



# 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: Patrick G. Davidson, Interim City Administrator   
RE: General Information  
DATE: August 4, 2017

The following meetings are scheduled for the week of August 5<sup>th</sup> – August 11<sup>th</sup>

### Monday, August 7<sup>th</sup> – August 11<sup>th</sup>

**NEWY Congressional Fact Finding Tour**

### Tuesday, August 8<sup>th</sup>

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

- City Hall – 2<sup>nd</sup> Floor Community Room
- College Funding Discussion
- Executive Session - Personnel
- Dinner Served at 5:30 p.m.

1. Attached please find an e-mail in response to City Staff questions regarding the Roadway Light on Wood Pole for Boxelder S Curve Project dated August 3, 2017 provided by Utilities Director Cole. \*
2. Attached please find an e-mail regarding a Cut Telephone Line dated August 3, 2017 provided by Utilities Director Cole.
3. Attached please find a memorandum regarding the McManamen Park Viewing Platform – Project Update dated August 2, 2017 provided by Public Works Director Wilde and Development Services Director Hamilton. \*
4. Attached please find a memorandum regarding Public Works Costs of the National High School Finals Rodeo dated August 3, 2017 provided by Public Works Director Wilde. \*
5. Attached please find a letter regarding the National High School Finals Rodeo on July 25, 2017 provided by Cam-Plex General Manager Foster.
6. Attached please find the agenda for the Campbell County Public Land Board dated August 10, 2017 and meeting minutes dated July 6, 2017 provided by Cam-Plex.
7. Attached please find the agenda for the Board of Examiners Regular Meeting dated August 8, 2017 and meeting minutes dated July 11, 2017 provided by Chief Building Official Rogers.
8. Attached please find the agenda for the Parks and Beautification Board dated July 27, 2017 and meeting minutes dated June 22, 2017 provided by Public Works Director Wilde.
9. Attached please find the Campbell County Fire Department Newsletter Issue 47 dated August 2017 provided by the Campbell County Fire Department.
10. Attached please find an Invitation regarding the Higher Education Task Force Presentation on August 14, 2017 at 4:00 p.m. at the Gillette College Tech Center provided by Energy Capital Economic Development.

11. Attached please find an **Invitation to an Open House on August 10, 2017 at 5:00 p.m.** provided by the **Visitation and Advocacy Center.**
12. Attached please find a **flyer** regarding the **Shop With a Cop Benefit Evening on September 23, 2017** provided by **Officer Dan Stroup.**
13. Attached please find a **thank you card** from **Robin and Christy Kuntz.**

\* Item previously discussed by Council

PGD/adw

	<b>Work Session</b> Tuesday, August 8, 2017 Meeting: 6:00 p.m. 2nd Floor Community Room

Dinner served at 5:30 in the 2nd Floor Community Room

**Agenda Topics:**

- College Funding Discussion
- Executive Session
  - Personnel

## Upcoming Work Session Topics:

**August 22 - CANCELED**

### **August 29**

- Employee Benefits Presentation
- Simulator Demonstration (Tentative)
- Review September 5th Agenda
- Executive Session

### **September 12**

- Review September 19th Agenda
- Executive Session

### **September 26**

- Review October 3rd Agenda
- Executive Session

### **October 10**

- Review October 17th Agenda
- Executive Session

### **October 24**

- Executive Session

### **October 31**

- Review November 7th Agenda
- Executive Session

### **November 14**

- Review November 21st Agenda
- Executive Session

### **November 28**

- Review December 5th Agenda
- Executive Session

### **December 12**

- Review December 19th Agenda
- Executive Session

### **December 26**

- Review January 2nd Agenda
- Executive Session

## Upcoming Council Pre-Meeting Topics

### **August 15**

- Citizen Survey Results
- Quarterly Updates
- Rodeo Cost of Service Debrief
  - Campbell County Fire Department
  - Energy Capital Economic Development
- Review August 15th Agenda
- Executive Session

### **September 5**

- Quarterly Updates
  - Cam-Plex
  - Gillette Main Street
- Review September 5th Agenda
- Executive Session

### **September 19**

- Wreaths Across America
- Review September 19th Agenda
- Executive Session

### **October 3**

- Pre-Corp Franchise Agreement Discussion
- Review October 3rd Agenda
- Executive Session

### **October 17**

- Review October 17th Agenda
- Executive Session

### **November 7**

- Review November 7th Agenda
- Executive Session

### **November 21**

- Review November 21st Agenda
- Executive Session

### **December 5**

- Review December 5th Agenda
- Executive Session

### **December 19**

- Review December 19th Agenda
- Executive Session

## Upcoming Activities

- **August 21** – Solar Eclipse, Approx. 11:45 a.m.
- **August 21** – Safety BBQ 11:00 a.m. to 2:00 p.m. – City West
- **August 25** – Gillette College Inspiration Hall Grand Opening, 5:30 p.m.

### New Agenda Items for August 15, 2017

1. Council Consideration to Amend the Date of a Catering Permit Issued to Mingles Lounge on July 5th for their Last Summertime Bash, from August 19th to August 18th.

(New Business – Minute Action)

2. Council Consideration of a Resolution Declaring the Intention of the Governing Body of the City of Gillette, Wyoming, to Create Special Improvement District No. 52, Within the City of Gillette, for the Construction and Installation of a New Water System and all Necessary Appurtenances for the Interstate Industrial Subdivision; to Provide for a Hearing on the Creation of the District and Publication and Mailing of Notice of Said Hearing."

(New Business – Minute Action)

3. Council Consideration of a Resolution of the City of Gillette, Wyoming, Preliminarily Authorizing the Expenditure of Funds Prior to the Formation of a Special Improvement District for the Purpose of Financing the Construction and Installation of a New Water System, and Necessary Appurtenances, Along with Related Road Replacement for the Interstate Industrial Subdivision; and Declaring the Official Intent of the City to Have the Expenditures Reimbursed from Proceeds of Special Assessment Bonds.

(New Business – Minute Action)

4. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the Alley PMS 2018 Project, with PCA Engineering, Inc., in the Amount of \$41,101.00 (1% Project).

(New Business – Minute Action)

5. Council Consideration of a Bid Award for the Large Asphalt Patch Project to S&S Builders, LLC, in the Amount of \$175,799.90 (1% Project).

(New Business – Minute Action)

6. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the PMS 2018 Schedule A, with Morrison-Maierle, Inc., in the Amount of \$80,014.00 (1% Project).

(New Business – Minute Action)

7. An Ordinance to Amend Ordinance No. 3528, P.U.D. Plat of the RC Ranch Business Park I to the City of Gillette and to Amend Ordinance No. 3880, a Resubdivision of Lot 6 and Tract A., to Resubdivide Lot 7 and Tract A1, in the City of Gillette, Wyoming, Subject to all Planning Requirements.

(New Business – Ordinance 1st Reading)



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

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## Council Follow-Up - Roadway Light on Wood Pole for Boxelder S Curve Project

1 message

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

Thu, Aug 3, 2017 at 7:46 AM

To: Angela Williams <angelaw@gillettewy.gov>, Patrick Davidson <patrickd@gillettewy.gov>  
Cc: Dan Bridges <DanB@gillettewy.gov>, Mick Wolf <Mick@gillettewy.gov>, Steven Peterson <StevenP@gillettewy.gov>, Dustin Hamilton <DustinH@gillettewy.gov>, Heath VonEye <HeathV@gillettewy.gov>, Josh Richardson <Josh@gillettewy.gov>

Angela - With Pat's approval, please include in tomorrow's GI packet. . . .

During the Council Pre-Meeting on August 1st, City Staff was asked if we could re-energize an existing roadway light on the east edge of the Boxelder S Curve project. The existing roadway light is located on a wood pole, on the North side of Boxelder near the entrance to the small BBQ stand.

The Electrical Services Division will re-energize the roadway light on the wood pole today. Through our coordinated efforts with the City Engineering Division, this wood pole will have to be removed in approximately one month to accommodate the construction on the north side of Boxelder. The roadway lights on the two, separate steel poles located on the south side of Boxelder between Taco Johns and Walgreen's will remain active and functional through the construction period.

Please feel free to contact me if you have any questions.

Michael H. Cole, P.E.  
Utilities Director | City of Gillette  
(307) 686-5262 | [www.gillettewy.gov](http://www.gillettewy.gov)



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

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**Citizen Follow-Up from Aug 1st Council Mtg - John Daly cut telephone line**

1 message

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

Thu, Aug 3, 2017 at 7:56 AM

To: Angela Williams <angelaw@gillettewy.gov>, Patrick Davidson <patrickd@gillettewy.gov>  
Cc: Dustin Hamilton <DustinH@gillettewy.gov>, Heath VonEye <HeathV@gillettewy.gov>, Steven Peterson <StevenP@gillettewy.gov>, Dan Bridges <DanB@gillettewy.gov>, Mick Wolf <Mick@gillettewy.gov>, Trond Birk <TrondB@gillettewy.gov>

Angela - With Pat's approval, can you forward this message to John Daly and include in the this week's General Information packet?

During the Council Meeting on August 1st, Mr. John Daly voiced a complaint regarding his loss of telephone/communication service at his law office at the corner of 6th and Gillette Ave.

The City Electrical/Engineering divisions investigated the complaint and has since learned that a contractor - Scott Brothers - did indeed cut a telephone/communications line on August 1st while installing a 4" conduit to the new Williams Law Office. The new Williams Law Office is located one block north of the Daly Law Office on Gillette Ave. The cut telephone/communications line was NOT part of a City project. Scott Brothers was working on behalf of the private developer for the new Williams Law office.

Please feel free to contact me if you have any questions.

Michael H. Cole, P.E.  
Utilities Director | City of Gillette  
(307) 686-5262 | [www.gillettewy.gov](http://www.gillettewy.gov)



# CITY OF GILLETTE

Development Services  
Engineering Division

201 E. 5th Street • Gillette, Wyoming 82716

Phone 307.686.5265

[www.gillettewy.gov](http://www.gillettewy.gov)

## MEMORANDUM

TO: Patrick G. Davidson, Interim City Administrator  
Mayor & City Council 

FROM: Sawley Wilde, Public Works Director  
Dustin Hamilton, PE, Development Services Director

DATE: August 2, 2017

RE: McManamen Park Viewing Platform – Project Update

As you recall, at the June 6, 2017 City Council Pre-Meeting, staff presented on the proposed viewing platform at McManamen Park which is a collaborative project between the City of Gillette and the local Ducks Unlimited Chapter (\$5,000 donation from DU). Based upon the direction provided at the Pre-Meeting, staff prepared Quotes for the installation of the new viewing platform to be located on the southwest side of Burlington Lake. Quotes were sent out to four (4) contractors who were interested in providing pricing for the project.

The Quotes were due to the City at 2:00 p.m. on Friday, July 28, 2017. The City received one Quote back from Michaels Construction, Inc. Their Base Quote (for new viewing platform) was in the amount of \$14,456.00. The Additive Alternate Quote (for the removal of the existing platform) was in the amount of \$3,457.00. The total budget for the project is \$11,000, which includes the \$5,000 donation from the local Ducks Unlimited Chapter.

Staff recommends awarding the Base Quote for the new viewing platform and declining the Additive Alternate Quote for the removal of the existing platform. Staff proposes providing a line item budget transfer in the amount of \$4,000 from the Optional 1% Sales Tax Account – for Beautification Programs, specifically the Sinclair Street Median project to the Optional 1% - Park Improvements Account to make up the necessary shortfall for the viewing platform project. Staff now has the Sinclair Median Project ready to bid and believes the full budgeted amount for that project will not be necessary. Further, staff believes the Parks Division has the resources necessary to quickly remove the old viewing platform and dispose of the material.

This will allow the Ducks Unlimited donation to be leveraged in the manner that was agreed upon and provide new opportunities for wildlife viewing at the park.

If there are further questions or concerns, please let me know.



# CITY OF GILLETTE

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

TO: Patrick G. Davidson, Interim City Administrator 

FROM: Sawley Wilde, Public Works Director 

DATE: August 3, 2017

RE: Public Works Costs of the National High School Finals Rodeo

As you are aware, we received a request from the Campbell County Land Board to provide solid waste collection services, free of additional charges, to the CAM-PLEX during the National High School Finals Rodeo. We provided collection services from Friday, July 14, 2017, through Sunday, July 31, 2017. The Land Board also requested that the County waive any tipping fees for the event. The County Commissioners had not decided if the tipping fees would be waived at the time the rodeo was held.

Additionally, the Land Board requested that the Streets Division perform sweeping and assist with a water truck during the week.

Below is a breakdown of the costs of services that were provided by Public Works during the rodeo.

### Streets Division

Labor Hours	OT Hours	Labor Cost w/Benefits	Equipment Cost	Total
38.5	6.5	\$1,405.82	\$918.87	<b>\$2,324.69</b>

### Solid Waste Division

Labor Hours	OT Hours	Labor Cost w/Benefits	Equipment Cost	Total
58	14	\$2,389.32	\$845.13	<b>\$3,234.45</b>

Below is a breakdown of the cost of solid waste collection for the 2017 rodeo.

Tons Collected	Tipping Fees	Additional Containers Over 30 Per Week Dumped	Cost for Additional Containers
53.10	\$3,892.50	1,032	\$17,286.00

Total City of Gillette Cost of Solid Waste Service provided (including tipping fees): **\$9,868.29.**

Campbell County Public Land Board Cost for Additional Containers Dumped (1,032 total containers, minus the 30 per week that they currently pay \$1,910 a month for = 1,032 @ \$16.75 each): **\$17,286.**

I will be discussing all of this information with the Council on August 15<sup>th</sup>. Please let me know if you would like additional information prior to that date.

SW/kk



**CAM-PLEX**  
MULTI-EVENT FACILITIES

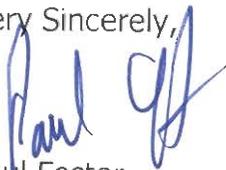
July 25, 2017

The 2017 National High School Finals Rodeo is over and nearly everyone I have visited with has complemented the great team that pulled it off. We are appreciative of all the long hours given to assure the success of this event. Many local business people have told me how their business was positively impacted by the rodeo. This event would not have been the success it was if it had not been for the many people who stepped forward to help by giving their valuable time and energy.

