



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: Sawley Wilde, Interim City Administrator 
RE: General Information
DATE: October 13th, 2017

The following meetings are scheduled for the week of **October 14th – October 20th**

Tuesday, October 17th

6:00 p.m. City Council Pre-Meeting, Agenda Attached

- Information Systems and Aerials Update – GIS & Planning Manager Mayfield
- Boxelder & Garner Lake Road Traffic Signal Discussion – Capital Projects Coordinator Peterson
- Review October 17th Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

7:00 p.m. City Council Meeting

- City Hall - Council Chambers

Friday, October 20th

6:00 p.m. Gillette Abuse Refuge Foundation 22nd Annual Candlelight Vigil

- City Hall - Council Chambers

1. **Interim City Administrator Wilde** will be **Out of the Office October 13-17, 2017**. **City Attorney Davidson** will serve as **Acting Interim City Administrator** in his absence.
2. Attached please find **information requested by Council** at the **October 10, 2017** meeting regarding **4007 S. Douglas Highway Zoning Information** dated **October 13, 2017** provided by **Interim Director of Development Services VonEye**. *
3. Attached please find a **memorandum** regarding **Gurley Overpass Project Schedule** dated **October 12, 2017** provided by **Interim Director of Development Services Director VonEye**. *
4. Attached please find **current sales tax information** provided by **Interim Finance Director Henderson**.
5. Attached please find **information** regarding a **Street Closure** on **October 16th, 2017** provided by the **City of Gillette Engineering Department**.
6. Attached please find the **agenda** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors** dated **October 11, 2017** and **meeting minutes** dated **September 20, 2017** provided by the **Campbell County Fire Department**.
7. Attached please find an **invitation** regarding the **Mt. Nebo Cemetery Land Use Master Plan Meeting** on **October 25, 2017** at **4:00 p.m.** at **Mt. Pisgah Cemetery** provided by the **Campbell County Cemetery District**.
8. Attached please find **information** regarding **2018 Employee Benefits Open Enrollment** provided by **Human Resources Director Aguirre**.

9. Attached please find a **flyer** regarding **Board Training** on **October 24, 2017** and **October 26, 2017** provided by the **Campbell County Commissioner's Office**.
10. Attached please find an **invitation** to the **Gillette Abuse Refuge Foundation 22nd Annual Candlelight Vigil** on **October 20, 2017** provided by the **Gillette Abuse Refuge Foundation**.

* Item previously discussed by Council

SW/adw



CITY OF GILLETTE

Administrative Services Department
City Clerk Division

Karlene Abelseth, City Clerk/Print Shop
P.O. Box 3003, Gillette, Wyoming 82717-3003
Phone (307) 686-5210 Fax (307) 686-4810
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Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, October 17, 2017
Dinner Served at 5:30 p.m.

Pre-Meeting Topic(s):

- Information Systems and Aerials Update – GIS & Planning Manager Mayfield
- Boxelder & Garner Lake Road Traffic Signal Discussion – Capital Projects Coordinator Peterson
- Review October 17th Agenda
- Executive Session

* Item previously discussed by Council



CITY OF GILLETTE

Development Services Department
Engineering Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5265
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Memo

DATE: October 13, 2017

TO: Mayor and City Council
Sawley Wilde, Interim City Administrator *SW*

FROM: Heath VonEye, P.E., Interim Director of Development Services *HV*

RE: 4007 S Douglas Highway Zoning Information

In follow up to the zoning questions that were discussed in the October 10th City Council Work Session, please reference the following summary:

- Date of Annexation: January, 2001
- Zoning established at annexation (and current zoning): C-1, General Commercial District
- Allowable uses in a C-1 zone: Please see attached list of both C-1 and I-1 allowable uses from the City's Zoning Ordinance.
- Earlier Use: Manufactured Home Sales, Service, and Repair (allowed in C-1 zone)
- Recently Proposed Uses as of August, 2017 (deemed non-compliant with the C-1 zoning district):
 - Rain for Rent Company – determined to be applicable to the C-3, I-1, or I-2 zoning
 - Bidell Company – determined to be applicable to the C-3, or I-1 zoning
- Paving Requirements: Please reference the attached Off-Street Parking section of the Zoning Ordinance.
 - Paved off-street parking is required for all zoning districts, including C-1 and I-1.
 - This applies to the minimum parking stall requirements, as calculated based on the use of the lot, along with the driveway or access to the parking.
 - Overflow parking can be gravel surfacing in certain zones.
 - The paving requirement was not retroactive upon annexation in 2001, but shall apply to any expansion or development of uses that occur later.
 - Any subsequent C-1 use will trigger the paving requirement.
- Appeals: Per the City Zoning Ordinance, *"Any order or decision of the Zoning Administrator may be appealed to the Board or Adjustment by any person or agency affected by any such order or decision."*
- Variances: The Board of Adjustment may only authorize variances under 7 specific conditions. Please see the attached Variance section of the Zoning Ordinance.
 - It is important to note the first criteria listed: *"that the variance will not authorize a permitted use other than those specifically enumerated in the zoning district in*

which the variance is sought". This prevents the use from being an allowable variance, but the interpretation of the use could be deemed differently by the Board of Adjustment than what was determined by Staff.

In summary, the recent Bidell Company was categorized to fit in the following zones:

- C-3 Business/Service District as "*industrial equipment sales, service and distribution*" (Section 6(o)(2)(dd) of the Zoning Ordinance), or
- I-1 Light Industrial District as "*assembly or fabrication from component parts or from materials already processed or manufactured into their finished usable state*" (Section 6(p)(2)(d)), or as "*machinery and implement sales, service and repair*" (Section 6(p)(2)(v)).

The Bidell company recently found another location on the south side of Gillette to relocate to. We've communicated with the realtor that represented both Bidell and the property owner and offered to further discuss the C-1 zoning uses. The Planning Division will continue to work with the owner in providing the allowable C-1 use information and in answering any questions that they may have regarding the Zoning Ordinance.

Please let us know of any further information that may be requested and we will be glad to assist.

m. C-1 - General Commercial District.

(1) Purpose. This district is intended to provide locations for basic retail service and office uses, in addition to those normally permitted in neighborhood convenience centers and those normally found in downtown locations. These commercial uses may be relatively large or intense in nature and need good access. Their proximity and location, in relation to residential districts, should be carefully considered, in order to avoid any adverse impacts on the residential areas.

(2) Permitted Uses. ^{3, 5, 7, 20, 43, 50, 60, 70, 73,76} The following uses may be operated as permitted uses in the district:

- (a) amusement place
- (b) animal hospital, providing it is completely enclosed in a building
- (c) antique shop and store, providing all merchandise is displayed and sold inside a building
- (d) apparel and accessory store
- (e) art and art supply store
- (f) auditorium and similar places of public assembly
- (g) automobile and mobile/manufactured home sales, service and repair, new and used
- (h) auto supply store
- (i) banks and other savings and lending institutions
- (j) barber and beauty shop
- (k) bicycle shop
- (l) books and stationery store
- (m) bowling alley
- (n) business and technical school and school for photography, music and dancing
- (o) carpenter and cabinet shop, employing five (5) persons or less
- (p) church and/or parish house

- (q) cigar and tobacco store
- (r) clothing and costume rental
- (s) commercial storage facilities
- (t) commercial recreation
- (u) custom dressmaking, furrier, millinery or tailor shop, employing five (5) persons or less
- (v) day care,⁷⁰ (family child care center (FCCC) or child care center (CCC), with appropriate State license. All outdoor play areas must be fenced.)
- (w) delicatessen and catering establishment
- (x) department store
- (y) drug store and prescription shop
- (z) dry goods and notions store
- (aa) dry cleaning and laundry establishment, employing five (5) persons or less
- (bb) electric repair shop (household appliances)
- (cc) essential public utility and public service installation
- (dd) fire station, police station and jail
- (ee) fix-it shop (radio, television and small household appliance repair)
- (ff) florist and gift shop
- (gg) furniture and home furnishing store
- (hh) garden shop
- (ii) garage (public and private)
- (jj) gasoline filling station
- (kk) golf driving range and miniature golf

(ll) greenhouse and nursery (place where young trees or other plants are raised for experimental purposes for transplanting or for sale)

(mm) grocery store, including retail meat markets and produce stores

(nn) group care facility⁶⁷

(oo) hardware store (may include the sale of building materials)

(pp) hobby, stamp and coin shop

(qq) hotel and motel

(rr) household appliance store

(ss) implement sales and service

(tt) interior decorator's shop

(uu) jewelry and metal craft store

(vv) leather goods and luggage store

(ww) library and museum

(xx) lock and key shop

(yy) lumber yard

(zz) mail order catalog store

(aaa) medical, dental and health clinic

(bbb) medical and orthopedic appliance store

(ccc) messenger or telegraph service station

(ddd) mixed-use development, subject to approval of a Development Pan, pursuant to Section 11. Minimum area of a zone lot for mixed-use development shall be 2000 square feet per residential dwelling unit.⁷³

(eee) mortuary, includes a crematorium as an accessory use.

