ITEMS: 4

 5.1.1 Regular Board Meeting Minutes..... 4

 5.1.2 Monthly Expenditures..... 10

 5.1.3 Fitness Center Policy..... 11

 5.1.4 Apparatus Driver Operator Policy..... 13

6. EXPENDITURE APPROVAL 14

 6.1 APPROVAL OF MANUAL CHECKS 14

7. BOARD REVIEW/FYI ITEMS 15

 7.1 FINANCIAL AND POLICY REVIEW 15

 7.1.1 Cash Position..... 15

 7.1.2 FY 2016-2017 Budget vs. Actual Statements 16

 7.1.3 Special Project Fund Discussion 23

 7.1.4 Technology Policy..... 23

 7.1.5 Pay Policy..... 28

 7.1.6 Live Fire Training..... 31

 7.2 ADMINISTRATIVE ITEMS: CHIEF SHANK 47

 7.2.1 Call Reviews 47

 7.2.2 Training Report..... 52

 7.2.3 Facility Update/ General Information..... 54

 7.3 CALENDAR OF UPCOMING CCFD/FIRE BOARD EVENTS..... 55

8. BOARD ACTION ITEMS 56

 8.1 56

9. EXECUTIVE SESSION:..... 56

 9.1 MATTERS POSING THREAT TO SECURITY OF PUBLIC OR PRIVATE PROPERTY, OR THREAT TO PUBLIC ACCESS 56

 9.2 APPOINTMENT, EMPLOYMENT, OR DISMISSAL OF PUBLIC OFFICER, EMPLOYEE, OR PROFESSIONAL PERSON..... 56

 9.3 LITIGATION MATTERS..... 56

 9.4 NATIONAL SECURITY MATTERS 56

 9.5 REAL ESTATE PURCHASES..... 56

 9.6 ATTORNEY CLIENT PRIVILEGED INFORMATION..... 56

10.0 BOARD ACTON ITEM 56

 10.1 EXECUTIVE MINUTES..... 56

11.0 ADJOURNMENT 56

Note: ⚡ Signifies a Decision Item

GWCCFPJPB Meeting

Meeting at 6:00 p.m.

May 10, 2017

Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors

Business Meeting

May 10, 2017 - Attendance

ATTENDANCE

Board Members:

_____ Cory Bryngelson

_____ Ryan Gross

_____ Lisa Finkey

_____ Damon Hart

_____ Ron Holmes

_____ Chuck Davis

_____ Mike Shober

INVITED STAFF MEMBERS:

_____ Fire Chief Bill Shank

_____ Donna Lhotak-Crippen

_____ Jerrica Johnson

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, Carpenter, & Phillips, P.C.)

_____ Clack Kissack (County Commissioner & Liaison to the Fire Board)

_____ Robin Kuntz (City Council & Liaison to the Fire Board)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
May 10, 2017

1. CALL TO ORDER

The Meeting was called to order at _____ hours
by _____.

2. WELCOME AND INTRODUCTIONS

Guests:

3. BUSINESS ADDITIONS AND DELETIONS:

3.1 Approve the agenda

3.1.1 Approve agenda as amended (if needed)



4. PUBLIC COMMENTS

5. CONSENT AGENDA:

5.1 Consent Agenda Approval Items:

5.1.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
DIRECTORS' MEETING MINUTES
April 12, 2017

ATTENDANCE: Chuck Davis, Ryan Gross, Ron Holmes, Lisa Finkey, Damon Hart, Mike Shober, and Cory Bryngelson.

STAFF and GUESTS: Chief William Shank, Donna Lhotak-Crippen, Legal Counsel Joe Hallock, City Liaison Councilman Kevin McGrath in place of Robin Kuntz and County Liaison Commissioner Clark Kissack.

PRE-MEETING

1.0 CALL TO ORDER

Board Chairman, Cory Bryngelson called the meeting to order at 1800 hours at the Campbell County Fire Department Station 3 in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

Chairman Bryngelson introduced the attendees who are listed above under the heading "Staff and Guests."