Please know we could not have accomplished this major effort without the help of your organization and your personal support. No words can express my true appreciation for all you have done to help make the rodeo a success so please accept my sincere **THANK YOU!!!**

You all represent the best our community can offer. Thank you, so very much!!!

Very Sincerely,



Paul Foster  
CAM-PLEX General Manager

*Your Ideas. Our Expertise. Endless Event Possibilities!*

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



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 10, 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. July 6, 2017 Board meeting (ATTACHMENT "A")				
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B") B. EXECUTIVE SESSION MEETING MINUTES				
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 Planning and Budgeting (Annual Report)	August	8/3/17
<p><i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.3, Financial Planning and Budgeting (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. BUILDING RENT FOR SPECIAL EVENTS B. WEBSITE RFP PROPOSAL UPDATE C. GOVERNANCE COMMITTEE BOARD PROCESS REVIEW i. Governing Policy Category II-Board Process				



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 10, 2017 – 6:30 P.M.

	<p>D. SPECIAL EVENTS LANGUAGE DISCUSSION</p> <p>E. NHSFR EVENT DISCUSSION</p> <p>F. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3)</p> <p style="padding-left: 20px;">i. None</p> <p>G. 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> <p style="padding-left: 20px;">i. CAM-PLEX Metrics Report (Update) (ATTACHMENT "D")</p> <p style="padding-left: 20px;">ii. Personnel Update</p>
9.	<p>MATTERS FOR NOTING:</p> <p>A. MAJOR CORRESPONDENCE: (None)</p> <p>B. BOARD CALENDAR: (ATTACHMENT "E")</p> <p style="padding-left: 20px;">i. Upcoming Board Meetings:</p> <p style="padding-left: 40px;">a. September 14, 2017 at 6:30 p.m. (Quarterly meeting with Commissioners at 6:00 p.m.)</p> <p style="padding-left: 40px;">b. October 12, 2017 at 6:30 p.m. (Workshop at 6:00 p.m.)</p> <p style="padding-left: 20px;">ii. Other meetings/events: (none)</p> <p style="padding-left: 40px;">a. none</p> <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"> <li>• what worked really well at this meeting?</li> <li>• what we could have done to make it more productive?</li> </ul>
11.	ADJOURNMENT

ATTACHMENT A  
Campbell County Public Land Board (CCPLB)

**Meeting Minutes**  
**July 6, 2017**

<b>Board Members</b>	<b>Staff</b>
<b>Present:</b> Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Troy Allee, Laura Spooner <b>Absent:</b> Shawn Lesmeister	<b>Present:</b> Paul Foster, Greg Rook, Kathy Ashton
<b>Legal Counsel</b>	<b>Guests</b>
<b>Present:</b> Frank Stevens	<b>Present:</b> None

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	<b>Call to Order/Attendance</b>	The meeting was called to order at 6:40 p.m. MDT on July 6, 2017, by Chair Mary Silvernell.		
2.	<b>Approval of Agenda</b>	The July 6, 2017, agenda was reviewed and revised. Item 11, Executive Session for personnel was added to the agenda. Later in the meeting RPF for the website was added to Item 7F.	Mr. Evenson made a motion to approve the revised July 6, 2017, agenda. Mr. Hamm seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The June 8, 2017, CCPLB meeting minutes were reviewed.	Mr. Evenson made a motion to approve the June 8, 2017, meeting minutes as presented. Mr. Pownall seconded the motion, and it passed unanimously.	
4.	<b>Consent Agenda</b>	<p>A. Approval of Warrants:</p> <p>The Warrants for the July 6, 2017, meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- June 2017 Accounts Payable Voucher Numbers 46405-46493 (General Fund/Special Events) in the amount of \$95,070.97.</li> <li>- June 2017 Manual Purchase Order Numbers 9601-9640 in the amount of \$119,721.23.</li> <li>- June 2017 Payroll Warrants in the amount of \$173,791.63 for the period of 5/21/2017-6/17/2017.</li> </ul>	Mr. Pownall made a motion to approve the July 6, 2017, warrants as presented. Mr. Evenson seconded the motion, and it passed unanimously.	
5.	<b>Citizen Input</b>	None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	<b>Monitoring General Manager Performance</b>	<p><b>A.</b> The Board discussed the General Manager's Management Parameters Monitoring reports:</p> <ul style="list-style-type: none"> <li>• Policy 3.0 General Management Constraint (Annual Report): <ul style="list-style-type: none"> <li>○ No changes from the last report.</li> </ul> </li> </ul>	<p>Mr. Hamm made a motion to approve that the General Manager's monitoring report on Policy 3.0 General Management Constraint 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. Pownall seconded the motion, and it passed unanimously.</p>	
7.	<b>Board Process</b>	<p><b>A.</b> The Board appointed members to the following committees.</p> <ul style="list-style-type: none"> <li>i. Governance Committee: Vice-Chair Don Hamm, Mr. Duane Evenson, Mr. Shawn Lesmeister</li> <li>ii. Community Linkage Committee: Chair Mary Silvernell, Mrs. Laura Spooner, Mr. Skyler Pownall</li> </ul> <p><b>B.</b> Members of the Board discussed the two City of Gillette Easement requests. Mr. Stevens informed the Board the General Utility Easement was not provided last month; only the Dry Utility Easement. Mr. Foster informed the group they are laying fiber in both locations and the General Utility Easement was included in case of future expansion. Members expressed their concern that the projects were started without the easements being signed. Mr. Stevens recommended deleting the verbiage of "over, under, upon" to only an "underground" easement. The Board approved subject to the recommended change.</p> <p><b>C.</b> The Sage Hoppers RC Airport request was discussed. The group would like to construct ready-made carport shelters for shade when working on airplanes. The structures will be pre-built and would withstand Wyoming weather. The picture in the packet illustrated where the shelters will go on the lease land. Members discussed whether building criteria with parameters such as required building materials are in place. Mr. Foster will contact the Sage Hoppers for timeline and will research building criteria. Approval will be put on the August agenda.</p>	<p><b>B.</b> Mr. Pownall made a motion to approve the City of Gillette easements subject to the recommended changes to underground easement only. Mr. Hamm seconded the motion, and it passed unanimously.</p>	<p><b>B.</b> Mr. Foster will contact the City regarding the changes and obtain the Chair's signature.</p> <p><b>C.</b> Mr. Foster will contact the Sage Hoppers regarding the building materials and what the timeline is for their request.</p>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>D. The Board discussed the lightning detector letter from David King, Emergency Management. Mr. Foster has discussed the use of this high-end equipment with staff. CAM-PLEX would find usefulness for the information it would provide during large events. However, the cost for only a few summer events would not justify the expense involved. Staff and Board Members were not in favor of supporting funding for this unit.</p> <p>E. The Special Events Account had much discussion again regarding the language. There is much frustration with trying to obtain consensus among the funding entities and trying to have autonomy for the Land Board. Members discussed the updated language change made by the City included in the current proposed language document and the new request from the Commissioners. Members discussed the use of this money to seek future Special Events. The Board discussed changing the language to make the one-to one or 50-50 split and having the access to the funds for Board use. The Board discussed having a special maintenance fund set up and that the current Operations Trust Fund is essentially a maintenance fund. Requests can be made for repairs from the Trust Fund if approved by both funding entities. The Board spoke of approaching the City regarding the County's changes since the City has not formally approved the verbiage changes yet. The Board also discussed the use of Special Event funds for the proposed website and instructed Mr. Foster to send out the website RFP. Once all the RFPs are received they will show what the exact cost will be and the Land Board can then request funding.</p> <p>F. The website RFP follow-up item was added from the previous meeting.</p> <ul style="list-style-type: none"> <li>• Website RFP <ul style="list-style-type: none"> <li>○ Adding an adequate timeline was recommended by Mr. Stevens. The approval for the RFP needs to be extended to the next Board meeting. City and County can then approve at their September meetings.</li> </ul> </li> </ul> <p>G. There were no contracting or purchasing decisions at this meeting.</p>	<p>E. Mr. Hamm made a motion to approve the Special Event language with the recommended language change by the Commission added for the one-to-one ratio language and submit to both agencies for review. Mr. Allee seconded. opposed. Motion failed.</p> <p>F. Mrs. Spooner made a motion to send out RFP's to make a new website to present to the City and County entities. Mr. Allee seconded. Mrs. Silvernell, Mr. Allee, Mr. Evenson, Mr. Pownall, and Mrs. Spooner approved. Mr. Hamm disapproved. The motion passed.</p>	<p>F. Mr. Foster will adjust the timeframe on the website RFP and send the RFP to potential bidders.</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"> <li>i. CAM-PLEX Metrics were reported: <ul style="list-style-type: none"> <li>o Mr. Foster's metrics report now has 6-months' worth of data, and he reported on the highlights.</li> <li>o Popular events are concerts, comedians, sporting events, etc.</li> <li>o Plans are taking place to grow CAM-PLEX events.</li> </ul> </li> <li>ii. The Harvest Festival Community Grant request was approved by Mr. Foster and presented to the Board.</li> <li>iii. Mr. Foster gave a personnel update. <ul style="list-style-type: none"> <li>o Marketing Coordinator Barbara Stugart is retiring August 2. Ashley Dillard has been training with her since last fall and will be taking her place.</li> <li>o Interviews took place this week to replace the Administrative Assistant I position.</li> <li>o Part-timers have been filling in for various departments.</li> <li>o Jason Gearhart was moved into the Event Technician Supervisor position. Many part-timers and inmates having been filling in the gaps in that department.</li> <li>o More personnel discussion will take place in the executive session.</li> </ul> </li> <li>iv. Mr. Foster reported on the NHSFR progress. <ul style="list-style-type: none"> <li>o Capital rodeo projects are completed and look good.</li> <li>o NHSFR Pepsi cans have been circulating for two weeks.</li> <li>o The new Pepsi marquee is still in the works.</li> <li>o Volunteer slots are filling up, but still have openings; please sign up. Volunteer training begins Sunday, Monday, and Tuesday at 6:00 each evening.</li> <li>o No maintenance is needed on CAM-PLEX equipment at this time.</li> <li>o Board members were pleased with how the Wranger Arena rough stock pens looked.</li> <li>o The 4-H group know they have to remove the horse trailer and turn-out shoot off grounds.</li> </ul> </li> </ul>		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> <li>o Dan Mundorf, NHSFR Jackpot Arena Coordinator, supplies his own panels and shoots for the NHSFR.</li> <li>o A revised plan has been put in place to fill Jaymi Gilmour's responsibilities during rodeo. Mandy Love has taken many of the additional responsibilities. An additional person was previously hired to help split the day as the Morningside Park supervisor. Jaymi also had a schedule in place.</li> </ul>		
9.	<b>Matters for Noting Board Meeting</b>	<p>A. Major Correspondence (NONE)</p> <p>B. Board Calendar:</p> <ul style="list-style-type: none"> <li>ia. The August 10, 2017, CCPLB meeting is scheduled at 6:30 p.m. with the pre-meeting workshop at 6:00 p.m.</li> <li>ib. The Septmeber 14, 201,7 CCPLB meeting is scheduled at 6:30 p.m. with the Quarterly Commissioners Meeting at 6:00 p.m</li> <li>iiia. Other Meetings: Governor's Reception during NHSFR will be at 6:00 p.m. in the V.I.P. tent in Morningside Park Wednesday, July 19. We would like to take pictures of the Board during this event.</li> </ul> <p>C. Summary of Follow-Up Items: Actions to be taken were noted, including the Sagehoppers, City easements, lightning unit request, and website RPF.</p>		
10.	<b>Evaluation</b>	No comments		
11.	<b>Executive Session</b>	A. Executive Session for personnel.	Mr. Hamm made a motion to go into Executive Session for personnel. Mr. Pownall seconded and it passed unanimously.	
12.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:51 p.m. MDT. Executive Session meeting ended at 8:45 p.m. MDT.		

Respectfully submitted,

---

Duane Evenson, Secretary



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

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# Campbell County Public Land Board

## MONITORING REPORT

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TO: Campbell County Public Land Board Members

FROM: Paul Foster, CAM-PLEX General Manager



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

DATE: August 3, 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 August 3, 2017.

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

SIGNED:

---

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

**BROADEST POLICY PROVISION:** 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) to be distributed on **August 7, 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.



# CAM-PLEX Metrics – July 2017

## Metrics and Goals

Metrics	Goal	Actuals
Total event days	+ 5%	165
User Set-up/Tear Down days		81
Event Retention	TBD	9/2 for 22.2%
New Event Booking		10/3 for 30%
Customer Satisfaction Score (Very Satisfied)	TBD	83.17% 42.8% return rate
Operational Plan Progress	TBD	Completed 50% Off Track 7% On Track 17% Postponed 26%

## Highlights

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

- Event days are way up because of Rodeo.
- Larger events for set-up/tear-down: Rock Band Camp, National Rambouillet, Leadership Lessons (Horse Whisperer) and NHSFR.
- New Event Booking is back near average.
- Customer Satisfaction Survey is continuing to show improvement.

## Response

Based on what is happening, what is our response?