(fff) music instrument sales and repair shop

- (ggg) music studio, radio and television store
- (hhh) newspaper office
- (iii)newsstand
- (jjj)offices and office building
- (kkk) office supply and office equipment store
- (lll)optician and optometrist's shop
- (mmm) package liquor store
- (nnn) paint store
- (ooo) parking of vehicles; must comply with all of the provisions of Section 9.b., relating to the design, use and maintenance of off street parking
- (ppp) pawn shop
- (qqq) pet shop
- (rrr) photographic equipment and supply store
- (sss) photographic studio
- (ttt)picture frame shop
- (uuu) plumbing shop, employing five (5) persons or less
- (vvv) post office⁶⁶
- (www) printing and publishing house, including newspapers
- (xxx) private club, fraternity, sorority and lodge
- (yyy) public or private school for elementary or secondary education
- (zzz) radio and television studio
- (aaaa) railway right-of-way
- (bbbb) recreational vehicle (RV) park⁶⁸

- (cccc) rental store
- (dddd) restaurant, fast food²⁴
- (eeee) restaurant, standard²⁴
- (ffff) small business machine sales, repair and service
- (gggg) self service laundry
- (hhhh) sewing machine store
- (iiii) sheet metal shop, employing five (5) persons or less
- (jjjj) shoe repair and shoe shine shop
- (kkkk) shoe store
- (llll) sporting and athletic goods store
- (mmmm) tailor shop, employing five (5) persons or less
- (nnnn) tavern or lounge
- (oooo) taxidermy⁴⁹
- (pppp) theater, including drive-in theater
- (qqqq) tinsmith shop, employing five (5) persons or less
- (rrrr) tire repair shop
- (ssss) tinsmith shop, employing five (5) persons or less
- (tttt) toy store
- (uuuu) travel agency
- (vvvv) variety store and shop
- (wwww) veterinary clinic, providing all animal runs or observation pens are completely enclosed
- (xxxx) wallpaper store and shop

- (yyyy) watch repair shop
- (zzzz) water equipment sales and service⁵⁸
- (aaaaa) use added and removed)^{43,50}

(3) Permitted Accessory Uses. Any use which complies with all of the following conditions may be operated as an accessory use to a permitted use:

(a) is clearly incidental and customary to and commonly associated with the operation of the permitted use;

(b) is operated under the same ownership and on the same zone lot as the permitted use;

(c) except for Mixed-Use Development, does not include residential occupancy, except by owners and employees employed on the premises and their families; provided however, that no more than one (1) such dwelling unit shall be allowed for each permitted use. Mobile/manufactured homes shall not be permitted;^{12, 60, 73}
and

(d) if operated within a structure, shall not exceed a gross floor area of fifty percent (50%) of the gross floor area of the permitted use. If operated as an open accessory use, shall not exceed a gross floor area of fifty percent (50%) of the area of the zone lot.

(4) Permitted Home Occupations. None.

(5) Minimum Area of Zone Lot. None.

(6) Minimum Width of Zone Lot. Fifty feet (50') at the front setback line.

(7) Minimum Yards for Structures.

(a) Front Yard. Twenty Feet (20').

(b) Side Yard. Five feet (5').

(c) Rear Yard. Fifteen feet (15').

(d) Corner Lots. For corner lots with two (2) front yards, the other two (2) yards may be side yards.

(8) Permitted Yard Encroachments.

(a) Belt courses, sills, lintels, exterior columns, chimneys and building accessories may project twenty four inches (24") into all yards.

o. **C-3 - Business/Services District.**²¹

(1) Purpose. This district is intended to accommodate a compatible mixture of office, light industrial uses, business services, retail outlets for adjoining industry and retail uses not dependent on visual exposure to passing motorists. Uses in this district are not to create obnoxious sounds, glare, dust or odors which would interfere with nearby residential areas.

(2) Permitted Uses.⁷⁴ The following uses may be operated as permitted uses in the district:

- (a) appliance repair, sales and service
- (b) automobile and mobile/manufactured home sales, service and repair^{30,60}
- (c) auto supply store
- (d) bakery
- (e) barber and beauty shop
- (f) bicycle
- (g) business machine sales, service and repair
- (h) carpenter and cabinet shop
- (i) carpet and floor covering store
- (j) catering
- (k) clinical, medical and dental
- (l) commercial recreation
- (m) commercial storage facility
- (n) custom dressmaking, furrier, millinery or tailor shop
- (o) dry cleaning and laundry,
- (p) electrician shop
- (q) electrical supply
- (r) essential public utility and public service installation

- (s) fire station
- (t) food preparation, wholesaling and distribution
- (u) frozen food locker
- (v) furniture and home furnishings sales and restoration
- (w) feed and ranch supply, wholesale and retail
- (x) garage (public and private)
- (y) greenhouse and plant nursery
- (z) day care,⁷⁰ (family child care center (FCCC) or child care center (CCC), with appropriate State license. All outdoor play areas must be fenced.)

(aa) hardware store

(bb) hospital equipment and supplies

(cc) implement sales and service

(dd) industrial equipment sales, service and distribution

(ee) laboratory

(ff) locksmith

(gg) lumber yard and building material sales and storage (except for ready-mix concrete and asphalt and industrial pipe yards)⁷⁴

(hh) manufacturing, light - including bottling, electronics, jewelry, metal craft, monument and plastics

(ii) medical and orthopedic appliance store

(jj) offices and office buildings

(kk) office supply and office equipment store

(ll) paint and wallpaper store

(mm) parking of vehicles; must comply with all of the provisions of Section 9.b., relating to the design, use and maintenance of off-street parking

(nn) picture-framing shop

(oo) plumbing shop, including wholesale and retail sales of plumbing supplies

(pp) post office

(qq) printing and publishing house, including newspapers

(rr) private club, fraternity, sorority and lodge

(ss) radio, television and music studio

(tt) railroad right-of-way

(uu) railroad, taxi or bus station

(vv) recreation vehicle sales, service and repair

(ww) rental store

(xx) restaurant, standard

(yy) restaurant equipment and supplies

(zz) retail sales - the sale at retail of any commodity manufactured, processed, fabricated or warehoused only on the premises, provided that not more than thirty-five percent (35%) of the floor area be devoted to retail operations.

(aaa) saddle and tack sales and repair

(bbb) sheet-metal shop

(ccc) tire store

(ddd) travel agency

(eee) upholstering shop

(fff) vending company

(ggg) veterinary clinic, provided all animal runs or observation pens are completely

enclosed

- (hhh) vocational, technical or business school
- (iii) warehouse
- (jjj) water conditioning equipment sales and service
- (kkk) wholesaling
- (lll)⁴⁹ taxidermy

(3) Permitted Accessory Uses. Any use which complies with all of the following conditions may be operated as an accessory use to a permitted use:

(a) is clearly incidental and customary to and commonly associated with the operation of the permitted use;

(b) is operated under the same ownership, or lessees thereof, and on the same zone lot as the permitted use;

(c) does not include residential occupancy, except by a caretaker or watchman employed on the premises; and

(d) does not include an area of over ten percent (10%) of the area of the zone lot or thirty five percent (35%) of the gross floor area of the permitted use, whichever is greater.

(4) Permitted Home Occupations. None allowed.

(5) Minimum Area of the Zone Lot. Fifteen thousand (15,000) square feet.

(6) Minimum Width of the Zone Lot. Seventy five feet (75') at the front setback line.

(7) Minimum Yards for Structures.

(a) Front Yard.¹⁸ Twenty feet (20'); except that on a corner lot, any front yard not directly adjacent to the primary entrance to a main building may be reduced to fifteen feet (15').

(b) Side Yard. Five feet (5'); except in cases where the zone lot abuts a residential district, then fifteen feet (15') on the abutting side.

(c) Rear Yard. Fifteen feet (15').

(8) Permitted Yard Encroachments.

p. I-1 - Light Industrial District.

(1) Purpose. This district is intended to allow a compatible mixture of light industrial uses which do not require intensive land coverage, generate large volumes of traffic or create obnoxious sounds, glare, dust or odors. District regulations insure compatibility with adjacent or nearby residential areas.