3.0 BUSINESS ADDITIONS AND DELETIONS

3.1. AGENDA APPROVAL

➦ Motion Ryan Gross moved, seconded by Ron Holmes, to approve the meeting agenda as presented.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
May 10, 2017 - Discussion/Approval

The motion carried.

4. PUBLIC COMMENTS

5.1 APPROVE CONSENT AGENDA

• Motion Ryan Gross moved, seconded by Lisa Finkey to table 5.1.4 Fitness Center Policy and 5.1.7 Apparatus Driver Operator Policy was removed from the consent agenda.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

• Motion Chuck Davis moved, seconded by Damon Hart to approve the Consent Agenda as amended.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

6.1 MANUAL CHECKS

• Motion Ryan Gross moved, seconded by Ron Holmes, to approve payment of the Manual Checks totaling \$84,255.50

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

7.1.1 CASH POSITION

Donna Crippen stated we have no money currently after the first of the month. We will not be able to cover payroll and expenditures. Waiting for funds from funding entities.

7.1.2 FY 2016-2017 BUDGET VS ACTUAL



7.1.3 COMMERCIAL STRUCTURE FIRE PROCEDURE

Chief JR Fox and Captain Eischeid worked on this procedure.

7.1.4 SPECIAL PROJECT FUND DISCUSSION

Chief Shank stated these would-be funds from the SEAT Base and large campaign fires made into a special account to maintain and upkeep the SEAT Base. There was discussion about purchasing the tank in Brodus MT. After lengthy discussion Commissioner Kissack and Councilman McGrath suggested talking to Mr. Palmer and Mr. Napier and going from there. Also, Donna suggested Joe Hallock write up a resolution.

7.2.1 CALL REVIEW

Chief Shank said we had 147 Calls in the Month. There were 3 structure. A significant medical call was 12-year-old boy entrapment under a boulder up in Westover Subdivision. This was a combined effort. Thankfully everything turned out and child was able to walk away with no significant injury.

7.2.2 TRAINING REPORT

Chief Shank stated we have hired 10 seasonals and also Austin Winters has been selected at new hire for firefighter position he is coming from Oregon. He is scheduled to start employment May 21st.

Training Cadre met on March 28th upcoming Training Sessions were reviewed. The new documentation for live fire training was reviewed and will be utilized during the first live fire training at Recruit Academy on March 29th. The next Cadre meeting is April 25th at 1830hrs.

March Training Highlights

Firefighter Rigsby and Olson completed Confined Space Training at Texas A & M. Firefighter Abelmann completed the Tank Car Specialist Course in Pueblo CO. The Pride and Ownership Seminar was held and over 60 attendees including 6 members from, Billings Fire Department.

Recruit Academy

The 2017 Recruit Academy is the in its 8th week. There are currently 10 recruits. Class is every Wednesday night from 1900-2200hrs.

April Training

41 members will be attending the EMS University on April 6-8th.

5 members will be attending the Northern Wyoming Wildland Fire School in Buffalo.

Annual Wildland Refresher Training will be held on April 6th

Captain Borgialli and Firefighter Tomer will be attending Trench Rescue training at Texas A & M. Firefighter Sullivan will be attending the Hwy Emergency Response Technician training in Pueblo Colorado. CCFD will be attending refresher training with



the Wyoming Division of Criminal Investigations on Response to Clandestine drug events. S190/130 Basic Wildland training will be held on April 28, 29 and 30th.

Industrial/ Commercial Training

CCFD Extinguisher Training to Cam-plex on March 28th We will be providing Fire Safety / Extinguisher training to Dry Fork Power Station 5 classes beginning April 10th.

7.2.3 FACILITY UPDATES

Chief Shank stated Station 9 injection process is complete the building is moving. Last report was ¾ of an inch. As the building is moving we are starting to see cracks in the upstairs level. It will be reevaluated in 6 months.