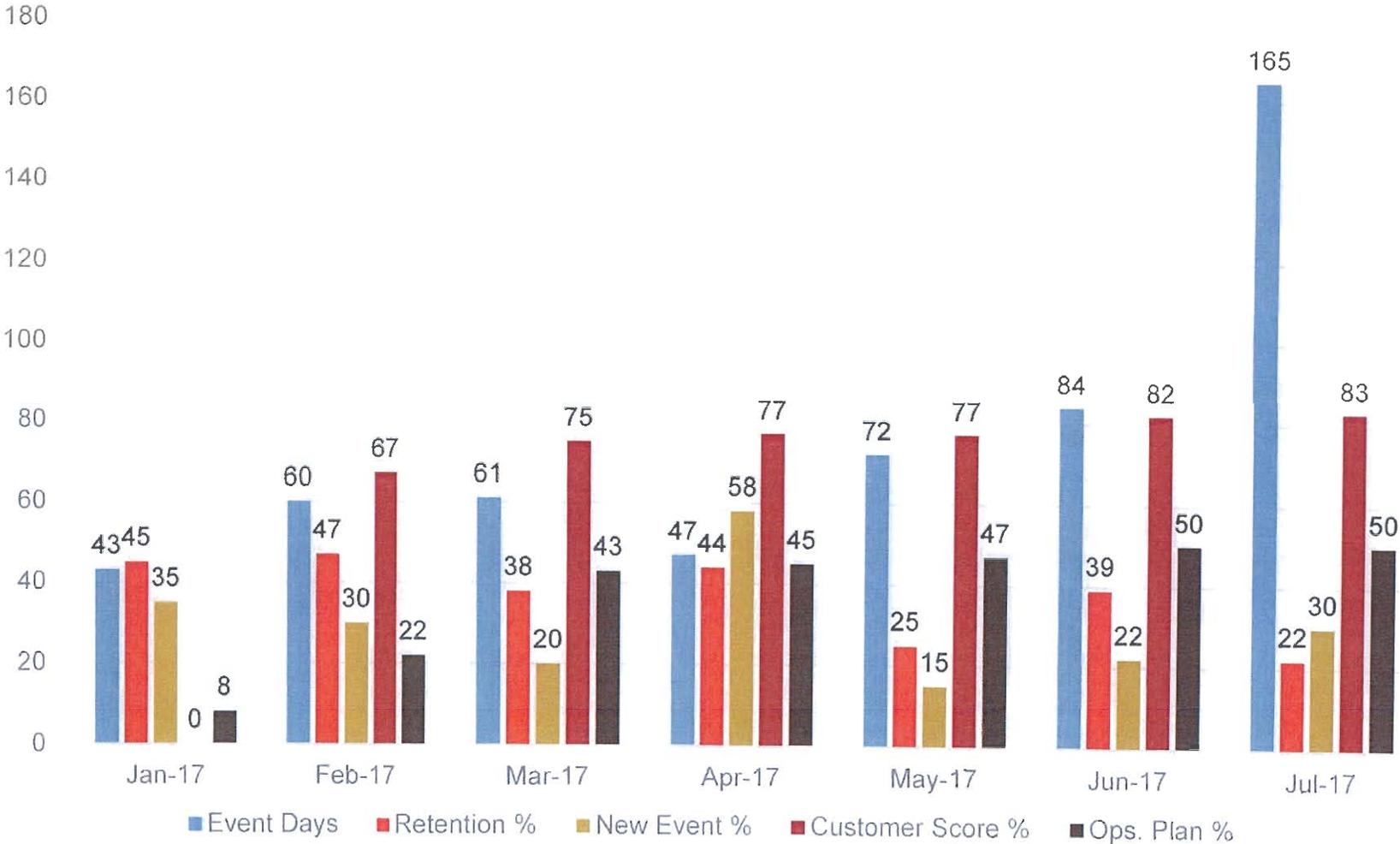
- We are in the beginning phase of a major transition. I will keep these trends and ideas in mind when making process and structure changes.
- I will be changing and simplifying the event process.

## Look Forward

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

- I have met with CAM-PLEX staff about local marketing efforts, more CAM-PLEX events, and new marketing collateral. I will begin to implement valid ideas from these meetings.
- I will follow up on new ideas, implement necessary changes, and report progress.
- I will be making necessary changes to our structure to reshape our organization and how we work.

# Data Comparison: January – July 2017 (7 months)



# September 2017

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

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

# October 2017

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

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



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 10, 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. July 6, 2017 Board meeting (ATTACHMENT "A")				
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B") B. EXECUTIVE SESSION MEETING MINUTES				
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 Planning and Budgeting (Annual Report)	August	8/3/17
	<i>"MOTION: that the Board approve that the General Manager's monitoring report on Policy #3.3, Financial Planning and Budgeting (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>				
7.	BOARD PROCESS A. BUILDING RENT FOR SPECIAL EVENTS B. WEBSITE RFP PROPOSAL UPDATE C. GOVERNANCE COMMITTEE BOARD PROCESS REVIEW i. Governing Policy Category II-Board Process				



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

August 10, 2017 – 6:30 P.M.

	<p>D. SPECIAL EVENTS LANGUAGE DISCUSSION</p> <p>E. NHSFR EVENT DISCUSSION</p> <p>F. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3)</p> <p style="padding-left: 20px;">i. None</p> <p>G. 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> <p style="padding-left: 20px;">i. CAM-PLEX Metrics Report (Update) (ATTACHMENT "D")</p> <p style="padding-left: 20px;">ii. Personnel Update</p>
9.	<p>MATTERS FOR NOTING:</p> <p>A. MAJOR CORRESPONDENCE: (None)</p> <p>B. BOARD CALENDAR: (ATTACHMENT "E")</p> <p style="padding-left: 20px;">i. Upcoming Board Meetings:</p> <p style="padding-left: 40px;">a. September 14, 2017 at 6:30 p.m. (Quarterly meeting with Commissioners at 6:00 p.m.)</p> <p style="padding-left: 40px;">b. October 12, 2017 at 6:30 p.m. (Workshop at 6:00 p.m.)</p> <p style="padding-left: 20px;">ii. Other meetings/events: (none)</p> <p style="padding-left: 40px;">a. none</p> <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"> <li>• what worked really well at this meeting?</li> <li>• what we could have done to make it more productive?</li> </ul>
11.	<p>ADJOURNMENT</p>

ATTACHMENT A  
Campbell County Public Land Board (CCPLB)

**Meeting Minutes**  
**July 6, 2017**

<b>Board Members</b>	<b>Staff</b>
<b>Present:</b> Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Troy Allee, Laura Spooner <b>Absent:</b> Shawn Lesmeister	<b>Present:</b> Paul Foster, Greg Rook, Kathy Ashton
<b>Legal Counsel</b>	<b>Guests</b>
<b>Present:</b> Frank Stevens	<b>Present:</b> None

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	<b>Call to Order/Attendance</b>	The meeting was called to order at 6:40 p.m. MDT on July 6, 2017, by Chair Mary Silvernell.		
2.	<b>Approval of Agenda</b>	The July 6, 2017, agenda was reviewed and revised. Item 11, Executive Session for personnel was added to the agenda. Later in the meeting RPF for the website was added to Item 7F.	Mr. Evenson made a motion to approve the revised July 6, 2017, agenda. Mr. Hamm seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	The June 8, 2017, CCPLB meeting minutes were reviewed.	Mr. Evenson made a motion to approve the June 8, 2017, meeting minutes as presented. Mr. Pownall seconded the motion, and it passed unanimously.	
4.	<b>Consent Agenda</b>	<p style="margin-left: 20px;">A. Approval of Warrants: The Warrants for the July 6, 2017, meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- June 2017 Accounts Payable Voucher Numbers 46405-46493 (General Fund/Special Events) in the amount of \$95,070.97.</li> <li>- June 2017 Manual Purchase Order Numbers 9601-9640 in the amount of \$119,721.23.</li> <li>- June 2017 Payroll Warrants in the amount of \$173,791.63 for the period of 5/21/2017-6/17/2017.</li> </ul>	Mr. Pownall made a motion to approve the July 6, 2017, warrants as presented. Mr. Evenson seconded the motion, and it passed unanimously.	
5.	<b>Citizen Input</b>	None		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	<b>Monitoring General Manager Performance</b>	<p><b>A.</b> The Board discussed the General Manager's Management Parameters Monitoring reports:</p> <ul style="list-style-type: none"> <li>• Policy 3.0 General Management Constraint (Annual Report): <ul style="list-style-type: none"> <li>○ No changes from the last report.</li> </ul> </li> </ul>	<p>Mr. Hamm made a motion to approve that the General Manager's monitoring report on Policy 3.0 General Management Constraint 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. Pownall seconded the motion, and it passed unanimously.</p>	
7.	<b>Board Process</b>	<p><b>A.</b> The Board appointed members to the following committees.</p> <ul style="list-style-type: none"> <li>i. Governance Committee: Vice-Chair Don Hamm, Mr. Duane Evenson, Mr. Shawn Lesmeister</li> <li>ii. Community Linkage Committee: Chair Mary Silvernell, Mrs. Laura Spooner, Mr. Skyler Pownall</li> </ul> <p><b>B.</b> Members of the Board discussed the two City of Gillette Easement requests. Mr. Stevens informed the Board the General Utility Easement was not provided last month; only the Dry Utility Easement. Mr. Foster informed the group they are laying fiber in both locations and the General Utility Easement was included in case of future expansion. Members expressed their concern that the projects were started without the easements being signed. Mr. Stevens recommended deleting the verbiage of "over, under, upon" to only an "underground" easement. The Board approved subject to the recommended change.</p> <p><b>C.</b> The Sage Hoppers RC Airport request was discussed. The group would like to construct ready-made carport shelters for shade when working on airplanes. The structures will be pre-built and would withstand Wyoming weather. The picture in the packet illustrated where the shelters will go on the lease land. Members discussed whether building criteria with parameters such as required building materials are in place. Mr. Foster will contact the Sage Hoppers for timeline and will research building criteria. Approval will be put on the August agenda.</p>	<p><b>B.</b> Mr. Pownall made a motion to approve the City of Gillette easements subject to the recommended changes to underground easement only. Mr. Hamm seconded the motion, and it passed unanimously.</p>	<p><b>B.</b> Mr. Foster will contact the City regarding the changes and obtain the Chair's signature.</p> <p><b>C.</b> Mr. Foster will contact the Sage Hoppers regarding the building materials and what the timeline is for their request.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<p>D. The Board discussed the lightning detector letter from David King, Emergency Management. Mr. Foster has discussed the use of this high-end equipment with staff. CAM-PLEX would find usefulness for the information it would provide during large events. However, the cost for only a few summer events would not justify the expense involved. Staff and Board Members were not in favor of supporting funding for this unit.</p> <p>E. The Special Events Account had much discussion again regarding the language. There is much frustration with trying to obtain consensus among the funding entities and trying to have autonomy for the Land Board. Members discussed the updated language change made by the City included in the current proposed language document and the new request from the Commissioners. Members discussed the use of this money to seek future Special Events. The Board discussed changing the language to make the one-to one or 50-50 split and having the access to the funds for Board use. The Board discussed having a special maintenance fund set up and that the current Operations Trust Fund is essentially a maintenance fund. Requests can be made for repairs from the Trust Fund if approved by both funding entities. The Board spoke of approaching the City regarding the County's changes since the City has not formally approved the verbiage changes yet. The Board also discussed the use of Special Event funds for the proposed website and instructed Mr. Foster to send out the website RFP. Once all the RFPs are received they will show what the exact cost will be and the Land Board can then request funding.</p> <p>F. The website RFP follow-up item was added from the previous meeting.</p> <ul style="list-style-type: none"> <li>• Website RFP <ul style="list-style-type: none"> <li>○ Adding an adequate timeline was recommended by Mr. Stevens. The approval for the RFP needs to be extended to the next Board meeting. City and County can then approve at their September meetings.</li> </ul> </li> </ul> <p>G. There were no contracting or purchasing decisions at this meeting.</p>	<p>E. Mr. Hamm made a motion to approve the Special Event language with the recommended language change by the Commission added for the one-to-one ratio language and submit to both agencies for review. Mr. Allee seconded. opposed. Motion failed.</p> <p>F. Mrs. Spooner made a motion to send out RFP's to make a new website to present to the City and County entities. Mr. Allee seconded. Mrs. Silvernell, Mr. Allee, Mr. Evenson, Mr. Pownall, and Mrs. Spooner approved. Mr. Hamm disapproved. The motion passed.</p>	<p>F. Mr. Foster will adjust the timeframe on the website RFP and send the RFP to potential bidders.</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"> <li>i. CAM-PLEX Metrics were reported: <ul style="list-style-type: none"> <li>o Mr. Foster's metrics report now has 6-months' worth of data, and he reported on the highlights.</li> <li>o Popular events are concerts, comedians, sporting events, etc.</li> <li>o Plans are taking place to grow CAM-PLEX events.</li> </ul> </li> <li>ii. The Harvest Festival Community Grant request was approved by Mr. Foster and presented to the Board.</li> <li>iii. Mr. Foster gave a personnel update. <ul style="list-style-type: none"> <li>o Marketing Coordinator Barbara Stugart is retiring August 2. Ashley Dillard has been training with her since last fall and will be taking her place.</li> <li>o Interviews took place this week to replace the Administrative Assistant I position.</li> <li>o Part-timers have been filling in for various departments.</li> <li>o Jason Gearhart was moved into the Event Technician Supervisor position. Many part-timers and inmates having been filling in the gaps in that department.</li> <li>o More personnel discussion will take place in the executive session.</li> </ul> </li> <li>iv. Mr. Foster reported on the NHSFR progress. <ul style="list-style-type: none"> <li>o Capital rodeo projects are completed and look good.</li> <li>o NHSFR Pepsi cans have been circulating for two weeks.</li> <li>o The new Pepsi marquee is still in the works.</li> <li>o Volunteer slots are filling up, but still have openings; please sign up. Volunteer training begins Sunday, Monday, and Tuesday at 6:00 each evening.</li> <li>o No maintenance is needed on CAM-PLEX equipment at this time.</li> <li>o Board members were pleased with how the Wranger Arena rough stock pens looked.</li> <li>o The 4-H group know they have to remove the horse trailer and turn-out shoot off grounds.</li> </ul> </li> </ul>		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		<ul style="list-style-type: none"> <li>o Dan Mundorf, NHSFR Jackpot Arena Coordinator, supplies his own panels and shoots for the NHSFR.</li> <li>o A revised plan has been put in place to fill Jaymi Gilmour's responsibilities during rodeo. Mandy Love has taken many of the additional responsibilities. An additional person was previously hired to help split the day as the Morningside Park supervisor. Jaymi also had a schedule in place.</li> </ul>		
9.	<b>Matters for Noting Board Meeting</b>	<p><b>A. Major Correspondence (NONE)</b></p> <p><b>B. Board Calendar:</b></p> <ul style="list-style-type: none"> <li>ia. The August 10, 2017, CCPLB meeting is scheduled at 6:30 p.m. with the pre-meeting workshop at 6:00 p.m.</li> <li>ib. The Septmeber 14, 201,7 CCPLB meeting is scheduled at 6:30 p.m. with the Quarterly Commissioners Meeting at 6:00 p.m</li> <li>iiia. Other Meetings: Governor's Reception during NHSFR will be at 6:00 p.m. in the V.I.P. tent in Morningside Park Wednesday, July 19. We would like to take pictures of the Board during this event.</li> </ul> <p><b>C. Summary of Follow-Up Items: Actions to be taken were noted, including the Sagehoppers, City easements, lightning unit request, and website RPF.</b></p>		
10.	<b>Evaluation</b>	No comments		
11.	<b>Executive Session</b>	<b>A. Executive Session for personnel.</b>	Mr. Hamm made a motion to go into Executive Session for personnel. Mr. Pownall seconded and it passed unanimously.	
12.	<b>Adjournment</b>	CCPLB meeting was adjourned at 7:51 p.m. MDT. Executive Session meeting ended at 8:45 p.m. 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](http://www.cam-plex.com)  
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# 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: August 3, 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 August 3, 2017.