(2) Permitted Uses.^{7,20,74,76} The following uses may be operated as permitted uses in the district:

- (a) airport
- (b) animal hospital, providing it is completely enclosed in a building
- (c) armory
- (d) assembly or fabrication from component parts or from materials already processed or manufactured into their final usable state
- (e) automobile repair
- (f) bottling plant
- (g) building material storage or sales, except for ready-mix concrete
- (h) carpenter, cabinet, plumbing or sheet metal shop
- (i) contractor's yard for vehicles, equipment and supplies, providing all storage areas are completely enclosed by a six foot (6') high solid fence
- (j) crematorium
- (k) dry cleaning or laundry plant
- (l) essential public utility and public service installation
- (m) fire station

- (n) frozen food locker
- (o) grain and feed mill
- (p) grain elevator
- (q) greenhouse and plant husbandry
- (r) halfway house
- (s) industrial pipe yard⁷⁴
- (t) laboratory
- (u) lumber yard
- (v) **machinery and implement sales, service and repair**
- (w) monument-making and sales
- (x) motor vehicle sales, service, repair and storage
- (y) oilfield supply sales and storage
- (z) office
- (aa) police station
- (bb) printing and publishing
- (cc) parking or storage of vehicles; must comply with all of the provisions of Section 9.b., relating to design, use and maintenance of off-street parking
- (dd) radio or television transmitting station

- (ee) railroad facilities, including shops and yards
- (ff) railway right of way
- (gg) restaurant, standard²⁴
- (hh) taxidermy
- (ii) truck or rail terminal
- (jj) underground oil or gas storage facilities, as approved by the City Engineer and Fire Warden
- (kk) upholstering shop
- (ll) veterinary clinic, providing all animal runs or observation pens are completely enclosed
- (mm) vocational or training school
- (nn) warehousing or storage
- (oo) welding shop
- (pp) wholesaling
- (qq) commercial recreation

(3) Permitted Accessory Uses. Any use which complies with all of the following conditions may be operated as an accessory use to a permitted use:

- (a) is clearly incidental and customary to and commonly associated with the operation of the permitted use;
- (b) is operated under the same ownership and on the same zone lot as the permitted use;

SECTION 9. OFF STREET PARKING AND LOADING REQUIREMENTS.^{4, 14}

a. General.

(1) Except in the C-2 District, off street parking and loading shall be provided and maintained as required by this section for all permitted uses which are established after the effective date of this ordinance. The C-2 District shall be exempt from the provisions of Sections 9.c. and 9.d., Off Street Parking and Loading Requirements. All of the other provisions of Section 9. of this ordinance shall still apply.¹⁰

(2) These requirements shall not be retroactive to permitted uses existing on the date this ordinance becomes effective but shall apply to any expansion of these uses which occur after that date.

(3) Off-street parking and loading facilities shall be provided on the same zone lot and under the same ownership as the permitted use for which the parking is required, except as hereinafter provided.

(4) Parking spaces required by each of two (2) or more permitted uses located on the same zone lot need not be separated and may be used jointly.

(5) No structure shall be erected or enlarged, nor shall any use be enlarged, if such action will eliminate existing, required off street parking areas.

(6) Handicapped Parking.¹² When handicapped facilities are required within a building by the building inspector, a minimum of two percent (2%) of the required off street parking spaces, but at least one (1) space, shall be clearly designated by vertical signage for use by the handicapped. Each such space shall be at least twelve feet (12') in width and located on a surface with not more than a five percent (5%) slope.

b. Design, Use and Maintenance.

Off-street parking and loading will be designed, used and maintained in accordance with the following specifications:

(1) Individual, off street parking spaces shall be at least nine feet (9') wide and eighteen feet (18') long.

(2) Individual, off street loading spaces in commercial zones shall be located only in side or rear yards of the zone lot and shall be at least twelve feet (12') wide, fifty feet (50') long and have a minimum height clearance of fourteen feet (14'). In industrial zones the location of the loading spaces may be located in any yard to accommodate the business provided that the location does not block or interfere with the use of the required parking spaces, entrances or exits or driveways. Loading spaces in an industrial zone must be twelve feet (12') wide, fifty feet (50') long and have a minimum height clearance of fourteen feet (14')⁵³.

(3) Parking and loading areas shall be graded for proper drainage and shall meet the following requirements:^{4, 25}

(a) Scoria shall not be allowed in any zoning district, except as provided in Section 9.b.(3)(e) below;²⁵

(b) An all weather surface of asphalt or concrete shall be used for parking and loading areas and for all entrances, exits and driveways serving those parking and loading areas^{16, 27, 41,}

(c) For residential use only, the required number of off street parking spaces and driveways must have an all weather surface of asphalt or concrete. Additional, off street parking areas may be surfaced with a Grade J gravel;

(d) All off street parking and loading areas shall be designated according to the layout approved on the zoning permit or development plan. Parking and loading spaces should be designated by striping. Striping is required for all development, except for an individual, single family dwelling or duplex on a single lot; and

(e) For commercial/industrial uses, the required number of off street parking and off street loading spaces, the entrances/exits serving those spaces must have an all weather surface of asphalt or concrete. Additional vehicle or equipment parking storage areas may be surfaced with Grade J gravel. In the I-2, Heavy Industrial District, additional parking or storage area may be surfaced with scoria.²⁵

(4) Each parking or loading space must be usable and readily accessible and arranged so that no part of any parked vehicle extends beyond the property lines. No parking or loading space shall encroach into a required "sight triangle".

(5) Required parking and loading areas shall be provided with designated entrances and exits located so as to minimize traffic congestion and avoid undue interference with public use of streets, alleys and walkways.

(6) Parking and loading areas, provided in accordance with the requirements of this resolution, shall not be used for the sale, repair, assembly or disassembly, storage or servicing of vehicles or equipment. Unlicensed or inoperable vehicles shall not be stored in any required parking or loading space.

(7) In the R-2 District, whenever parking of vehicles is the principal use of a zone lot, the following landscape features must be provided as part of the parking lot design:^{9, 26}

(a) Where the parking area abuts a lot or lots owned by others not utilizing the parking area, there shall be a solid wall or fence a minimum of four feet (4') high, adjacent to the common property line to screen the parking area;

i. Variances.

(1) The Board of Adjustment may authorize upon appeal, such variances from the terms of this ordinance, as shall not be contrary to the public interest. Such appeals shall be made only after the denial of a zoning permit by the Zoning Administrator and shall be made on forms provided for this purpose. The request for a variance shall be filed with the Zoning Administrator. Upon receipt of a request for a variance, the Zoning Administrator shall transmit the request, a copy of the denial and any other pertinent information to the Board for their consideration.

(2) The purpose of any variance shall be to modify the strict application of the requirements of this ordinance, where it can be shown that, by reason of exceptional topography or other extraordinary or exceptional circumstances, literal enforcement of the terms of this ordinance will result in an unnecessary hardship, to the extent that the property might be prohibited from being used in a manner similar to other property in the same district.

(3) Each variance authorized shall not be personal to the applicant but shall apply to a specific use or structure and shall run with the land. No variance shall be authorized unless the Board shall find that all of the following conditions exist:

(a) that the variance will not authorize a permitted use other than those specifically enumerated in the zoning district in which the variance is sought;

(b) that owing to extraordinary circumstances, literal enforcement of the provisions of this resolution will result in unnecessary hardship;

(c) that the extraordinary circumstances were not created by the owner of the property and do not represent a general condition of the district in which the property is located;

(d) that the variance will not substantially or permanently injure any adjacent, conforming property;

(e) that the variance will not alter the character of the district in which it is located;

(f) that the variance is the minimum variance and the least modification that will afford the relief sought; and

(g) that the variance will be in harmony with the spirit of this ordinance will not adversely affect the public health, safety or welfare.

j. Rules for Proceeding before the Board on Appeals and Variances.

(1) Appeals to the Board of Adjustment may be taken by any person aggrieved, or by any officer, department or agency of the City affected by any decision of the Zoning Administrator. Such



CITY OF GILLETTE

GIS Division
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Gillette, Wyoming 82717-3003
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City of Gillette, Administrative Services Department, Geographic Information Services Division & City of Gillette, Development Services, Planning Division & Campbell County GIS, City of Gillette, Administrative Services Department, Geographic Information Services Division, City of Gillette, Administrative Services Department, Geographic Information Systems Division, City of Gillette, GIS Division, City of Gillette, Geographic Information Systems

Legend

Legal Description

Ownership

City Zoning Districts

A, Agricultural

C-1, General Commercial

C-2, Central Business

C-3, Business/Services

C-O, Office & Institution

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



4007 S Douglas Hwy

October 11, 2017
Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm



CITY OF GILLETTE

Development Services Department
Engineering Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5265
www.gillettewy.gov

Memo

DATE: October 12, 2017

TO: Mayor and City Council
Sawley Wilde, Interim City Administrator

FROM: Heath VonEye, P.E., Interim Director of Development Services *HV*

RE: Gurley Overpass Project Schedule

This is a summary of the current project schedule for the completion of the Gurley Overpass, Barrier Repair Project:

The original contract time for the project was 45 working days, with a completion date no later than October 6th.