GENERAL DISCUSSION ITEMS

Chief Shank spoke about how alternate staffing models are being looked at currently. This was something discussed at Board Budget Retreat. Chief stated we are moving forward and in exploratory phase right now. Gathering information and we will address concerns or question staff may have. Chief Shank said there is a lot of concern about the change but with Chief Officer Staff, the Company Officers and Firefighter an agreement will be made before implementing.

7.3 CALENDAR OF UPCOMING EVENTS

Donna Crippen reminded that April 26th we have quarterly meeting with the County Commissioners. The next Board meeting will be back at station 1. There was also discussion about changing the start time of Board meetings to 5:30 pm and all members agreed on the new start time going forward.

8.1 BOARD ACTION ITEMS

☛ Motion Ron Holmes moved, seconded by Mike Shober to approve MOU with the City of Gillette to assist the Fire Department with accurate mapping and routing through the development of a computer application.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

8.2 BOARD ACTION ITEMS

☛ Motion Damon Hart moved, seconded by Lisa Finkey to surplus 2008 Chevrolet Tahoe and bring back 2009 Ford 350 which was previously surplusd.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 May 10, 2017 - Discussion/Approval

Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

RECESS

☛ Motion Ron Holmes moved, seconded by Ryan Gross to recess meeting at 1905 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

☛ Motion Ron Holmes moved, seconded by Chuck Davis to reconvene meeting at 1913 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

9.0 EXECUTIVE SESSION

☛ Motion Mike Shober moved, seconded by Ron Holmes to move into executive session at 1913 hours for litigation matters.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

☛ Motion Ryan Gross moved, seconded by Ron Holmes to come out of executive session at 1919 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 May 10, 2017 - Discussion/Approval

Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

☛ Motion Chuck Davis moved, seconded by Damon Hart to reconvene meeting at 1919 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

10.1 EXECUTIVE MINUTES

☛ Motion Mike Shober moved, seconded by Ron Holmes to approve March 8, 2017 Executive Minutes.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

11.0 ADJOURNMENT

☛ Motion Ryan Gross moved seconded by Damon Hart to adjourn meeting at 1920 hours.

Cory Bryngelson	yes	Damon Hart	yes
Chuck Davis	yes	Ron Holmes	yes
Lisa Finkey	yes	Mike Shober	yes
Ryan Gross	yes		

The motion carried.

Respectfully Submitted,

 Chairman Cory Bryngelson

 Attest: Donna Lhotak-Crippen



Angela Williams <angelaw@gillettewy.gov>

Fwd: Cynthia Lummis: Despite a Battle Won, War on Coal Far from Over

1 message

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

Mon, May 1, 2017 at 3:12 PM

For G.I.

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

From: **Integrated Test Center** <info@wyomingitc.org>
 Date: Mon, May 1, 2017 at 1:13 PM
 Subject: Cynthia Lummis: Despite a Battle Won, War on Coal Far from Over
 To: admn@gillettewy.gov



IN CASE YOU MISSED IT

Op-Ed from Former Congressman Cynthia Lummis Featured in The Hill

A Battle Won, but the War on Coal is Not Over

Technology Remains Coal Country's 'Best Bet'
 The Hill

There is cautious optimism permeating throughout Wyoming these days. A state that has been rattled by declining revenues, layoffs and bankruptcies has awoken to a new reality under a Trump Administration. Coal, once again, has an ally in the White House.



During his campaign, President Trump made a promise to the workers, families and communities who rely on coal to reverse the regulatory onslaught that sent much of the industry into a tailspin. A little more than three months into his presidency, he has already shown his commitment to keeping this promise.

Just last month, President Trump signed executive orders to roll back the *Clean Power Plan*, reopen coal leasing on federal lands and rescind the royalty valuation rule. These are important first steps to leveling out what had become an exceptionally uneven playing field for coal producers.

However, repealing burdensome regulations alone will not ensure the long-term viability of coal. And lawmakers, miners and business leaders in Wyoming know it.

Historically low natural gas prices have eroded coal's market share. And eight years of extreme policies under President Obama aimed at regulating coal out of existence have manipulated the markets and

forced many utility companies to shift their energy portfolios for both the near and short term—something we cannot fix overnight.