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

SIGNED:

---

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

**BROADEST POLICY PROVISION:** 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) to be distributed on **August 7, 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.



# CAM-PLEX Metrics – July 2017

## Metrics and Goals

Metrics	Goal	Actuals
Total event days	+ 5%	165
User Set-up/Tear Down days		81
Event Retention	TBD	9/2 for 22.2%
New Event Booking		10/3 for 30%
Customer Satisfaction Score (Very Satisfied)	TBD	83.17% 42.8% return rate
Operational Plan Progress	TBD	Completed 50% Off Track 7% On Track 17% Postponed 26%

## Highlights

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

- Event days are way up because of Rodeo.
- Larger events for set-up/tear-down: Rock Band Camp, National Rambouillet, Leadership Lessons (Horse Whisperer) and NHSFR.
- New Event Booking is back near average.
- Customer Satisfaction Survey is continuing to show improvement.

## Response

Based on what is happening, what is our response?

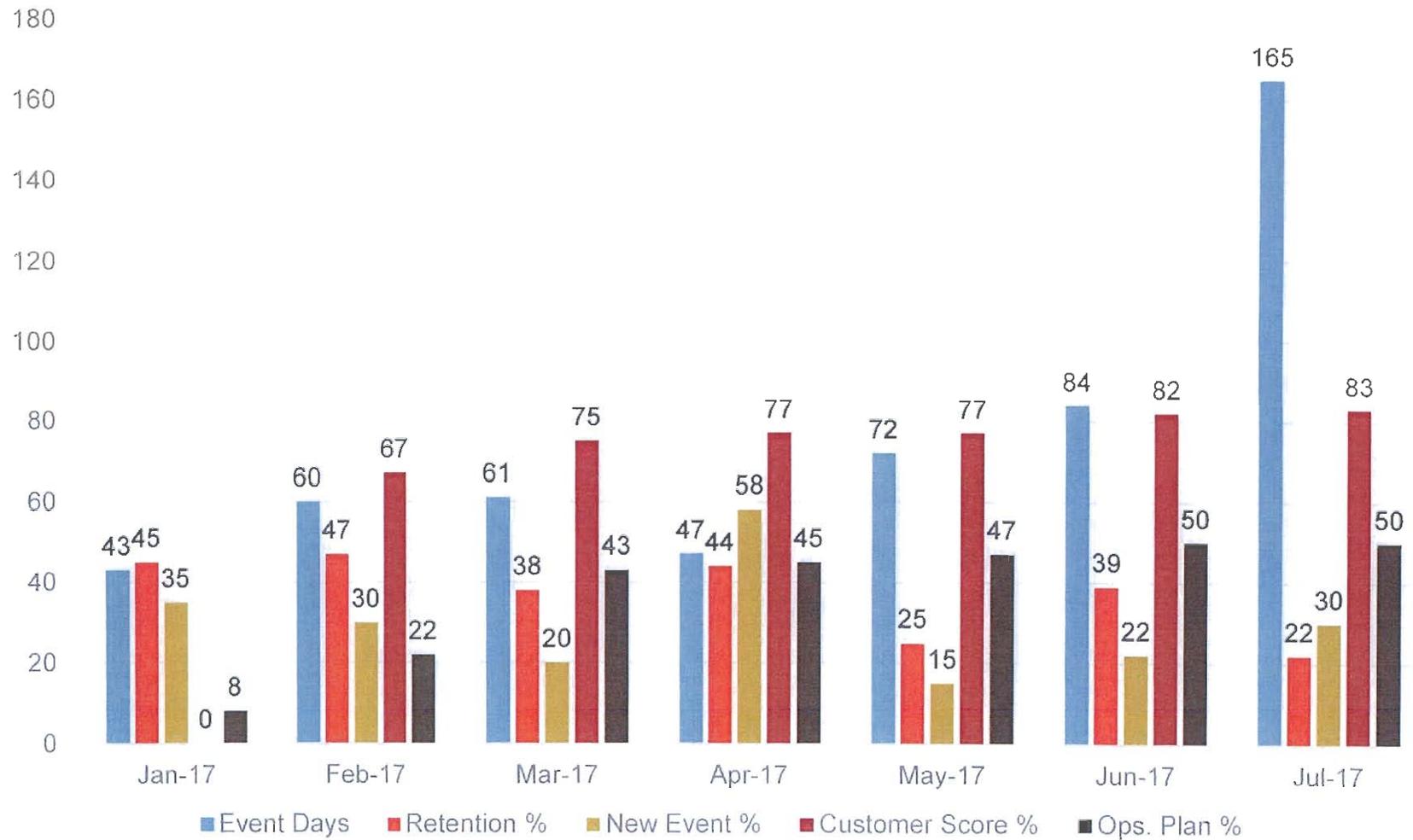
- We are in the beginning phase of a major transition. I will keep these trends and ideas in mind when making process and structure changes.
- I will be changing and simplifying the event process.

## Look Forward

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

- I have met with CAM-PLEX staff about local marketing efforts, more CAM-PLEX events, and new marketing collateral. I will begin to implement valid ideas from these meetings.
- I will follow up on new ideas, implement necessary changes, and report progress.
- I will be making necessary changes to our structure to reshape our organization and how we work.

## Data Comparison: January – July 2017 (7 months)



# September 2017

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

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

# October 2017

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

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



# 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  
Patrick Davidson, Interim City Administrator  
Anthony Reyes, Interim 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 – August 8, 2017

DATE: August 3, 2017

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, August 8, 2017 at City Hall, in the Community Conference Room, 2<sup>nd</sup> Floor. Lunch will be served at 12:00 p.m.

Enclosed please find the Meeting Agenda and Packet.

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

Thank you.

# Agenda

## BOARD OF EXAMINERS REGULAR MEETING

August 8, 2017  
12:00 p.m. to 2:00 p.m.  
City of Gillette – City Hall  
2<sup>nd</sup> Floor  
Community Conference Room

Call to Order	Jaye Drake, Chairman
Approval of Minutes	Regular Meeting of July 11, 2017
Unfinished Business	
New Business	
Approval of Contractor License Applications	Review of Individual Contractor <ul style="list-style-type: none"><li>➤ G P Specialties Inc.</li><li>➤ Thor's Hammer Inc.</li></ul> Individual Trade License Applications Contractor License Applications (Class A, B, C, D, F and R)
Announcements	The next Regular Meeting will be on Tuesday, September 12, 2017.
Adjournment	

BOARD OF EXAMINERS  
MEETING MINUTES

Regular

July 11, 2017

12:30 p.m.

Board Members present: Chairman Jaye Drake, Vice Chairman Dean Thompson, John Alt, Weston Scott, Dale Phipps, Scott Heibult, and Todd Newlin.

Board Members Absent: Chad Renken, Chris Weight.

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

Staff Members Absent: Ken Rogers, Chief Building Official.

Jaye Drake, Chairman, called the meeting to order.

Approval of Minutes

Chairman Drake called for approval of the June 13, 2017, Regular Meeting Minutes. It was moved by Vice Chairman Thompson, seconded by Todd Newlin to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: Newlin, Scott, Phipps, Heibult, Vice Chairman Thompson, and Chairman Drake. Motion carried.

Unfinished Business

There was none.

New Business

There was none.

Individual Review of Contractor Application

Applicant: Groathouse Construction Inc.

Owner or Master of Record: Wayne Kitchen

Applicant Status: Complete with One Flag

Chairman Drake stated Groathouse Construction was flagged due to a continuation of last year's lawsuits.

Board Member Alt joined the meeting.

After discussion among the Board, Chairman Drake called for a motion. It was moved by Scott Heibult, seconded by Vice Chairman Thompson, to approve the above Contractor License Applicant. Board Members voting aye: Heibult, Newlin, Alt, Scott, Phipps, Vice Chairman Thompson, and Chairman Drake. Motion carried.

### Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

ANDERSON, ARLYN of PINE HAVEN, WY • MASTER PLUMBER, **LICENSE ACTIVE ONLY** Lic# 2134  
ARBACH, RAYMOND of GILLETTE, WY • MASTER ELECTRICIAN, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 2983  
AUGARE, TYLER of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, VALLEY PLUMBING & HEATING Lic# 2570  
AUGARE, TYLER of GILLETTE, WY • JOURNEYMAN PLUMBER, VALLEY PLUMBING & HEATING Lic# 2571  
BAKER, DAVID of TORRINGTON, WY • MASTER GAS PIPEFITTER, VALLEY PLUMBING & HEATING Lic# 2609  
BAKER, DAVID of TORRINGTON, WY • MASTER PLUMBER, VALLEY PLUMBING & HEATING Lic# 2610  
BRIGHAM, JAYME of GILLETTE, WY • JOURNEYMAN PLUMBER, MILLER MECHANICAL LLC Lic# 2172  
BURRIS, JEFFREY of EVANSVILLE, WY • MASTER HVAC TECH, JOHNSON CONTROLS Lic# 2185  
ELIAS, PAUL of BELLE FOURCHE, SD • MASTER ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 2654  
ELTON GARY D of GILLETTE, WY • MASTER ELECTRICIAN, ELTON ELECTRIC LLC Lic# 1477  
EVENSON, DALE of PINE HAVEN, WY • MASTER PLUMBER, EVENSON'S PLUMBING Lic# 1478  
EVENSON, DALE of PINE HAVEN, WY • MASTER GAS PIPEFITTER, EVENSON'S PLUMBING Lic# 2491  
HAYWARD, RUSTY of CASPER, WY • MASTER ELECTRICIAN, EAGLE ELECTRIC Lic# 3236  
HUBBARD, RUSSELL J of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 2337  
MUILENBERG, KENT of TORRINGTON, WY • MASTER PLUMBER, VALLEY PLUMBING & HEATING Lic# 2605  
PARKS, DELBERT JR of GILLETTE, WY • MASTER PLUMBER, CITY OF GILLETTE Lic# 1710  
PASSMORE, ROGER of HOUSTON, TX • MASTER ELECTRICIAN, IES COMMERCIAL INC Lic# 3225  
PHIPPS, DALE E of GILLETTE, WY • MASTER ELECTRICIAN, CONTINENTAL ELECTRIC & POWER INC Lic# 1717  
PHIPPS, KYLE of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, CONTINENTAL ELECTRIC & POWER INC Lic# 2977  
ROGERS, KEN A of GILLETTE, WY • MASTER PLUMBER, CITY OF GILLETTE Lic# 1808  
SHANKS, DALTON of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PROELECTRIC INC Lic# 2959  
STUDY, LARRY G of GILLETTE, WY • MASTER ELECTRICIAN, IDEAL ELECTRIC & SERVICES LLC Lic# 1911  
WALKER, RYAN of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1990  
WALKER, RYAN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1991  
WINTERHOLLER, RONALD C of GILLETTE, WY • MASTER ELECTRICIAN, R & G ELECTRIC INC Lic# 2044

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

### Contractor License Applications

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

ARMORED PAINTING LLC of GILLETTE, WY • JONATHAN FOLTZ, TRIM CARPENTRY PAINT FLOORING  
B & H CUSTOM CONCRETE of GILLETTE, WY • SHAWN KAROL, NONSTRUCTURAL CONCRETE  
BACHTOLD PAINTING of GILLETTE, WY • HAROLD BACHTOLD, TRIM CARPENTRY PAINT FLOORING  
BEHREND CONSTRUCTION INC of BUFFALO, WY • NATHAN BEHREND, BUILDING CONTRACTOR  
BGM BUILDINGS INC of GILLETTE, WY • BRET WOLZ, GENERAL CONTRACTOR  
BJ NELSON INC of GILLETTE, WY • BYRON NELSON, MISCELLANEOUS