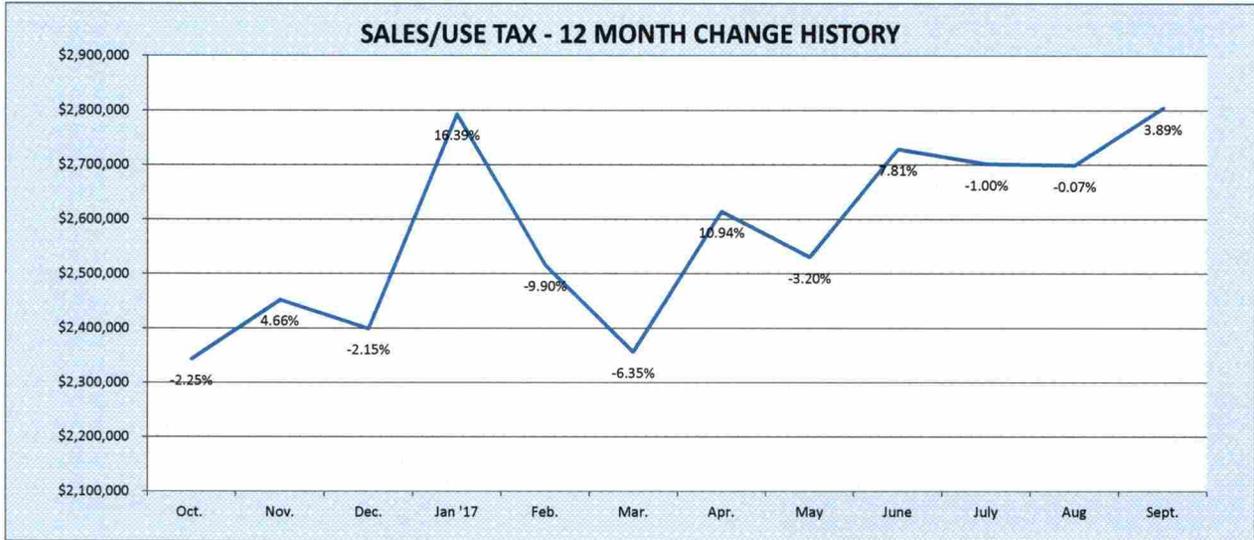
As previously reported, the contractor has experienced about 2.5 times more removal and patching of "unsound" concrete than was originally estimated for the barriers. Our Project Manager, Todd Merchen, has worked with the consultant (Structural Dynamics) in determining the extra time that we are required to give the contractor under the increased quantities provision of the contract. It is calculating out to be 10 additional working days, a completion date of Oct 20th.

Without any additional weather days or changes in scope, substantial Completion would be October 20, 2017.

We have a reasonable expectation that this completion date can be successfully met, providing Van Ewing Construction continues to apply adequate work force to the project.

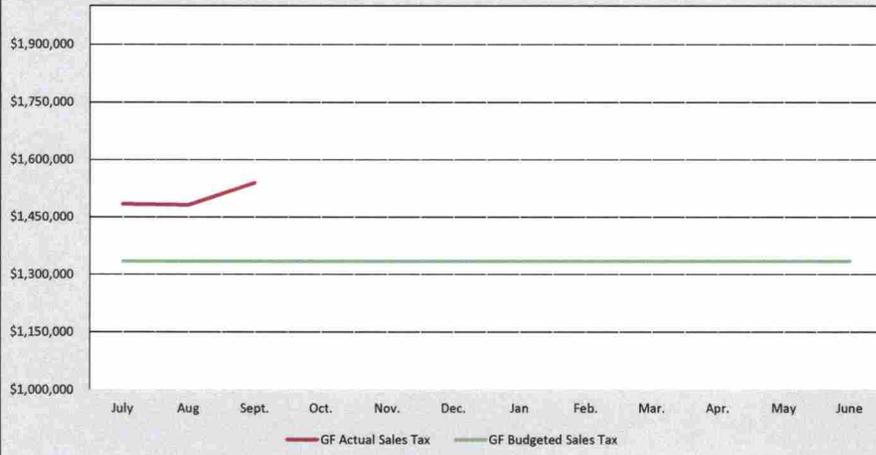
Please let us know of any additional information that may be requested and we'd be glad to assist. We will also provide any updates or changes to this schedule as they arise.

SALES/USE TAX - 12 MONTH CHANGE HISTORY



- 16.62%
- 3.37%
- 9.08%
- 7.57%
- 4.79%
- 10.11%
- 4.06%
- 11.43%
- 8.11%
- 3.23%
- 4.72%
- 3.80%
- 6.33%
- 2.81%
- 2.25%
- 4.66%
- 2.15%
- 16.39%
- 9.90%
- 6.35%
- 10.94%
- 3.20%
- 7.81%
- 1.00%
- 0.07%
- 3.89%

GENERAL FUND SALES TAX ACTIVITY-FY 2017/18





CITY OF GILLETTE

P.O. Box 3003 • Gillette, Wyoming 82717-3003

www.gillettewy.gov

STREET CLOSURE FORM FOR CONSTRUCTION (REV: 6/2/2017)

Street Closure Details:

Today's Date: 10/11/17

Project Name: Gillette Madison, 18" Blending Line

Project No: 07EN58 - Contract #8

Dates of Closure: Beginning: October 16th, 2017

Ending: October 16th, 2017

Name of Street(s) for closure: (must include a map of the area effected and traffic control plan)

Intersection of Collins Road and Badger Avenue

MUTCD typical application (TA-8) Road Closure

Reason for Closure/Construction Activities:

Installation of 18" waterline through intersection

Any questions or requests for additional information may be directed to:

Contractor: COP Wyoming

Contact: Jeff Dahlen

Phone #: 307 763-0129

Engineer: Burns & MacDonald

Contact: Clint Madsen

Phone #: 720 219-2564

City of Gillette: _____

Contact: Levi Jensen

Phone #: 307 686-5262

Approved By City Representative: _____

Date: 10/11/17

**An executed copy of this form to be delivered to these agencies at least 48 hours prior to closure.
Copy must be sent to ALL emails listed below:**

Campbell County Health – EMS

Phone: 688-1160

Email: christopher.beltz@cchwyo.org

Gillette Department of Utilities

Phone Number: 686-5277

E-mail: util@gillettewy.gov

Wyoming Dept. of Transportation

Phone Number: 682-3550

E-mail: nicki.wilson@wyo.gov
deb.duffield@wyo.gov

Campbell County Fire Department

Phone Number: 682-5319

E-mail: bshank@ccfire.us
eacton@ccfire.us

Gillette Department of Public Works

Phone Number: 686-5278

E-mail: pbwr@gillettewy.gov

School District (Bus Garage)