What's more, coal still faces vocal opposition in many parts of the country. We now live in a political and social climate that calls for reduced emissions.

The truth is, the war on coal is not over. And, in fact, this swift change in policy trajectory under President Trump is likely to only embolden those who would like to eliminate the use of coal altogether.

Here in Wyoming, state and local lawmakers – under the leadership of Governor Matt Mead – seized the 'war on coal' as an opportunity to think long-term about the future of this energy source. About how we can ensure an abundant natural resource remains a reliable, affordable and attractive electricity option. About how we can facilitate policies and regulatory framework that provide predictability and reliability for coal producers. About how we quell naysayers who would assume coal stay underground indefinitely.

While much of the nation was focused on debating climate change, Wyoming decided to go straight to solutions. Specifically focusing on ways to not only remove carbon emissions from energy production, but to turn it into a commodity – an asset from which we could make money. Finding a win-win, we could lower costs for producers and consumers while eliminating the principal concern from coal opponents – carbon emissions.

More than three years ago, Wyoming put its money where its mouth is – investing \$15 million for the design, construction and operation of a center to study the capture, sequestration and management of carbon emissions from a Wyoming coal-based power plant. The state joined forces with Tri-State Generation and Transmission Association, the National Rural Electric Cooperative Association, and Basin Electric Power Cooperative – which is hosting the facility at their Dry Fork Station outside of Gillette, Wyoming – to launch the Wyoming Integrated Test Center.

Currently under construction and slated for opening this fall, the ITC will provide space for researchers to test technologies at a larger scale under real world conditions. While many carbon capture technologies are being developed and studied in laboratory settings, the ITC will be one of the few research and testing facilities in the world located at an operating coal-fired powered plant.

The first tenants of the Wyoming ITC will be the NRG COSIA Carbon XPRIZE—a \$20 million competition to turn carbon into an economically viable product. The first phase of the competition is already underway and semi-finalists are working on projects to transform CO₂ waste into building materials, biofuels and even plastics.

Wyoming's leadership is already motivating other states to take action. In his 2017 'State of the State' address Montana Governor Steve Bullock asked their legislature to commit funds to the Wyoming ITC. He said, "I am asking that we get off the sidelines and join Wyoming's efforts by committing \$3 million and making it a joint project."

The reason for other states looking to Wyoming? Coal country understands that when it comes to ensuring coal remains a permanent part of our energy mix in the 21st century, technology is our path forward.

Now we need federal and private sector partners across the country to join Wyoming in making sound investments in our energy and national security. By finding technology solutions to best utilize a baseload domestic energy source, we can ensure our energy needs aren't unnecessarily dictated by other countries, provide stable electricity costs for American families and spur jobs to grow our economy.

In Wyoming, we have long been subject to the regulatory whims of Washington and changing political and social climates. And while we have every reason to feel confident in the Trump Administration's commitment to miners, their families and coal communities across the country, we need to stay focused on winning the war for the long-term. We must continue forward with research and development; with a commitment to finding solutions that set coal up for success despite who is in office; with bold leadership and ingenuity—with technology.

Cynthia Lummis served as the U.S. Representative for Wyoming's At-Large Congressional District from 2009 to 2017. She is the former chair of the Congressional Western Caucus, served on the House Natural Resources Committee and was a member of the Congressional Coal Caucus. Lummis serves as a vice chairwoman of the Donald Trump-Mike Pence Presidential Transition Team.

Sign up for the latest ITC news delivered to your inbox!