BJ NELSON INC of GILLETTE, WY • BYRON NELSON, WIND SIDING GUTTER GARAGE DOOR  
 BLUSKY RESTORATION CONTRACTORS of CENTENNIAL, CO • DREW BISPING, BUILDING CONTRACTOR  
 BONES PLUMBING of GILLETTE, WY • CODY BONE, GAS PIPEFITTER  
 BONES PLUMBING of GILLETTE, WY • CODY BONE, PLUMBING  
 BRAD'S MOBILE HOME PARTS of GILLETTE, WY • BRAD O'BRIEN, TRIM CARPENTRY PAINT FLOORING  
 BROOK'S SIDING & CONSTRUCTION of GILLETTE, WY • BROOK BAHNSON, WIND SIDING GUTTER GARAGE DOOR  
 COMMUNICATION ELECTRONICS INC of CASPER, WY • ROBERT DOBLER, FIRE ALARM SYSTEMS  
 COMMUNICATION ELECTRONICS INC of CASPER, WY • ROBERT DOBLER, LOW VOLTAGE  
 CONNELLY'S SCENIC LANDSCAPING of GILLETTE, WY • ADAM CONNELLY, LANDSCAPING & FENCING  
 CONRAD'S BIG C SIGNS of RAPID CITY, SD • DANIEL ANDERSON, SIGNAGE  
 CONTINENTAL ELECTRIC & POWER INC of GILLETTE, WY • DALE PHIPPS, ELECTRICAL  
 CURRY GARAGE DOOR CO LLC of GILLETTE, WY • RHONDA CURRY, WIND SIDING GUTTER GARAGE DOOR  
 CURRY GARAGE DOOR CO LLC of GILLETTE, WY • RHONDA CURRY, MISCELLANEOUS  
 D & P ELECTRIC of GILLETTE, WY • RODNEY MATHIS, ELECTRICAL  
 D & P ELECTRIC of GILLETTE, WY • RODNEY MATHIS, RESIDENTIAL CONTRACTOR  
 DAVE LODEN CONSTRUCTION INC of BUFFALO, WY • ERICK LODEN, GENERAL ROOFING  
 DO IT RIGHT CONSTRUCTION of GILLETTE, WY • SHAWN WASSERBURGER, LANDSCAPING & FENCING  
 DO IT RIGHT CONSTRUCTION of GILLETTE, WY • SHAWN WASSERBURGER, TRIM CARPENTRY PAINT FLOORING  
 DO IT RIGHT CONSTRUCTION of GILLETTE, WY • SHAWN WASSERBURGER, WIND SIDING GUTTER GARAGE DOOR  
 DONKEY CREEK CONSTRUCTION INC of GILLETTE, WY • LANCE CROELL, NONSTRUCTURAL CONCRETE  
 EAGLE ELECTRIC of CASPER, WY • RUSTY HAYWARD, ELECTRICAL  
 ELTON ELECTRIC LLC of GILLETTE, WY • GARY ELTON, ELECTRICAL  
 EPCON SIGN CO of BILLINGS, MT • MARK WOLLENBURG, SIGNAGE  
 EVENSON'S PLUMBING of PINE HAVEN, WY • DALE EVENSON, PLUMBING  
 EVENSON'S PLUMBING of PINE HAVEN, WY • DALE EVENSON, GAS PIPEFITTER  
 FLOORTEX LLC of WEST HAVEN, UT • ANGELA KIRBY, TRIM CARPENTRY PAINT FLOORING  
 FRAME CONSTRUCTION LLC of IDAHO FALLS, ID • ROBERT JOHANNSEN, RESIDENTIAL CONTRACTOR  
 FRANK ACUNA CONSTRUCTION of GILLETTE, WY • FRANK ACUNA, NONSTRUCTURAL CONCRETE  
 FRANK ACUNA CONSTRUCTION of GILLETTE, WY • FRANK ACUNA, WIND SIDING GUTTER GARAGE DOOR  
 FREED'S FINE FURNISHINGS INC of RAPID CITY, SD • ROBERT WEINBERGER, TRIM CARPENTRY PAINT FLOORING  
 G.C.S. GILLETTE COMMERCIAL SWEEPING of GILLETTE, WY • DALE HELSPER, LANDSCAPING & FENCING  
 GEORGE'S ROUSTABOUT SERVICE INC of GILLETTE, WY • GEORGE RHODES, EXCAVATION & GRADING  
 GRAND BUILD LLC of GILLETTE, WY • CHRISTOPHER JEWELL, RESIDENTIAL CONTRACTOR  
 HAUCK ELECTRIC & CONTROLS INC of BELLE FOURCHE, SD • PAUL ELIAS, ELECTRICAL  
 HERITAGE HOMES INC of MOORCROFT, WY • DAN SWANEY, WATER & SEWER PIPELAYER  
 HIGHMARK KITCHEN & STONE of CASPER, WY • JOSH KIER, TRIM CARPENTRY PAINT FLOORING  
 HONEY DO HOME MAINTENANCE AND REPAIR of GILLETTE, WY • TIMOTHY WOOD, TRIM CARPENTRY PAINT FLOORING  
 HONEY DO HOME MAINTENANCE AND REPAIR of GILLETTE, WY • TIMOTHY WOOD, WIND SIDING GUTTER GARAGE DOOR  
 IDEAL ELECTRIC & SERVICES LLC of GILLETTE, WY • LARRY STUDY, ELECTRICAL  
 IES COMMERCIAL INC of HOUSTON, TX • ROGER PASSMORE, ELECTRICAL  
 IRON MOUNTAIN LANDSCAPE & CONCRETE LLC of GILLETTE, WY • HECTOR FUENTES, LANDSCAPING & FENCING  
 IRON MOUNTAIN LANDSCAPE & CONCRETE LLC of GILLETTE, WY • HECTOR FUENTES, NONSTRUCTURAL CONCRETE  
 ISI DESIGN AND INSTALLATION SOLUTIONS of MONSEY, NY • RANDY SMITH, TRIM CARPENTRY PAINT FLOORING  
 JOHN'S WELDING & FABRICATION of GILLETTE, WY • JOHN KRAMER, MISCELLANEOUS  
 JOHNSON CONTROLS of EVANSVILLE, WY • JEFF BURRIS, MECHANICAL  
 KNECHT HOME CENTER OF GILLETTE of GILLETTE, WY • JIM STURM, INSULATION  
 KNECHT HOME CENTER OF GILLETTE of GILLETTE, WY • JIM STURM, WIND SIDING GUTTER GARAGE DOOR  
 LOWE ROOFING OF WYOMING LLC of GILLETTE, WY • TODD NEWLIN, GENERAL ROOFING  
 LOWE ROOFING OF WYOMING LLC of GILLETTE, WY • TODD NEWLIN, WIND SIDING GUTTER GARAGE DOOR  
 LUCKY TILE & CLEANING SERVICES LLC of GILLETTE, WY • MARIA TORRES, TRIM CARPENTRY PAINT FLOORING  
 MASTER STONE CRAFTERS of GILLETTE, WY • JOEL ROBIDART, MASONRY (STRUC)  
 MATCO of BILLINGS, MT • MATT JORDAN, MISCELLANEOUS  
 MBC TREE FARM of GILLETTE, WY • MARVIN WALKER, LANDSCAPING & FENCING  
 MEADOW FLOORS & DESIGN of FT COLLINS, CO • JOHN TONY, TRIM CARPENTRY PAINT FLOORING  
 MEDICINE LODGE LLC of GILLETTE, WY • KASEY COOK, BUILDING CONTRACTOR  
 MEDICINE LODGE LLC of GILLETTE, WY • KASEY COOK, WATER & SEWER PIPELAYER  
 MIDWEST PEST MANAGEMENT of GILLETTE, WY • ANDREW BEUG, LANDSCAPING & FENCING  
 MILLER LANDSCAPING of GILLETTE, WY • DANIEL MILLER, LANDSCAPING & FENCING  
 NAGLE SIGNS INC of WATERLOO, IA • JOHN NAGLE, SIGNAGE  
 NORTHLAND INDUSTRIAL SPECIALTIES of GILLETTE, WY • BRIAN NORSTEGAARD, NONSTRUCTURAL CONCRETE  
 NORTHLAND INDUSTRIAL SPECIALTIES of GILLETTE, WY • BRIAN NORSTEGAARD, EXCAVATION & GRADING

NORTHLAND INDUSTRIAL SPECIALTIES of GILLETTE, WY • BRIAN NORSTEGAARD, LANDSCAPING & FENCING  
NORTHLAND INDUSTRIAL SPECIALTIES of GILLETTE, WY • BRIAN NORSTEGAARD, WATER & SEWER PIPELAYER  
O'NEIL COMPANY INC of WILLISTON, ND • MARCIA KILGORE, MISCELLANEOUS  
OSCAR RENDA CONTRACTING INC of ROANOKE, TX • HADI GARAKANI, GENERAL CONTRACTOR  
OSCAR RENDA CONTRACTING INC of ROANOKE, TX • HADI GARAKANI, WATER & SEWER PIPELAYER  
PARADIGM CONTRACTORS LLC of CEDAR CITY, UT • ALVIN BARLOW JR, GENERAL CONTRACTOR  
R & G ELECTRIC INC of GILLETTE, WY • RONALD WINTERHOLLER, ELECTRICAL  
ROGER SCHULTZ of UPTON, WY • ROGER SCHULTZ, STRUCTURAL CONCRETE  
SACRISON PAVING INC of WHITEWOOD, SD • WILLIAM SACRISON, NONSTRUCTURAL CONCRETE  
SECURITY PRODUCTS COMPANY LLC of BLAINE, MN • ZOLI ROBASHKIN, MISCELLANEOUS  
SHAW CONTRACT FLOORING SERVICE of DALTON, GA • DANNY BUCKNER, TRIM CARPENTRY PAINT FLOORING  
SIMPLEX GRINNELL LP of BOCA RATON, FL • ERIC GAINES, CHEMICAL FIRE SUPPRESSION  
SITE WORK SPECIALISTS INC of RAPID CITY, SD • DOUG WILSON, EXCAVATION & GRADING  
SITE WORK SPECIALISTS INC of RAPID CITY, SD • DOUG WILSON, WATER & SEWER PIPELAYER  
SPARKS CONCRETE LIFTING of KEYSTONE, SD • SHARRON TAYLOR, STRUCTURAL CONCRETE  
SPRINKLER BY ARCHER of GILLETTE, WY • ROBERT TESDALL, LANDSCAPING & FENCING  
SUMMIT CONSTRUCTION GROUP INC of MISSOULA, MT • BRUCE FULLER, GENERAL CONTRACTOR  
TIGERTREE INC of LARAMIE, WY • EMILY PARSONS, LANDSCAPING & FENCING  
TRI-STATE INDUSTRIES INC of GILLETTE, WY • TERRY HAGEN, INSULATION  
TWO GUYS DECO INC of GILLETTE, WY • SHAWN DORR, TRIM CARPENTRY PAINT FLOORING  
UNIQUELY TOUCHED PAINTING ETC of GILLETTE, WY • WENDI ELOWSKY, TRIM CARPENTRY PAINT FLOORING  
VALLEY DESIGN & CONSTRUCTION INC of LAYTON, UT • CHAD JONES, GENERAL CONTRACTOR  
VALLEY PLUMBING & HEATING of TORRINGTON, WY • DAVID BAKER, GAS PIPEFITTER  
VALLEY PLUMBING & HEATING of TORRINGTON, WY • DAVID BAKER, PLUMBING  
WESTMOR INDUSTRIES LLC of MORRIS, MN • MARK KRAGENBRING, MISCELLANEOUS

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

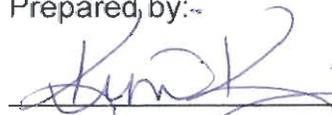
### Announcements

The next regularly scheduled meeting will be Tuesday, August 8, 2017.

### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:33 p.m.

Prepared by:-



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Kim King, Administrative Assistant  
Building Inspection Division

City of Gillette  
Board of Examiners  
Meeting of August 8, 2017

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Individual Review ~ Contractor License Application for:  
**G P SPECIALTIES INC.**

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Applicant: G P Specialties Inc.  
Gillette, WY  
Master of Record: Michael Stedman

Application Type: Class B – Building Contractor

Application Status: Complete with one (1) flag

Applicant submitted complete application with one (1) flag.

Applicant indicated 'yes' to Status Question #1 on page 4 of Application. Applicant was ticketed for performing work as a plumbing contractor without having the appropriate license.

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



**CITY OF GILLETTE**  
**BUILDING INSPECTION DIVISION**  
 P.O. Box 3003, Gillette, WY 82717  
 201 E. Fifth Street, 2nd Floor  
 Telephone: (307) 686-5260  
[www.gillettewy.gov](http://www.gillettewy.gov)

## CONTRACTOR LICENSE APPLICATION – (RENEWAL)

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

**DATE OF APPLICATION:** 7/31/17

### APPLICANT CONTACT INFORMATION

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

Business Name: G.P. Specialties  
 Mailing Address: 430 Oregon Ave City Gillette State WY Zip Code 82716  
 Office Telephone: 689-0214 Fax Number: \_\_\_\_\_  
 Master of Record: Michael Siedorowicz Phone Number: 689-0214  
 Contact Person's email: g.p.specialties@hotmail.com

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

Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

Class F Fire Suppression Contractors

- Chemical Fire Suppression
- Fire Alarm
- Flammable or Combustible Liquids
- Sprinkler (Fire/Standpipe)

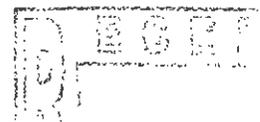
Building Contractors\*\* (General Contractors)

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

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

Class C Specialty Contractors (Sub-Contractors)

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



JUL 31 2017

City of Gillette  
Board of Examiners  
Meeting of August 8, 2017

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Individual Review ~ Contractor License Application for:  
**THOR'S HAMMER INC.**

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Applicant: Thor's Hammer Inc.  
Cheyenne, WY  
Master of Record: Mark S. Howard Jr.

Application Type: Class D – Electrical Contractor

Application Status: Complete with one (2) flags

Applicant submitted complete application with two (2) flags.

Applicant did electrical work before acquiring appropriate license and permit.