Phone Number: 682-4179

E-mail: kchrans@ccsd.k12.wy.us
mrodgers@ccsd.k12.wy.us

Campbell County Sheriff's Department

Phone Number: 682-7271

E-mail: dispatch@ccgov.net

Gillette Public Information Officer

Phone Number: 686-5393

E-mail: genop@gillettewy.gov
jeremy@gillettewy.gov

United States Postmaster

Phone Number: 682-3727

E-mail: ann.m.schutt@usps.gov
michael.e.luper@usps.gov

Gillette Police Department

Phone Number: 682-5155

E-mail: pddisfax@gillettewy.gov

Geographic Information Systems

Phone Number: 686-5364

E-mail: gisadmin@gillettewy.gov

The Gillette News-Record

Phone Number: 682-9306

E-mail: aturner@gillettenewsrecord.net
news@gillettenewsrecord.com

Gillette Department of Engineering

Phone Number: 686-5265

E-mail: cityeng@gillettewy.gov

Black Hills Energy

Phone Number: 682-5881

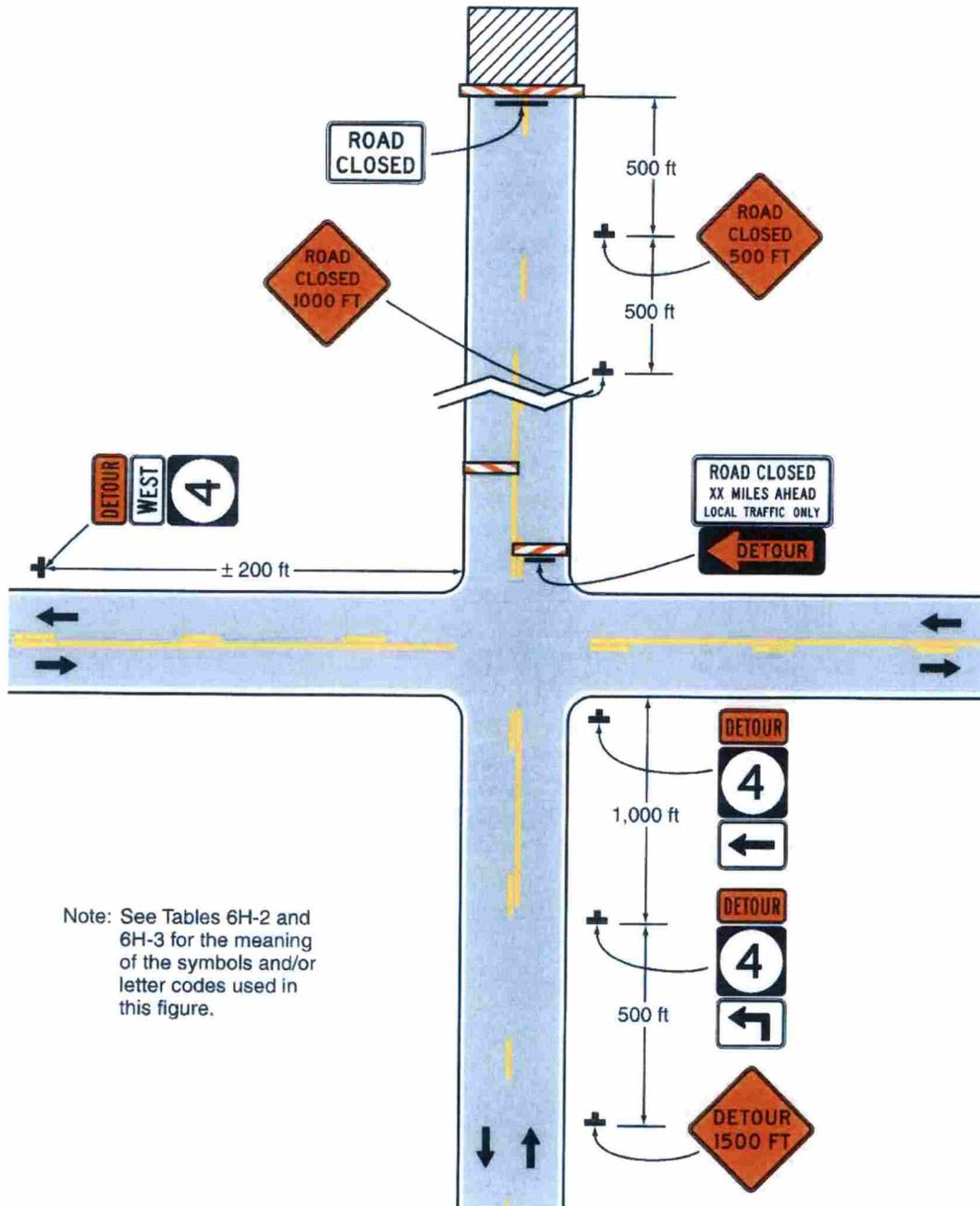
E-mail: scott.wilson@blackhillscorp.com
damon.cain@blackhillscorp.com

Radio Stations KGWY/KIML/KAML

Phone Number: 686-2242

E-mail: news@basinsradio.com
reception@basinsradio.com

Figure 6H-8. Road Closure with an Off-Site Detour (TA-8)

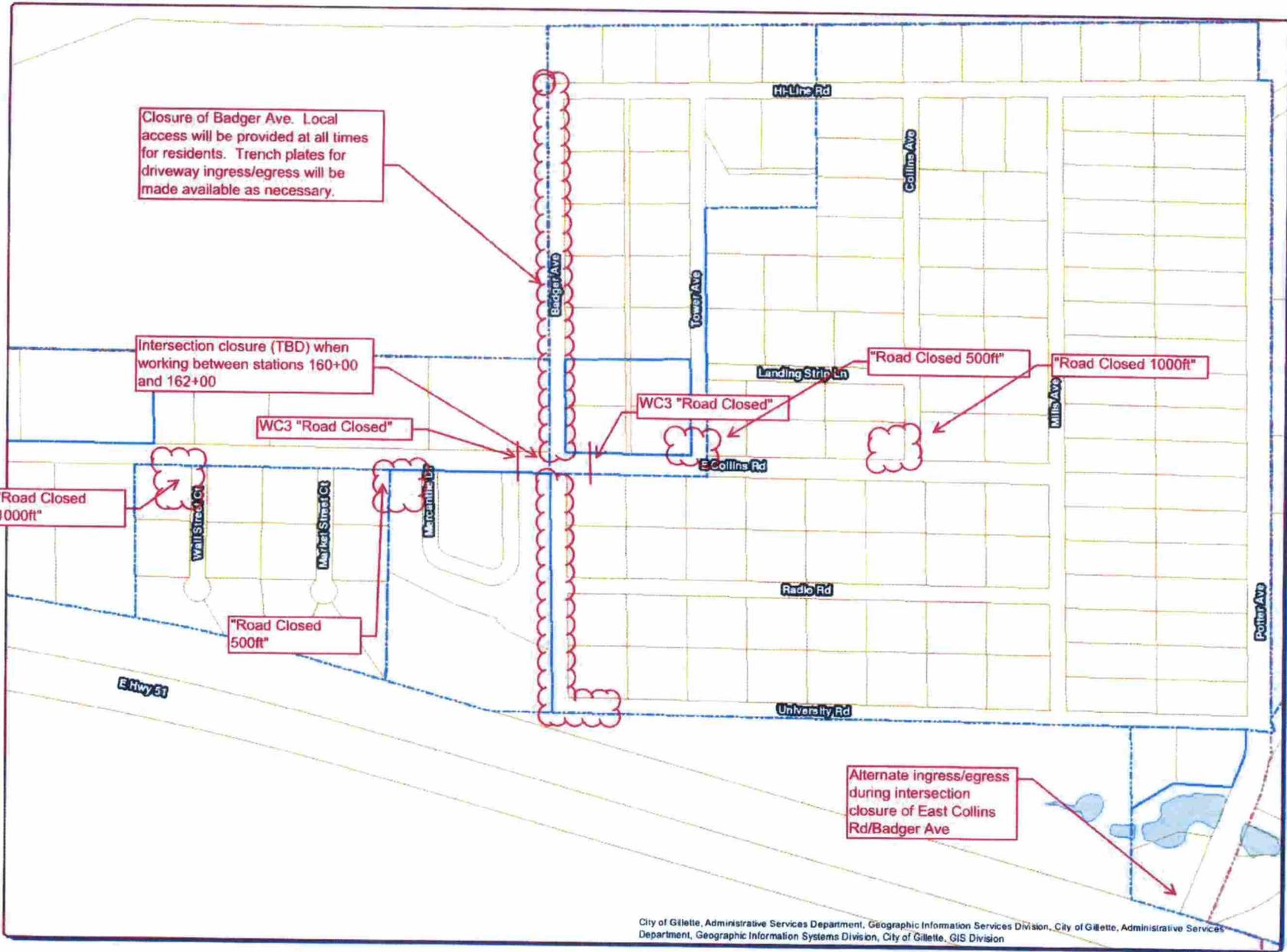


Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Typical Application 8

Legend

-  Subdivisions
-  Legal Description
-  Ownership
-  Lakes
-  City Limits



THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORDS IN THE POSSESSION OF THE CITY OF GILLETTE AND IS NOT GUARANTEED TO BE COMPLETE OR ACCURATE. THE CITY OF GILLETTE ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS.