Wyoming Integrated Test Center

c/o Wyoming Infrastructure Authority
325 W 18th Street, Suite 1
Cheyenne, WY 82001
307-635-3573 or info@wyomingitc.org
www.wyomingitc.org

STAY CONNECTED



Integrated Test Center | 325 W 18th Street, Suite 1, Cheyenne, WY 82001

[Unsubscribe adm@gillettewy.gov](mailto:adm@gillettewy.gov)

[Update Profile](#) | [About our service provider](#)

Sent by info@wyomingitc.org in collaboration with



Try it free today

http://www.wyomingbusinessreport.com/newsletter_pm/last-us-coal-port-standing-passes-eis-milestone/article_6290b154-2c5b-11e7-8de9-f7e21a3e16bc.html

Last US coal port standing passes EIS milestone

Apr 28, 2017



Millennium Bulk Terminal photo

An aerial view of the proposed Millennium Bulk Terminal site.

Today the final Environmental Impact Statement (EIS) for the Millennium Bulk Terminals Longview LLC project was released. This EIS was technically the state of Washington's EIS, released "five years and two months after the permits were submitted," notes Ken Miller, former president and CEO of Millennium Bulk Terminals.

The next milestone, the federal (US Army Corps of Engineers) NEPA Final EIS, is scheduled for later this summer. When that EIS is likewise finalized, a hearing examiner employed by the county will hold a public meeting to take public input on the final permit conditions. Then, Miller explained, about three months after that last public meeting, construction permits are expected to be issued.

Millennium is planned to be built on 190-acres of a 540-acre site of a former Reynolds aluminum smelting plant in Cowlitz County, Washington. Once built, the facility would have the capacity to handle 44 million metric tons of coal shipments annually.

Miller added that Millennium may not be the only coal port in the US, as the **Gateway Pacific Terminal** north of Seattle might be resurrected with the new leadership in the US Cabinet. Gateway Pacific had its permit withdrawn after the Lummi Nation argued that the project's 144 acres of over-water development would interfere with their treaty fishing rights, and the Army Corps. of Engineers agreed. The Corps' decision did not sit well with the Crow Tribe of Montana, which had partnered with Cloud Peak Energy to obtain a five percent share of the terminal. The decision may face litigation in the future, Miller suggested.

The Final EIS is available for viewing and downloading at <http://www.millenniumbulkeiswa.gov>

Ken Miller will be part of the panel on the Future of Coal in the upcoming Wyoming Energy Summit on May 18 in Cheyenne. To register for this event, click [here](#).



Thanks for the
very much
appreciated
meal, thanks
again
Marian
Haugebauer



Thank- You so much
for the free lunch.
We really appreciate
it.

Ronda Hissen
Patrick Healdorf R
Mike Baker
Jim Walcott
Mary Helen Maki
Corynne Carfield
John Black Jr.
Buell + Marlene Jones
Jack Burger
Elvera Dilley



Thank-you for the
yummy meal you served
us today. We appreciate it.

Caroline Schumacher

Frank Taylor

Steve Ochunjo

Wah K. Ly

DeMarion

Thank you for
your kindness.
Ed Bess
Penda Lynn
Darle Reastman
Much appreciated 😊
Peresa Kremen
Yanna Mamfida
Mary Rust
Mickal



Friends, The meal today on
April 27th was delicious
Thank You! Carol Mechtenberg
Betty Benedek
Joni Anderson
Leo Outka
Jerome M. Sauckel
Marie Spinkower
Wally Brandt

City of Gillette

I thank you!

Table "2"

We appreciate your
thoughtfulness. The meal
is delicious!

Betty Kesby

Mary Joyan Jun

Maria Martellaro

Magnum Chen

Carry & Paul Woods



Thanks for the lovely meal!