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



**CITY OF GILLETTE**  
**BUILDING INSPECTION DIVISION**  
 201 E. Fifth Street, 2nd Floor  
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## CONTRACTOR LICENSE APPLICATION (NEW)

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

**Incomplete applications will be returned**

**DATE OF APPLICATION:** 07 / 17 / 2017

**TYPE OF APPLICATION:** (select one)

- New  
 New (License has been expired for over 30 days)

### APPLICANT INFORMATION

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

Business Name: Thor's Hammer Inc  
 Mailing Address: 3507 Secretariat Road West City Cheyenne State WY Zip Code 82009  
 Office Telephone: 720-476-0414 Fax Number: 307-316-0450  
 Master of Record: Mark S Howard Jr Phone Number: 307-321-4291  
 Email Address: admin@thincwyo.com

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

#### Class D Vocational Contractors

- Electrical  
 Gas Pipefitter  
 HVAC Mechanical  
 Plumbing

#### Class F Fire Suppression Contractors

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

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

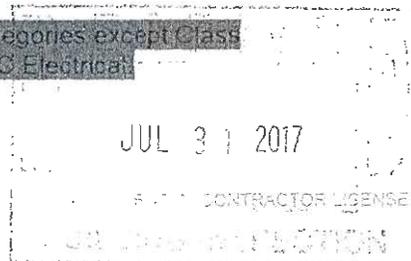
- Class A-General Contractor  
 Class B-Building Contractor  
 Class R-Residential Contractor

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

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

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

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



**FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**

**AUGUST 8, 2017**

1	<b>BARTON, DONOVAN</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2147
2	<b>BEITLER, BRYAN</b> of ANAHEIM, CA • MASTER HVAC TECH, SOURCE REFRIGERATION & HVAC, INC Lic# 2150
3	<b>BRYANT, JESSE</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2413
4	<b>CHADO, BERNARD</b> of GILLETTE, WY • JOURNEYMAN PLUMBER, MILLER MECHANICAL LLC Lic# 2194
5	<b>EHRHARD, BRIAN</b> of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2432
6	<b>ELLSWORTH, ROY</b> of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2217
7	<b>ELLSWORTH, ROY</b> of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2218
8	<b>FEATHER, BRANDON</b> of CASPER, WY • JOURNEYMAN HVAC TECH, SHEET METAL SPECIALTIES INC Lic# 2221
9	<b>GALES, TIM</b> of GILLETTE, WY • MASTER PLUMBER, CITY OF GILLETTE Lic# 2305
10	<b>JOHNSON, BRANDON</b> of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2343
11	<b>JOHNSON, BRANDON</b> of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2344
12	<b>MIKE LAWYER</b> of PLAINFIELD, IL • MASTER PLUMBER, DRF TRUSTED PROPERTY SOLUTIONS PAC MTN   Lic# 3244 **
13	<b>MILLER, LEONARD</b> of GILLETTE, WY • MASTER GAS PIPEFITTER, MILLER MECHANICAL LLC Lic# 1613
14	<b>MILLER, LEONARD</b> of GILLETTE, WY • MASTER PLUMBER, MILLER MECHANICAL LLC Lic# 1614
15	<b>MORENO, FRANCISCO</b> of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2380
16	<b>MORENO, FRANCISCO</b> of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2381
17	<b>MURRAY, PHILLIP</b> of CASPER, WY • JOURNEYMAN ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2662
18	<b>OLIVER, TOAN</b> of CASPER, WY • JOURNEYMAN ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2663
19	<b>OPP, RUSSELL</b> of GILLETTE, WY • MASTER PLUMBER, LICENSE ACTIVE ONLY Lic# 1694
20	<b>PLATO, ALAN</b> of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2399
21	<b>PLATO, ALAN</b> of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2400
22	<b>REED, MATTHEW</b> of CASPER, WY • MASTER ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2661
23	<b>RENKEN, BRYAN</b> of GILLETTE, WY • MASTER PLUMBER, RENKEN PLUMBING LLC Lic# 1788
24	<b>RENKEN, BRYAN</b> of GILLETTE, WY • MASTER HVAC TECH, RENKEN PLUMBING LLC Lic# 2657
25	<b>ROSS, J. SCOTT</b> of CASPER, WY • MASTER HVAC TECH, SHEET METAL SPECIALTIES INC Lic# 2403
26	<b>SALES, STEVE</b> of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1822
27	<b>SALES, STEVE</b> of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1823

**FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**

**AUGUST 8, 2017**

28	SCHULTZ, SHANE of GILLETTE, WY • MASTER PLUMBER, SHANE SCHULTZ PLUMBING & HEATING Lic# 1843
29	SHAW, ZACK of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, AMPED ELECTRIC LLC Lic# 2993
30	SHIELDS, CORBY of GILLETTE, WY • MASTER HVAC TECH, S & S BUILDERS LLC Lic# 1847
31	SHIELDS, CORBY of GILLETTE, WY • MASTER GAS PIPEFITTER, S & S BUILDERS LLC Lic# 1848
32	SHIELDS, CORBY of GILLETTE, WY • MASTER PLUMBER, S & S BUILDERS LLC Lic# 1849
33	SMITH, GARR of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1881
34	SMITH, GARR of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1882
35	STRONG, JUSTIN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1908
36	STRONG, JUSTIN of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 1909
37	THOMPSON, JEREMY W of GILMER, TX • MASTER HVAC TECH, TDR CONTRACTORS INC Lic# 1937
38	TUCKER, SHAY of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 3246 **
39	ULANSKI, MICHAEL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, ALL ELECTRIC LLC Lic# 1968
40	VESSA, GERALD of GILLETTE, WY • MASTER ELECTRICIAN, NORTHERN ELECTRIC SERVICE LLC Lic# 1675
41	WENDLING, CURTIS of GILLETTE, WY • MASTER ELECTRICIAN, CAMPBELL COUNTY Lic# 2632
42	WHITE, TREVOR of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3248 **
43	WHITE, TREVOR of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3249 **
44	WHITLOCK, WILL of CASPER, WY • JOURNEYMAN HVAC TECH, SHEET METAL SPECIALTIES INC Lic# 2021
45	WOFFORD, JOSH of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, ACTION ENERGY SERVICES LLC Lic# 2617
46	WOFFORD, LOYD of GILLETTE, WY • MASTER ELECTRICIAN, ACTION ENERGY SERVICES LLC Lic# 2049
	<b>** Indicates new licensee</b>

**FOR REVIEW CONTRACTOR LICENSE APPLICATION****AUGUST 8, 2017**

1	ACCENT MASONRY of GILLETTE, WY • SCOTT BENNETT, NONSTRUCTURAL CONCRETE
2	ACCURATE BACKFLOW TESTING WYO of GILLETTE, WY • SHAWN HAIGHT, WATER & SEWER PIPELAYER **
3	ACTION ENERGY SERVICES LLC of GILLETTE, WY • LOYD WOFFORD, ELECTRICAL
4	BEATRIZ G FERRALES FRAMING of GILLETTE, WY • BEATRIZ FERRALES, WIND SIDING GUTTER GARAGE DOOR
5	BLUE BULL/MAZ'S HOUSE MOVERS of LANDER, WY • VIC MAZURIE, MANUFACTURED HOME INSTALLATION
6	CAMPBELL COUNTY of GILLETTE, WY • KEITH BOWAR, MECHANICAL
7	CAMPBELL COUNTY of GILLETTE, WY • KEITH BOWAR, GENERAL CONTRACTOR
8	CAMPBELL COUNTY of GILLETTE, WY • DOUGLAS EVENSON, PLUMBING
9	CHILANGO'S PAINTING of GILLETTE, WY • JUAN MIRANDA, TRIM CARPENTRY PAINT FLOORING **
10	CJ'S LANDSCAPING & MAINTENANCE LLC of GILLETTE, WY • MARY PADOVA, LANDSCAPING & FENCING
11	COP WYOMING LLC of SHERIDAN, WY • MIKE CARTWRIGHT, EXCAVATING & GRADING **
12	COP WYOMING LLC of SHERIDAN, WY • MIKE CARTWRIGHT, WATER & SEWER PIPELAYER **
13	DENALI CONSTRUCTION of GILLETTE, WY • ALEX GILMOUR, GENERAL CONTRACTOR
14	DRF TRUSTED PROPERTY SOLUTIONS PAC MTN I of PLAINFIELD, IL • MIKE LAWYER, PLUMBING **
15	EHC LLC of DEAVER, WY • JERRY BUBLITZ, NONSTRUCTURAL CONCRETE
16	EHREDT FLOORING of GILLETTE, WY • TRISTAN EHREDT, TRIM CARPENTRY PAINT FLOORING
17	ENVISION ELECTRIC INC of CASPER, WY • MATTHEW REED, ELECTRICAL
18	G & G LANDSCAPING INC of MESA, AZ • GREG SCALLON, WATER & SEWER PIPELAYER
19	GARNEY COMPANIES INC of LITTLETON, CO • MATT FOSTER, NONSTRUCTURAL CONCRETE
20	GARNEY COMPANIES INC of LITTLETON, CO • MATT FOSTER, WATER & SEWER PIPELAYER
21	GARNEY COMPANIES INC of LITTLETON, CO • MATT FOSTER, EXCAVATION & GRADING
22	GEER INVESTMENTS LLC of GILLETTE, WY • BLAINE GEER, MISCELLANEOUS
23	GLADSON CONSTRUCTION of GILLETTE, WY • ROBERT SHOCK, GENERAL CONTRACTOR **
24	GOLDEN WEST TECHNOLOGIES INC of RAPID CITY, SD • MICHAEL MOSER, LOW VOLTAGE
25	HEART OF THE WEST LLC of GILLETTE, WY • MARISSA DEEGAN, NONSTRUCTURAL CONCRETE
26	HEART OF THE WEST LLC of GILLETTE, WY • MARISSA DEEGAN, EXCAVATION & GRADING
27	HEAVY CONSTRUCTORS INC of RAPID CITY, SD • MARIA GARDUNA, GENERAL CONTRACTOR

**FOR REVIEW CONTRACTOR LICENSE APPLICATION**

**AUGUST 8, 2017**

28	<b>HERITAGE HOMES INC</b> of MOORCROFT, WY • DAN SWANEY, GENERAL CONTRACTOR
29	<b>HILLS ROOFING &amp; SHEET METAL</b> of RAPID CITY, SD • RANDALL PALMER, GENERAL ROOFING
30	<b>HLADKY CONSTRUCTION INC</b> of GILLETTE, WY • SCOTT HEIBULT, GENERAL CONTRACTOR
31	<b>INTEGRITY PAINTING LLC</b> of GILLETTE, WY • KARLA CURTIS, TRIM CARPENTRY PAINT FLOORING
32	<b>JUDSON ENTERPRISES INC - K DESIGNERS</b> of BILLINGS, MT • JOHN FRENCH, RESIDENTIAL CONTRACTOR
33	<b>KUSTOM HOME REPAIR</b> of GILLETTE, WY • DAVID NICKS, WIND SIDING GUTTER GARAGE DOOR
34	<b>L M OLSON INC</b> of RAWLINS, WY • GREGG OLSON, GENERAL CONTRACTOR
35	<b>LASER HOMES LLC</b> of GILLETTE, WY • TOM LANG, GENERAL CONTRACTOR **
36	<b>LINE FINDERS LLC</b> of GILLETTE, WY • GREG OBERHOFER, MISCELLANEOUS
37	<b>LOST CABIN CONSTRUCTION LLC</b> of GILLETTE, WY • GARY GILBERT, GENERAL CONTRACTOR
38	<b>LOW VOLTAGE INTEGRATORS LLC</b> of BEULAH, WY • ADRIAN EBLING, FIRE ALARM SYSTEMS **
39	<b>MILLER MECHANICAL LLC</b> of GILLETTE, WY • LEONARD MILLER, GAS PIPEFITTER
40	<b>MILLER MECHANICAL LLC</b> of GILLETTE, WY • LEONARD MILLER, PLUMBING
41	<b>MODERN ELECTRIC COMPANY</b> of CASPER, WY • RICHARD VIGNAROLI, ELECTRICAL
42	<b>NORTHERN ELECTRIC SERVICE LLC</b> of GILLETTE, WY • GERALD VESSA, ELECTRICAL
43	<b>NORTON CONSTRUCTION INC</b> of GILLETTE, WY • DOUG NORTON, GENERAL CONTRACTOR
44	<b>OEDEKOVEN EXCAVATING &amp; CONSTRUCTION</b> of GILLETTE, WY • ROGER OEDEKOVEN, WATER & SEWER PIPELAYER
45	<b>OEDEKOVEN EXCAVATING &amp; CONSTRUCTION</b> of GILLETTE, WY • ROGER OEDEKOVEN, EXCAVATION & GRADING
46	<b>O'LEARY HOME REPAIR/HOME SYSTEMS</b> of GILLETTE, WY • WILLIAM SHANE LEARY, LANDSCAPING & FENCING
47	<b>QUALITY FLOOR COVERING LLC</b> of GILLETTE, WY • DALLAS GRUBBS, RESIDENTIAL CONTRACTOR
48	<b>R &amp; L CONTRACTORS INC</b> of GILLETTE, WY • RANDY LANGDON, RESIDENTIAL CONTRACTOR
49	<b>RADIX CONSTRUCTION INC</b> of GILLETTE, WY • TIM DEWINE, GENERAL CONTRACTOR
50	<b>RENKEN PLUMBING LLC</b> of GILLETTE, WY • BRYAN RENKEN, PLUMBING
51	<b>RENKEN PLUMBING LLC</b> of GILLETTE, WY • BRYAN RENKEN, MECHANICAL
52	<b>ROLL "N" RITE DOORS INC</b> of SHERIDAN, WY • BRAD ROSENLUND, WIND SIDING GUTTER GARAGE DOOR
53	<b>RUSSELL CONSTRUCTION CO</b> of DOUGLAS, WY • WILLIAM RUSSELL, GENERAL CONTRACTOR
54	<b>SHANE SCHULTZ PLUMBING &amp; HEATING</b> of GILLETTE, WY • SHANE SCHULTZ, PLUMBING

**FOR REVIEW CONTRACTOR LICENSE APPLICATION**

**AUGUST 8, 2017**

55	SHEET METAL SPECIALTIES INC of CASPER, WY • J SCOTT ROSS, MECHANICAL
56	SIMON CONTRACTORS of GILLETTE, WY • NATE WILSON, NONSTRUCTURAL CONCRETE
57	SIMON CONTRACTORS of GILLETTE, WY • NATE WILSON, EXCAVATION & GRADING
58	SIMON CONTRACTORS of GILLETTE, WY • NATE WILSON, WATER & SEWER PIPELAYER
59	SOURCE REFRIGERATION & HVAC of ANAHEIM, CA • BRYAN BEITLER, MECHANICAL
60	STEVE GEERTSON of GILLETTE, WY • STEVE GEERTSON, BUILDING CONTRACTOR
61	TDR CONTRACTORS INC of GILMER, TX • JEREMY WAYNE THOMPSON, MECHANICAL
62	TURN KEY TECHNOLOGIES LLC of GILLETTE, WY • DAVID BRINEY, LOW VOLTAGE
63	UNIQUELY TOUCHED PAINTING ETC of GILLETTE, WY • WENDI ELOWSKY, WIND SIDING GUTTER GARAGE DOOR **
64	VERSATILE CARPETS of SPEARFISH, SD • TIM VERHULST, TRIM CARPENTRY PAINT FLOORING
65	VIPER ENERGY SERVICES LLC of GILLETTE, WY • SUSAN CORNELIUS, INSULATION
66	VIPER ENERGY SERVICES LLC of GILLETTE, WY • SUSAN CORNELIUS, NONSTRUCTURAL CONCRETE
67	WILLIAM WOODS PAINTING of SALT LAKE CITY, UT • WILLIAM WOODS, TRIM CARPENTRY PAINT FLOORING
68	WOLFF'S PLUMBING & HEATING INC of SPEARFISH, SD • SCOTT HARTMAN, PLUMBING
69	WORCESTER CONSTRUCTION of GILLETTE, WY • JEFF WORCESTER, GENERAL CONTRACTOR
	<p><b>**Indicates new licensee</b>                      <b>** Indicates additional license for existing Contractor</b></p> <p><b>**Existing Contractor – changed company name</b></p>