Discover Gillette Map
 Citizen

September 21, 2017
 Service With a Purpose

Productivity Knowledge Integrity



Gillette, Wright, Campbell County Fire
 Protection Joint Powers
 Board of Directors
 October 11, 2017 Business Meeting
 Station 1, Community Room

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Note: ⚡ Signifies a Decision Item

GWCCFPJPB Meeting
Meeting at 5:30 p.m.
October 11, 2017
Gillette, Wright, Campbell County
Joint Powers Fire Board of Directors
Business Meeting
October 11, 2017 - Attendance

ATTENDANCE

Board Members:

_____ Cory Bryngelson

_____ Steve Crichton

_____ Chuck Davis

_____ Damon Hart

_____ Ryan Gross

_____ Ron Holmes

INVITED STAFF MEMBERS:

_____ Fire Chief Bill Shank

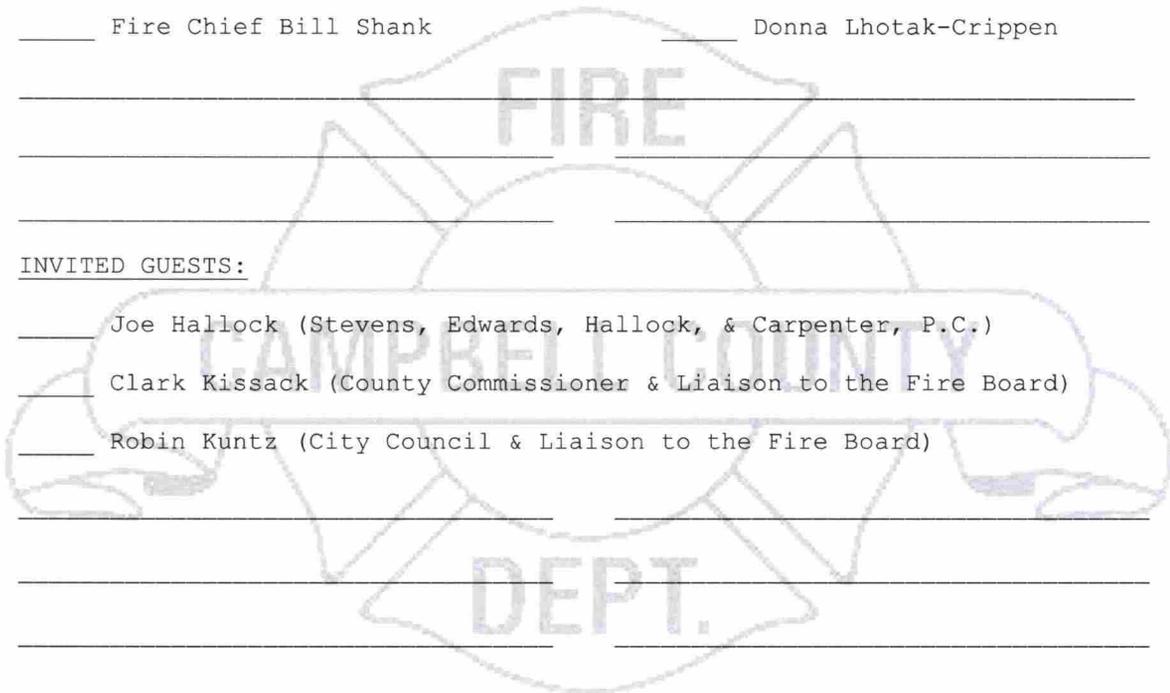
_____ Donna Lhotak-Crippen

INVITED GUESTS:

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

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

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





Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
October 11, 2017

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND INTRODUCTIONS

Guests:

4. BUSINESS ADDITIONS AND DELETIONS:

3.1 Approve the agenda

3.1.1 Approve agenda as amended (if needed)



4. PUBLIC COMMENTS

5. CONSENT AGENDA:

5.1 Consent Agenda Approval Items:

5.1.1 Regular Board Meeting Minutes

JOINT POWERS FIRE BOARD OF
DIRECTORS' MEETING MINUTES
September 20, 2017

ATTENDANCE: Chuck Davis, Ryan Gross, Steve Crichton, Ron Holmes, and Cory Bryngelson.

STAFF and GUESTS: Chief William Shank, Donna Lhotak-Crippen, and County Liaison Commissioner Clark Kissack.

1.0 CALL TO ORDER

Board Chairman, Ryan Gross called the meeting to order at 1730 hours at the Campbell County Fire Department Station One in Gillette, Wyoming.

2.0 WELCOME AND INTRODUCTIONS

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

3.0 BUSINESS ADDITIONS AND DELETIONS

3.1. AGENDA APPROVAL

• Motion Steve Crichton moved, seconded by Chuck Davis, to approve the meeting agenda as presented.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

4. PUBLIC COMMENTS

5.1 APPROVE CONSENT AGENDA



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 October 11, 2017 - Discussion/Approval

6 Motion Cory Bryngelson moved, seconded by Ron Holmes to approve the Consent Agenda as presented.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

6.1 MANUAL CHECKS

6 Motion Cory Bryngelson moved, seconded by Chuck Davis, to approve payment of the Manual Checks totaling \$89,596.58

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

7.1.1 FY CASH POSITION/ 7.1.2 FY 2017-2018 BUDGET VS ACTUAL

Donna Crippen mentioned our cash balance is \$242,493.36, we have received second quarter funding from the funding entities and also the reimbursement from the Vehicle Replacement account for the remaining balance of the four Grass Trucks of \$442,154.00.

Donna Crippen stated that after the Audit review we are showing short on Cash by approximately \$94,000 (Actual amount is \$98,196.35). It has been noted that the funding entities will see if we can absorb that amount with this year's budget, if not request the Funding at the end of the year.

7.2.1 CALL REVIEW

Chief Shank stated that we had 235 calls for the month of August. Been trying to work on reports in our new Emergency Reporting program we should have more wildland calls than what are reported in this report. Activity is picking up in wright. The board asked if the crews were ok after the last fatality in wright and to make sure if anyone needs assistance that they get it.

7.2.2 TRAINING REPORT

The Training Cadre will be working the following: 2018 Training Schedule, the 2018 Recruit Academy, Scheduling and instructing training for the remainder of 2017. We have two acquired structures available to burn for training. We will be making plans for those training burns as weather permits.

No formal (Countywide/Battalion) training was held in August, Individual crews and stations conducted various training.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
October 11, 2017 - Discussion/Approval

Training will be conducted on the Emergency Reporting System (ERS). Crew training will be conducted as needed. Training for the Administrative staff will be conducted on September 15th at the Campbell County IT Computer Training Center

Training will be conducted on the revised Incident Command Procedure

CPR training will be conducted on September 27th, A second class will also be offered on October 25th

Ron Smith, Bryan Borgialli, Rob Dickey, Terry Thomas and George White will be attending the Training Officer Credentialing Program and the Instructor Development Conference in Fort Collins, CO. This training is conducted by the International Society of Fire Service Instructors.

Other Upcoming Training:

Firefighter 2 training will be conducted in November

Apparatus Operator training will be conducted in November

The National Fire Academy course, Preparing for Initial Company Operations will be held in November

The National Fire Academy Course Managing Initial Company Operations will be conducted in December

Hazardous Materials Operations course will be held in December for the probationary members that need to complete it.

John Pafford will be attending the two-week Hazardous Materials Technician course at the Security and Emergency Response Training Center in Pueblo, CO. in October

Wayce Waller and Logan Tomer will be attending the CMC Rope Rescue Technician 1 & 2 course in October

New training schedule has been released with upcoming trainings and we are getting results from members who want to attend trainings.

7.2.3 FACILITY UPDATES

Station 9: The bid was awarded to Michael's Construction. A change order was done to address the items that does not need to be fixed and other changes from total replacement to partial.

Chief Shank stated that the final project should be acceptable. Chief Shank also stated that they believe the foundation quit moving enough to make the final repairs.

Station 3: The decision on the Bay floors is still being addressed. Both Hladky Construction and our crew agree that it need to have a complete tear out and replacement of the floor. The initial problems with the uncured product is still causing bubbling in the concrete. Expect to have fixed by late November or early December under warranty.

Pine Tree Station: Certificate of Occupancy has been issued. We have placed insurance on this new building. The County is trying to figure out how the ownership is going to work.



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 October 11, 2017 - Discussion/Approval

GENERAL INFORMATION:

- Four Grass trucks will be arriving on Thursday September 21st and will have the final inspection Friday Morning. Chris Kramer and Captain Borgialli went to Kansas and did an inspection and had a few items fixed before they are delivered here. Still working on the placement for these trucks.
- EMS director wanted to know if there was an option for their crews to use sleeping station while their base is remodeled. They could staff a crew station at three and the other one at Station One. The Board recommended on asking our legal counsel and approach the part time members to see how they think it will affect them. The board also recommend on having a Memorandum of understanding in place before we do anything. Steve Crichton stated this would help them out but would abstain on any votes.
- Chief Shank stated the 2017 Citizen survey results are out. The Fire Department was mentioned several times with different statements. One was that we are trying to kill the volunteer system, another one is that the fire department is also asking for money.

7.3 CALENDAR OF UPCOMING EVENTS

Chairman Gross stated that the need to schedule Chief Shank's evaluation. It was set to schedule a special meeting on September 27th at 5:30 pm.

8.1 BOARD ACTION ITEMS

☛ Motion Steve Crichton moved, seconded by Chuck Davis Motion to approve the memorandum of understating between Gillette/Wright/Campbell County Fire Protection Board and the Red Cross of Wyoming.
 Steve Crichton

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

8.2 BOARD ACTION ITEMS

☛ Motion Steve Crichton moved, seconded by Cory Bryngelson to approve the remaining payment of \$442,154 to Wise Fire & Safety for the Four Grass Trucks after they have had their final inspection.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 APPROVAL OF EXPENDITURES
 October 11, 2017 - Discussion/Approval

The motion carried.