Patricia Rich

Andy + Judy Peters

Alto

Russ Esp

City of Gillette

Table 42

Thank you

Janice O. Pfennig

Robert A. Collins

M. L. R. Rutch

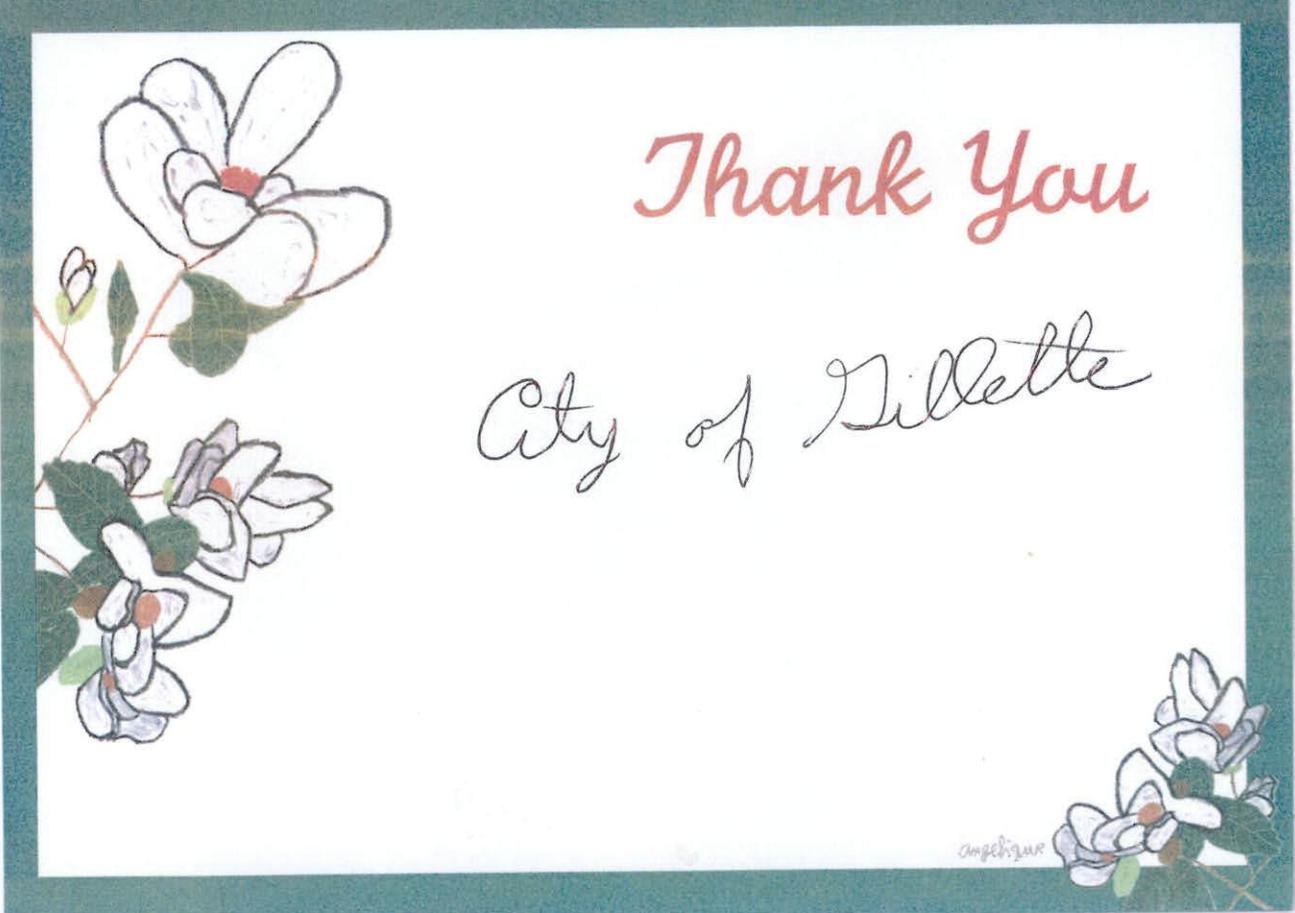
Monica Barta

Janet Snyder

Elaine J. Roggins

Martha Schmidt

Doug Mock



City of Gillette,
Thanks so much
for sponsoring this
lunch
Ann Huskey
Jill Beaman
Mary Pearson
Wynne Hedden

Thank you City of Gillette for Supporting our Seniors ☺
Gabe-Rita

City of Gillette

We at Table # 23

appreciate all you do
for sponsoring our
lunch at the senior center

Ruth Steffen

Oradys Bridgman

John A Hart

Sheryl Donald

Tom Bueshler