**CITY OF GILLETTE  
PARKS AND BEAUTIFICATION BOARD  
AGENDA  
JULY 27, 2017 – 5:30 P.M.  
PUBLIC WORKS CONFERENCE ROOM**

**Members:**

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

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
  - A. June 22, 2017
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
  - A. Introduction of New Board Member
  - B. Case – The Flight Zone**
  - C. Elections
- V. OLD BUSINESS**
  - A. Fall Clean Up Discussion
  - B. Landscape Beautification Award Nominees
- VI. STAFF REPORT**
  - A. McManamen Update
  - B. Warlow Drive Pathway
- VII. CHAIRPERSON'S / BOARD REPORT**
  - A. Update from Portland Conference – Ms. McManamen
- VIII. ADJOURNMENT**



# CITY OF GILLETTE

## Parks and Beautification Board

611 N. Exchange Ave. • Gillette, Wyoming 82716  
Phone 307.686.5320  
www.gillettewy.gov

**CITY OF GILLETTE  
PARKS AND BEAUTIFICATION BOARD  
MINUTES  
JUNE 22 2017  
5:30 P.M.  
CITY WEST BREAKROOM**

**MEMBERS:**

**PRESENT**

	<u>(YES)</u>	<u>(NO)</u>
Glen Asay, Chairperson	(X)	( )
Rollo Williams, Vice-Chairperson	(X)	( )
Kyle Ferris	(X)	( )
Adrian Gerrits	( )	(X)
Megan McManamen	(X)	( )
Matt Stroot	( )	(X)
Robin Voigt	(X)	( )
<b>Meeting Quorum:</b>	<b>(X)</b>	<b>( )</b>

**STAFF:**

Sawley Wilde, Public Works Director  
Janie Kuntz, Parks Manager  
Kim Klein, Senior Administrative Assistant

**I. CALL MEETING TO ORDER**

Chairman Asay called the meeting to order at 5:30 p.m.

**II. APPROVAL OF MINUTES**

Mr. Ferris made a motion to accept the minutes from May 25, 2017, and Ms. Voigt seconded. All members voted Aye. Motion passed.

**III. PUBLIC COMMENT**

None

**IV. NEW BUSINESS**

**A Naming of the Disc Golf Course at Dalbey Park**

Mr. Wilde relayed to the Board that Kevin Couch, who was instrumental in the building of the disc golf course, approached the Council concerning naming the course after Matthew Sorenson, who had recently passed away and was a partner with Couch in building the course. The Board agreed by consensus with this idea. Mr. Wilde will relay this information to the Council.

## **B. Fall Clean Up Discussion**

The Board discussed this issue at length. It was decided that school participation will only be in the spring clean up; that the fall clean up will be based on an area identified in the litter index; and that the Board will consider a different name for this event. Tentative date is September 9<sup>th</sup>.

## **C. Landscape Beautification Award**

Nominees included Gillette Dental, Synergy Dental, Gillette Physical Therapy, and the Campbell County Extension Office. Ms. Voigt made motion that the Campbell County Extension Office be the recipient of the award for May, and Gillette Dental for June. Mr. Williams seconded. All members voted Aye. Motion passed.

## **V. OLD BUSINESS**

### **A. Landscape Beautification Award Sub-Committee Update**

Ms. Voigt and Ms. McManamen addressed the group and presented a proposal of their findings. No changes will be made to the program this year. Discussion to continue.

## **VI. STAFF REPORT**

### **A. Next Parks Board Meeting / Board Picnic**

Mr. Wilde advised the Board that the City Employee/Advisory Board picnic will be held July 13<sup>th</sup>, 5:30 p.m. at City Park. The Parks Board meeting for this night will be cancelled so that all members can attend the picnic.

### **B. New Member**

Mr. Wilde shared with the Board that Pam Boger will be our new member, and she will begin her term at our first meeting in July.

### **C. Photo Contest**

Mr. Wilde relayed information from Mr. Palazzari concerning the next photo contest, which will run July 1<sup>st</sup> through September 1<sup>st</sup>. Judges were also picked for the photo contest that just ended - Mr. Asay and Ms. McManamen.

### **D. Council Recognition**

Mr. Asay and Mr. Ferris were reminded to attend the July 18<sup>th</sup> council meeting for Mr. Ferris's Parks Board years of service recognition

### **E. Vendors in Parks**

This was follow up from a question from Ms. McManamen. According to City Attorney, Pat Davidson, vendors are allowed in city parks, but will need to receive a permit from the City Clerk's office. If the vendor is a non-profit, they would be exempt from having to obtain a permit.

**F. Upcoming Projects in Plan Review**

Ms. Kuntz advised the Board of two projects that are currently in plan review, but too small to require Parks Board approval; Nissan at Shoshone and Highway 59, and the Lakeway C-Store, on Lakeway Road.

**G. Pathways Committee Update**

Mr. Wilde relayed to the Board that the City received the grant for the pathway extension from Dalbey Park to ECSC, that the Warlow Drive pathway from the Children's Memorial Garden to the Fire Station will be demoed in-house by City staff, and that the City is waiting to hear about a grant for the boardwalk over Dalbey Park.

**VII. CHAIRPERSON'S/BOARD REPORT**

**A.** The goals and scope of the Board were discussed at length.

**ADJOURNMENT**

This meeting was adjourned at 6:45 p.m.

**RESPECTFULLY SUBMITTED,**

Sawley Wilde  
Public Works Director

SW/kk



# Campbell County Fire Department Newsletter

Issue 47 August 2017

Editors: Admin Staff

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## From Chief Shank

The week of July 23<sup>rd</sup> 2017 was challenging to say the least. I want everyone to know that, as your Fire Chief, I am very proud of all of you that were able to respond to or support our operations during the week. CCFD met the challenge that was placed before us as I knew we could. All of you that assisted during this time performed at the highest professional level including each of our seasonal firefighters who worked alongside the full and part-time staff. Your dedication to the citizens of Campbell County is exemplary. The training and experience of those members was tested and all passed with an A+.

The County Commissioners, City of Gillette staff and the Mayor of Wright asked that I pass along their thanks for a job well done. Our federal partners from the Bureau of Land Management were very impressed with CCFD's performance during the event as well. Thanks to each of you for your individual contribution to the overall effort.

CCFD personnel responded to 17 wildland fires during the week that burned on private as well as public land in Campbell County. In addition, Battalion Four responded to a structure fire during this period along with the wildland fires in their area. There were additional calls for service during this time and at this time CCFD answered all calls except for one for which we did not have any apparatus or personnel to respond. This call was handled by resources fighting the Buffalo Creek Fire on the Montana/Wyoming border.

In the month of July, CCFD responded to a total of 79 wildland fires in addition to the day to day calls for service. While it is ok to reflect on this accomplishment, we must not rest on the accomplishments of this period and remain focused for the fires to come. Please do not get complacent. It is important to make sure our equipment is ready for the next response. It is also extremely important that our PPE is in good shape and we replace items that need to be replaced. More importantly, all those engaged in wildland fire activities wear all PPE at all times and shelters are within arm's reach at all times. Please take the extra time to ensure you are prepared. The extra 30 seconds could mean the difference between not being injured and sustaining serious injuries that could be life altering.

Our seasonal staff is starting to make their way back to college. July 31, 2017 is the last day for Seasonal Firefighter Jaysie Thomas. She is returning to Torrington for her final year of studies at Eastern Wyoming College and to play volleyball for the Lancers. In speaking with Jaysie, she has definitely been bit by the fire bug. She is considering wildland firefighting as a potential career and expressed interest in returning to CCFD for another year of seasonal employment. Thank you Jaysie for your service to Campbell County Fire Department and best of luck in your college career.

Again, Thank you to all that assisted with the wild fires this past week. Without your contribution, CCFD would not have been as successful in bringing these fires to a close. I am proud to call myself a Campbell County Firefighter and proud of each of you!

Bill

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

**THE DEADLINE  
FOR  
SEPTEMBER  
NEWSLETTER  
ARTICLES IS:**

**August 28, 2017  
@ 5:00p.m.  
dcrippen@ccfire.us**





# LINE OF DUTY DEATHS:

2017 Year to date: 58

Location	Name	Age	Cause of death
Nara Vista, NM	FF John Cammack	74	Wildland Fire
Franklinton, LA	FF Ronda Varnado	54	Apparatus Crash
Eureka, CA	Eng Op William Jaros	38	Undetermined
Sacramento, CA	Inmate FF Frank Anaya	22	Chainsaw Accident
St. Louis, MO	Capt John Kemper	59	Structure Fire Injury
Lynden, WA	Chief Robert Spinner	50	Heart Attack
Merlin, OR	FF Trenton Johnson	19	Struck By Tree
Adrian, MI	FF Allen Howard	49	Undetermined

## August 2017 Anniversaries!

Eric Acton	8/2	22	Years
Sam Clikeman	8/29	17	Years
Charles Fahlgren	8/30	17	Years
Chad Reid	8/18	8	Years

## August 2017 Birthdays!

Chad Reid	8/1
Dan Smith	8/2
JaNohn Thacker	8/3
Matt Avery	8/5
Zachary Maroney	8/14
Austin Winters	8/16
Jessica Schultz	8/18
Dustin Knight	8/20
Raymond Amende	8/22
Chad Love	8/22
Beth Morgan	8/28
Mike Ratcliff	8/30



Facebook Search: Drawn By Fire

Paul Combs ArtStudioSeven.com

# Windmill Draw Fire

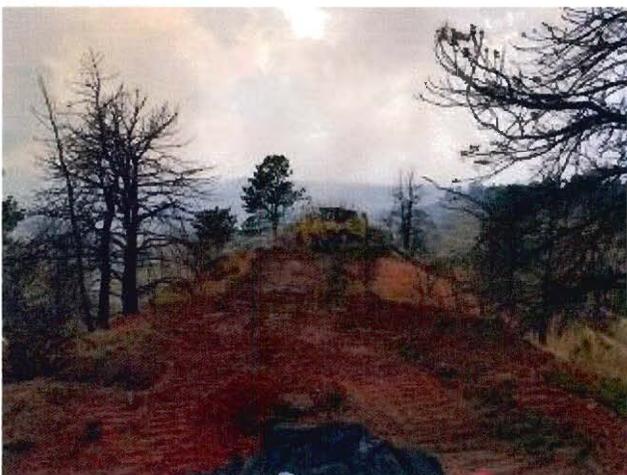
July 24th The Windmill Draw fire in Northern Campbell County had CCFD Firefighters, County R&B crews, US Forest Service and Wyoming State Forestry Division- BLM resources, including SEAT air drops and bucket drops from heavy helicopter, working hard all afternoon and night.



## Stallions Fire

July 25th: The Stallions Fire in the Bittercreek area (north) has grown to approximately 1,000 acres overnight and is threatening several structures. Firefighters have been literally working around the clock. Multiple resources are on order to assist us. Multiple agencies on scene will continue the fight today.

July 26th: The Stallions Fire in the Bittercreek area is the only fire in the county that continues. With approximately 150 firefighters from CCFD, BLM, USFS, CC Road and Bridge, 1 Worland engine, WY Hotshots, Alpine Hotshots, Devils Canyon Hotshots, smoke jumpers, San Isabel crew, smokebuster crew, and numerous air support.



# Stallions Fire



## Coon Track Creek Fire

Photos from the Coon Track Creek Fire that started on Monday July 24th south of Rozet. This fire is 100% contained, additional mopup was completed last night (Wednesday) and the fire area will continue to be monitored for several days for any hotspots that may pop up.

This fire burned just under 400 acres. It was initially believed to be larger, but the size was corrected after more accurate mapping from a helicopter



# Coon Track Creek Fire



## Coon Track Creek Fire

More of our partners...

Campbell County Road & Bridge dozer improving fire line on the Coon Track Creek Fire on Monday, July 24th

Their assistance is invaluable to our operations. A big thank you to Kelly Smith and all of his operators!



## Powder River Fire



Here is a shot of 3 jumpers leaving the plane on the Powder River fire.