RECESS

☛ Motion Chuck Davis moved, seconded by Ron Holmes to recess meeting at 1838 hours.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

☛ Motion Ron Holmes moved, seconded by Steve Crichton to reconvene meeting at 1845 hours.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

9.0 EXECUTIVE SESSION

☛ Motion Cory Bryngelson moved, seconded by Chuck Davis to move into executive session at 1845 hours for Personnel matters.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

☛ Motion Steve Crichton moved, seconded by Ron Holmes come out of executive session at 1855 hours.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

☛ Motion Ron Holmes moved, seconded by Cory Bryngelson to reconvene meeting at 1855 hours.

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



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
October 11, 2017 - Discussion/Approval

Ryan Gross yes Steve Crichton yes

The motion carried.

10.1 EXECUTIVE MINUTES

☛ Motion Chuck Davis moved, seconded by Cory Bryngelson to approve August 9, 2017 Executive Minutes.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	abstain
Ryan Gross	yes	Steve Crichton	abstain

The motion carried.

11.0 ADJOURNMENT

☛ Motion Cory Bryngelson moved seconded by Steve Crichton to adjourn meeting at 1857 hours.

Cory Bryngelson	yes	Damon Hart	absent
Chuck Davis	yes	Ron Holmes	yes
Ryan Gross	yes	Steve Crichton	yes

The motion carried.

Respectfully Submitted,

Ryan Gross

Attest: Donna Lhotak-Crippen

Chairman



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
October 11, 2017 - Discussion/Approval

5.1.2 Monthly Expenditures

**Campbell County Fire Department
Check Run October 2017**

(Will be submitted at Board Meeting)



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
APPROVAL OF EXPENDITURES
October 11, 2017 - Discussion/Approval

6. EXPENDITURE APPROVAL

6.1 Approval of Manual Checks

Manual Checks:

CC HBTA DENTAL INSURANCE	\$2,260.00	Dental Insurance
CC HBTA HEALTH INSURANCE	\$42,120.00	Health Insurance
CAMPBELL CO EMP LIFE	\$1,096.48	Life Insurance
CAMPBELL CO TREASURER	\$1,765.67	Payroll Deduction
CC HBTA VISION INSURANCE	\$309.01	Vision Insurance
FIRST NATIONAL BANK	\$600.00	Payroll Deduction
HEALTH SMART BENEFIT SOLUTIONS INC	\$80.00	Life Insurance
ORCHARD TRUST	\$1,585.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63	Payroll Deduction
WYOMING RETIREMENT SYSTEM	\$3,971.57	Retirement
HEALTH SMART BENEFIT SOLUTIONS INC	\$32.00	Life Insurance
WYOMING RETIREMENT SYSTEM	\$1,305.00	Retirement
WYOMING RETIREMENT SYSTEM	\$27,290.04	Retirement
CAMPBELL CO TREASURER	\$1,765.67	Payroll Deduction
ORCHARD TRUST	\$1,585.00	Deferred Compensation
WYOMING CHILD SUPPORT ENFORCEMENT	\$582.63	Payroll Deduction
	<hr/>	
	\$86,930.70	



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
BOARD REVIEW/FYI ITEMS
March 8, 2017 - Information/Discussion

7. BOARD REVIEW/FYI ITEMS

7.1 Financial and Policy Review

7.1.1 Cash Position

Beginning Balance as of 9/1/2017	\$242,493.36
VFIS Glatfelter Claims - Insurance Reimbursement	\$680.35
Michael Peterson - 2017 FF Pension	\$90.00
City of Gillette - FY 18 2nd QTR Operating	\$279,373.50
City of Gillette - Reimbursement for Four Grass Trucks	\$442,154.00
Town of Wright - FY 2nd Qtr Operating	\$13,968.75
Heritage HOA - AMFTC Fee	\$100.00
Campbell County - 2nd Qtr Operating	\$824,151.75
Idolina Roscoh - AMFTC Fee	\$75.00
BLM Seat Base Reimbursement	\$1,705.00
Interest Revenue	\$74.71
Total Revenues	<u>\$1,562,373.06</u>
Balance before Disbursements	\$1,804,866.42
Disbursements:	
Accounts Payable Approved at Board Meetings Check #55844-55924	\$624,362.09
Manual Checks	\$86,930.70
Payroll	\$190,281.99
Total Disbursements	\$901,574.78
Ending Balance as of 9/30/2017	\$903,291.64



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS
 October 11, 2017 - Information/Discussion

7.1.2 FY 2017-2018 Budget vs. Actual Statements

CAMPBELL COUNTY FIRE DEPT
 Operating and Suppression Budget Vs Actual To Date
 As Of 9/30/2017

	Current Period	Budgeted Amount	YTD	Amount Left	Percentage Left
OPERATING AND SUPPRESSION REVENUES					
Interest Earned	\$43.61	\$600.00	\$43.61	\$556.39	92.73%
Training Center Donations	\$20.00	\$0.00	\$20.00	(\$20.00)	0.00%
CCFD Apparel Revenue	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
Travel Reimbursement	(\$2,127.50)	\$3,000.00	(\$2,127.50)	\$5,127.50	170.92%
State of Wyoming: CM2	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Burlington Northern	\$1,905.51	\$5,000.00	\$1,905.51	\$3,094.49	61.89%
Campbell County Appropriation	\$824,151.75	\$3,296,607.00	\$824,151.75	\$2,472,455.25	75.00%
City of Gillette Appropriation	\$279,373.50	\$1,117,494.00	\$279,373.50	\$838,120.50	75.00%
Town of Wright	\$13,968.75	\$55,875.00	\$13,968.75	\$41,906.25	75.00%
Unanticipated Grant Revenue	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Miscellaneous Income	\$75.24	\$5,000.00	\$75.24	\$4,924.76	98.50%
Insurance Repair Reimbursements	\$2,636.69	\$50,000.00	\$2,636.69	\$47,363.31	94.73%
BLM Rural Fire Assistance Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
RRT Response Reimb Revenue	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Training Center Rental Fees	\$725.00	\$9,200.00	\$725.00	\$8,475.00	92.12%
Event Coverage Revenue	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Shop Repair Reimbursements	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Total Operating and Suppression Revenues	\$1,120,772.55	\$4,713,776.00	\$1,120,772.55	\$3,593,003.45	76.22%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS

October 11, 2017 - Information/Discussion

OPERATING EXPENDITURES

Salaries	\$299,660.67	\$1,626,242.00	\$299,660.67	\$1,326,581.33	81.57%
Event Coverage Overtime	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Maintenance Overtime	\$341.04	\$5,000.00	\$341.04	\$4,658.96	93.18%
Suppression Overtime	\$44,772.69	\$150,000.00	\$44,772.69	\$105,227.31	70.15%
Project/Meeting Overtime	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
Shift Coverage OT	\$1,666.90	\$30,000.00	\$1,666.90	\$28,333.10	94.44%
Training Overtime	\$88.52	\$4,000.00	\$88.52	\$3,911.48	97.79%
Part-time Temporary	\$37,777.74	\$80,000.00	\$37,777.74	\$42,222.26	52.78%
Board Expenses - JPFb	\$374.97	\$1,500.00	\$374.97	\$1,125.03	75.00%
Board Expenses - Chief Officers	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
Legal Counsel	\$4,150.00	\$35,000.00	\$4,150.00	\$30,850.00	88.14%
Computer Contract Fees	\$10,571.33	\$40,000.00	\$10,571.33	\$29,428.67	73.57%
Other Professional Services	(\$48.85)	\$22,000.00	(\$48.85)	\$22,048.85	100.22%
Dispatch Fees	\$15,000.00	\$60,000.00	\$15,000.00	\$45,000.00	75.00%
Periodicals - Haz Mat	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Periodicals - Inspections /Code Manuals	\$0.00	\$1,332.00	\$0.00	\$1,332.00	100.00%
Criminal Background Checks	\$117.00	\$2,400.00	\$117.00	\$2,283.00	95.13%
Medical Physicals	\$2,906.00	\$40,000.00	\$2,906.00	\$37,094.00	92.74%
Legal Notices	\$280.00	\$1,500.00	\$280.00	\$1,220.00	81.33%
Postage and Freight	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
Cleaning Supplies	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
Office Supplies - STA 1	\$4,121.86	\$21,500.00	\$4,121.86	\$17,378.14	80.83%
Supplies - Training Audio Visual	\$308.00	\$3,000.00	\$308.00	\$2,692.00	89.73%
Supplies - Inspection	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
Supplies - AMFTC Classroom Expenses	\$368.93	\$1,500.00	\$368.93	\$1,131.07	75.41%
Firefighter Recognition	\$185.00	\$15,000.00	\$185.00	\$14,815.00	98.77%
Volunteer Recruitment and Retention	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 BOARD REVIEW/FYI ITEMS