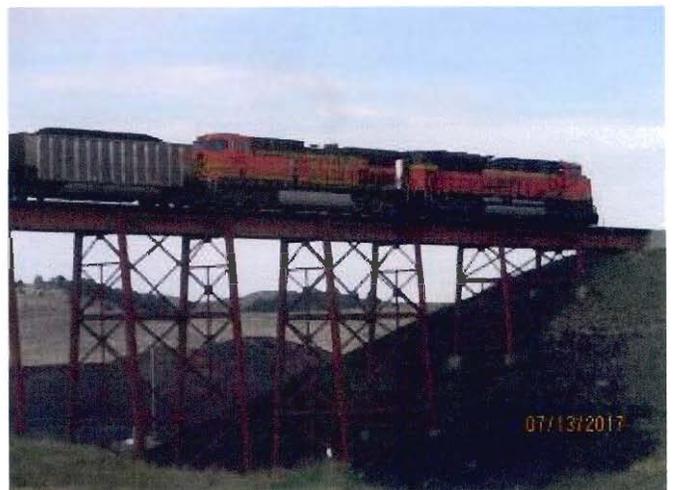
Picture by Dale Izatt

## 2017 Seasonals

Long days, short nights... and our seasonal Wildland Firefighters are still smiling! (Mostly) 😊

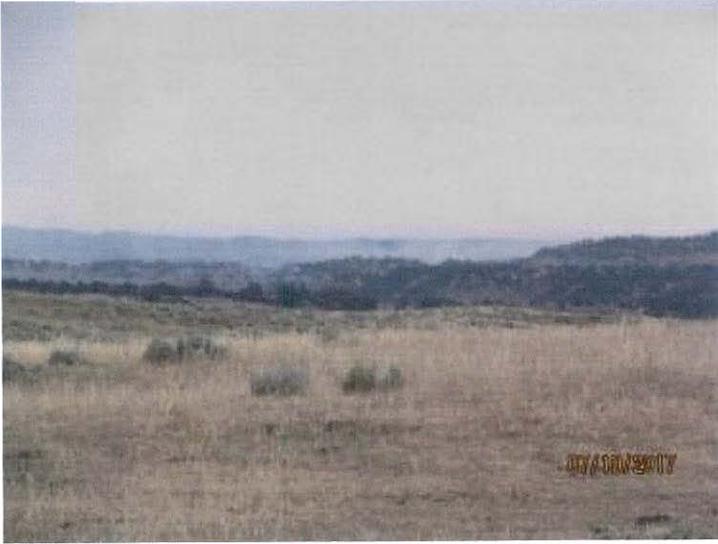


# Buckskin Fire



Pictures by Bob Ernst

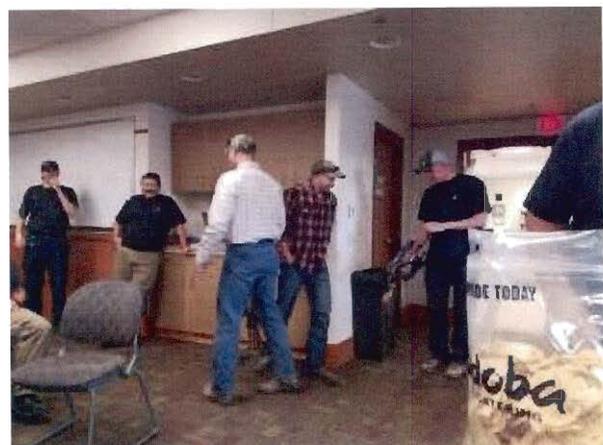
# Rochelle Fire



Pictures by Bob Ernst

## Saying farewell to another member Kelly Abelmann

Kelly's last day was July 20th, he is moving to Montana and taking on a new adventure in his life doing what he loves.

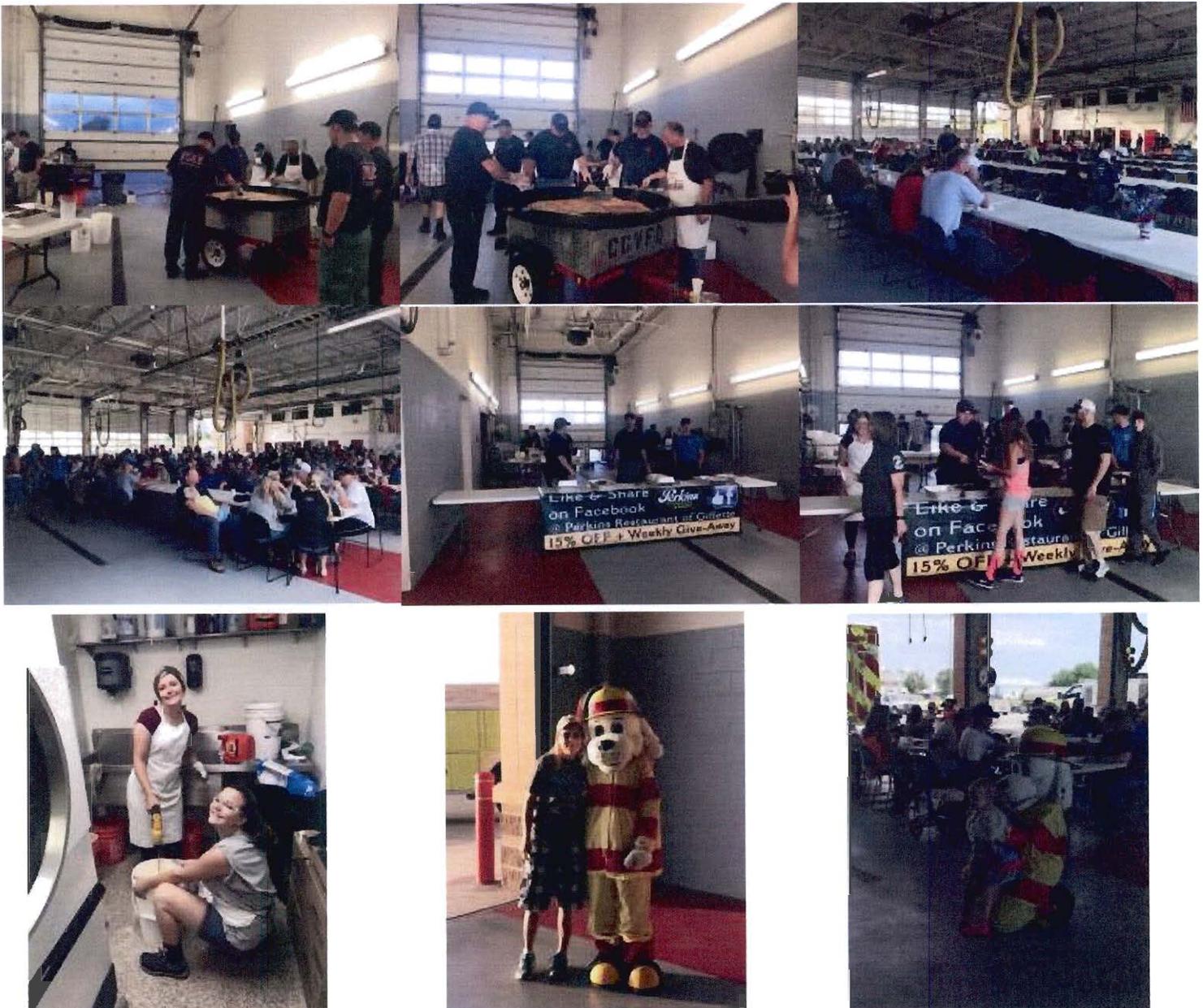


# Pancake Feed

Thank you to all the firefighters, family, and friends who participated in making the pancake feed a great success. It's because of individuals like you that were able to provide a benefit like this to our community. This year the cadets and Guardian Flight along with A and B duty crew put forth a considerable amount of time in helping out which was greatly appreciated. Once again this year we were able to run a smooth operation making a great impression among our community. We raised a little over \$4000.00 in donations with all the people that joined us for breakfast. There's a lot of volunteer work put into making this community event possible. So thank you again to all of you that helped make this possible. We can only hope to keep improving through the years.

Thank You,

Stefanie Brown



# Health and Wellness Tailboard Talk

## CCFD Wellness Committee

### What the Kale?

Kale is being called "the new beef" (!), "the queen of greens," and "a nutritional powerhouse."

Top benefits of eating kale:

1. 1 cup kale = 36 calories, 5 grams fiber, 0 grams fat. Aids in digestion and elimination with its fiber content. It's also filled with nutrients, vitamins, folate, and magnesium.
2. High in iron, and vitamins A and C..
3. High in vitamin K: protection against cancers, and necessary for normal bone health and blood clotting.
4. Filled with antioxidants.
5. Great for cardiovascular support.
6. Great anti-inflammatory food-1 cup provides 10% of the RDA of omega-3 fatty acids, which help fight against arthritis, asthma, and autoimmune disorders.
7. High in calcium.
8. Great detox food-filled with sulfur and fiber, it helps to detox your body and keep your liver healthy.



The saving grace in my garden this year has been KALE! I received several plants from a gardening friend, and planted some seed, as well. I had eaten a little kale before in salads, so decided, "What the heck? May as well try a bit in the garden this year."

Now I have quite a bit!

My daughter has been enthusiastically telling me about kale chips, and kale smoothies. Yes, they are green. And no, I am not going to drink something green. The closest to a green drink I have ever had has been a grasshopper. That is for another story and time.

I hunted around, and found a few articles featuring non-ugly kale smoothies. So, here is an official recipe, for those rule-following types-and it should look like the

picture :).

### High Protein Blueberry Kale Smoothie

1/2 banana      1/2 cup chopped kale      1/2 cup blueberries(fresh or frozen)  
1/2 cup plain low-fat yogurt      1 scoop protein powder (1/2 c. water optional)  
1TB flax seed meal      1/2 cinnamon      Two handfuls of ice or more

Be sure to tear the kale leaves off the stems, discarding the stems. Place all the ingredients in the blender and puree until smooth. (240 calories)

I decided to try my hand at a kale smoothie. Of course, the only actual ingredients I had for the recipe were blueberries, kale, and cinnamon.

I did some research on protein, and discovered: besides nuts, dark cocoa powder is a good source of protein. Chocolate! Yay!

So, modified recipe that I kind of followed:

2 cups of chopped kale

1 cup blueberries (antioxidants!)

1 cup skim milk

1 TB dark cocoa powder (because it is also an excellent source of anti-oxidants!)

Puree in blender until smooth. It will be a dark brown color, like a super chocolate shake. You may want to add more milk to make it a bit thinner. The best part is, no sugar is needed, because the blueberries provide enough sweetness. And, it isn't green!

# Health and Wellness Tailboard Talk

## CCFD Wellness Committee

### Kale Chips

Tear the kale leaves from the stems, in small pieces. After washing and letting dry, drizzle the leaf bits with olive oil and sprinkle with seasoning salt. Place on a baking sheet. Bake at 350 degrees for 10-15 minutes, or until the edges are browned.

No Fail Sea Salt and Garlic Kale Chips (my daughter's recipe)

1 medium bunch of kale, washed and \*\*\*dried\*\*\*\* thoroughly (a single drop of moisture will cause soggy chips! Some folks suggest using a hair dryer to dry completely)

2 tsp. Olive oil

Pinch or two of sea salt

Pinch of garlic powder

Preheat oven to 300 degrees.

Wash and dry kale thoroughly. Tear kale leaves from stems in chip-size pieces. Place on unlined baking sheet.

Drizzle olive oil over kale pieces, and rub oil thoroughly on each piece.

Sprinkle sea salt and garlic powder over kale pieces.

Bake 10 minutes. Rotate pan and flip pieces. Bake another 10-15 minutes, watching last 7-8 minutes to prevent browning. Remove from oven.

Let set for 2-3 minutes to assure crispiness.



Good eating, and good health-and enjoy the kale out of it!

I want to express my deepest gratitude for those that assisted with station 13 hose testing this year. I was unable to help due to a procedure done at the Mayo Clinic that was unexpected. These fire-fighters that stepped in to help out are truly amazing! Giving up a few hours on their day off to help drive and do hose testing. I am so thankful for the camaraderie that was shown to us. Galen Lee was instrumental in assisting with the organization and completion of hose testing. I am truly thankful.

Sincerely  
Lieutenant Alyssa Thar

Attached are a couple of pictures of the event mentioned below. I think this deserves an honorable mention in the next newsletter going out from Station 13 to the members of Stations 10, 11, 12 and the Soda Wells Rural Fire Department.

I too am very thankful for all the help we received for this task. Richard





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

---

**Fwd: There's still time to RSVP!**

1 message

---

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

Thu, Aug 3, 2017 at 9:36 AM

For G.I.

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

From: **Phil Christopherson** <info@energycapital.com>

Date: Wed, Aug 2, 2017 at 4:01 PM

Subject: There's still time to RSVP!

To: admn@gillettewy.gov

*Our Mission: To stimulate and facilitate a diverse economy through business retention, expansion and recruitment*

**Economic Development**

There's still time to RSVP for the The Energy Capital Economic Development Higher Education Task Force presentation.

The Higher Education Task Force has commissioned a market study from Loan Tree Academics, LLC, to determine the needs of Bachelor and Masters level degrees in Campbell County. The market study will assess business and institute needs for advanced degrees in the community.

Please join us as Dr. Doug Gilbert presents his preliminary findings at a public presentation on Monday, August 14th at 4 p.m. at the Gillette College Tech Center, Flex Space.

RSVP to Mary Melaragno at [mary@EnergyCapitalED.com](mailto:mary@EnergyCapitalED.com), or 307-686-2603, by Thursday, August 10th.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Phil Christopherson".

Visit Our Website

| Energy Capital Economic Development | 307.686.2603 | [info@EnergyCapitalED.com](mailto:info@EnergyCapitalED.com) |  
[www.EnergyCapitalED.com](http://www.EnergyCapitalED.com)

Energy Capital Economic Development, P.O. Box 3948, 2001 West Lakeway Road, Suite  
C, Gillette, WY 82718

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Sent by [info@energycapited.com](mailto:info@energycapited.com) in collaboration with

**Constant Contact** 

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*Please join us for the Visitation and Advocacy Center's Private Open House*

**August 10, 2017**

WE WILL BE SHOWCASING STUNNING NEW MURALS BY GABRIEL KNOWLTON OF GRAPHIC EDGE, WHO WILL BE ON HAND TO SHOW HIS WORK.

ENJOY A MEET AND GREET WITH OUR BOARD OF DIRECTORS AND TOUR OUR NEWLY UPDATED VISITATION ROOMS AND PLAYGROUNDS.

REFRESHMENTS PROVIDED

**5PM-7PM**

300 S. Carey Ave.



PLEASE RSVP BY AUGUST 7, 2017 307-687-9440



# *Shop with a Cop Benefit Evening*

*September 23, 2017*

*American Legion*

*Shop the Art Sale and Bid on the Silent Auction*

*Cash Bar Opens at 5:00 p.m.*

*Dinner, Drawings, and Raffles starts at 6:00 p.m.*

*Dinner provided by Pokey's BBQ, The Prime Rib, and  
Perkins*

*Adults - \$20 / Children Under 12 - \$10*

*Contact Tonya Stroup 307-660-7907 or  
Dan Stroup 307-660-9096 for Your Tickets*



Billy, Kevin, Don, Stacy, Jim  
& Louise.

Thank you for  
remembering our families  
during the loss of my  
dad. The plant was  
beautiful and it was so  
nice to be thought of  
during this time.

Thank you again.  
Christy & Robin