October 11, 2017 - Information/Discussion

Reimbursable Travel - Training	(\$641.20)	\$3,000.00	(\$641.20)	\$3,641.20	121.37%
Staff Development - Training	\$6,681.84	\$60,000.00	\$6,681.84	\$53,318.16	88.86%
Community Investment	\$63.90	\$500.00	\$63.90	\$436.10	87.22%
Cadet Program	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
Recruit Academy	\$0.00	\$6,915.00	\$0.00	\$6,915.00	100.00%
Honor Guard	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Utilities - STA 1	\$10,518.59	\$65,000.00	\$10,518.59	\$54,481.41	83.82%
Utilities - Sta 2	\$656.24	\$7,140.00	\$656.24	\$6,483.76	90.81%
Utilities - Sta 3	\$1,481.47	\$11,000.00	\$1,481.47	\$9,518.53	86.53%
Utilities - Sta 4	\$760.86	\$5,200.00	\$760.86	\$4,439.14	85.37%
Utilities - Sta 7	\$2,008.85	\$11,000.00	\$2,008.85	\$8,991.15	81.74%
Utilities - Sta 9	\$2,908.02	\$16,000.00	\$2,908.02	\$13,091.98	81.83%
Utilities - Sta 10	\$336.63	\$4,000.00	\$336.63	\$3,663.37	91.58%
Utilities - Sta 11	\$220.69	\$3,500.00	\$220.69	\$3,279.31	93.70%
Utilities - Sta 12	\$621.31	\$3,200.00	\$621.31	\$2,578.69	80.58%
Utilities - Sta 13	\$530.44	\$4,600.00	\$530.44	\$4,069.56	88.47%
Utilities - Rural	\$705.33	\$15,000.00	\$705.33	\$14,294.67	95.30%
Utilities - AMFTC	\$1,072.77	\$7,000.00	\$1,072.77	\$5,927.23	84.68%
Utilities - Shop	\$2,362.29	\$15,000.00	\$2,362.29	\$12,637.71	84.25%
Garbage Collection - Sta 11	\$94.00	\$550.00	\$94.00	\$456.00	82.91%
Garbage Collection - Sta 12	\$93.98	\$550.00	\$93.98	\$456.02	82.91%
Telephone Expense - STA 1	\$3,605.43	\$20,000.00	\$3,605.43	\$16,394.57	81.97%
Telephone Expense - Sta 2	\$185.48	\$1,115.00	\$185.48	\$929.52	83.37%
Telephone Expense - Sta 3	\$221.50	\$2,500.00	\$221.50	\$2,278.50	91.14%
Telephone Expense - Sta 4	\$185.48	\$1,115.00	\$185.48	\$929.52	83.37%
Telephone Expense - Sta 7	\$563.31	\$2,500.00	\$563.31	\$1,936.69	77.47%
Telephone Expense - Sta 9	\$828.07	\$4,000.00	\$828.07	\$3,171.93	79.30%
Telephone Expense - Sta 11	\$185.48	\$1,115.00	\$185.48	\$929.52	83.37%
Telephone Expense - Sta 12	\$185.48	\$1,115.00	\$185.48	\$929.52	83.37%



Gillette, Wright, Campbell County Fire Protection
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BOARD REVIEW/FYI ITEMS

October 11, 2017 - Information/Discussion

Telephone Expense - Sta 13	\$185.48	\$1,115.00	\$185.48	\$929.52	83.37%
Mobile Phones	\$1,243.86	\$5,000.00	\$1,243.86	\$3,756.14	75.12%
Building Maintenance	\$8,866.44	\$100,000.00	\$8,866.44	\$91,133.56	91.13%
Training Center Repairs	\$321.72	\$9,200.00	\$321.72	\$8,878.28	96.50%
Janitorial Services - Shop Coveralls	\$532.30	\$2,000.00	\$532.30	\$1,467.70	73.39%
Station Building Supplies - Sta 2	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 3	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 4	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 7	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies Sta 9	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 10	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 11	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 12	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Station Building Supplies - Sta 13	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
Vendor Account Expenses	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
BLM Rural Fire Assistance Expenditures	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Personal Protective Gear	\$0.00	\$50,500.00	\$0.00	\$50,500.00	100.00%
Full Time Employees Uniforms	\$1,141.68	\$18,000.00	\$1,141.68	\$16,858.32	93.66%
Part-Time Uniforms	\$1,031.12	\$18,000.00	\$1,031.12	\$16,968.88	94.27%
Operating Supplies - Medical	\$458.12	\$5,000.00	\$458.12	\$4,541.88	90.84%
Operating Supplies - Wildland	\$1,204.47	\$13,759.00	\$1,204.47	\$12,554.53	91.25%
Operating Supplies - Haz Mat	\$280.32	\$7,000.00	\$280.32	\$6,719.68	96.00%
Operating Supplies - Shop	\$1,709.61	\$5,000.00	\$1,709.61	\$3,290.39	65.81%
Operating Supplies - Flags	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Operating Supplies - Investigations	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Shop Tools	\$905.03	\$5,000.00	\$905.03	\$4,094.97	81.90%
Bunker Gear Maintenance	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
Ladder - Aerial Apparatus Testing	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
Radio Maintenance	\$44.63	\$13,000.00	\$44.63	\$12,955.37	99.66%



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BOARD REVIEW/FYI ITEMS
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SCBA Maintenance	\$15.41	\$17,700.00	\$15.41	\$17,684.59	99.91%
Equipment Maintenance	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
Tax Expenditures	\$17,378.35	\$141,735.00	\$17,378.35	\$124,356.65	87.74%
Benefit Expenditures	\$140,661.23	\$838,578.00	\$140,661.23	\$697,916.77	83.23%
Flex	\$0.00	\$14,050.00	\$0.00	\$14,050.00	100.00%
Insurance / General Liability	\$88,089.00	\$228,500.00	\$88,089.00	\$140,411.00	61.45%
Total Operating Expenditures	\$723,146.81	\$3,985,276.00	\$723,146.81	\$3,262,129.19	81.86%

SUPPRESSION EXPENDITURES

Part Time Certification & Training	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Gasoline/Fuel	\$23,688.32	\$60,000.00	\$23,688.32	\$36,311.68	60.52%
Vehicle Maintenance	\$42,205.39	\$105,000.00	\$42,205.39	\$62,794.61	59.80%
Insurance Repairs	\$5,575.45	\$50,000.00	\$5,575.45	\$44,424.55	88.85%
Saw Maintenance	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
Fire Suppression	\$48,488.73	\$160,000.00	\$48,488.73	\$111,511.27	69.70%
Part Time Pay	\$48,905.98	\$200,000.00	\$48,905.98	\$151,094.02	75.55%
RRT Response Reimbursement Expenditures	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
Unanticipated Grant Expenditures	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
Catastrophic Suppression	\$0.00	\$100,000.00	\$0.00	\$100,000.00	100.00%
Part Time Retirement	\$1,410.00	\$13,000.00	\$1,410.00	\$11,590.00	89.15%
Total Suppression Expenditures	\$170,273.87	\$728,500.00	\$170,273.87	\$558,226.13	76.63%

Total Operating and Suppression Expenditures	\$893,420.68	\$4,713,776.00	\$893,420.68	\$3,820,355.32	81.05%
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7.2 Administrative Items: Chief Shank

7.2.1 Call Reviews

Campbell County FD

Gillette, WY

This report was generated on 10/6/2017 2:08:04 PM



Count of Incidents by Incident Type per Zone

Incident Status: All | Start Date: 09/01/2017 | End Date: 09/30/2017

% of Incidents per Zone



INCIDENT TYPE	# INCIDENTS	% of TOTAL
BATT 1 - Battalion 1 - Outside of the City Limits		
133 - Rail vehicle fire	1	0.59%



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 ADMINISTRATIVE ITEMS

October 11, 2017 - Information/Discussion

141 - Forest, woods or wildland fire	1	0.59%
142 - Brush or brush-and-grass mixture fire	1	0.59%
143 - Grass fire	4	2.35%
251 - Excessive heat, scorch burns with no ignition	2	1.18%
311 - Medical assist, assist EMS crew	3	1.76%
322 - Motor vehicle accident with injuries	1	0.59%
551 - Assist police or other governmental agency	1	0.59%
561 - Unauthorized burning	1	0.59%
611 - Dispatched & cancelled en route	2	1.18%
631 - Authorized controlled burning	1	0.59%
651 - Smoke scare, odor of smoke	1	0.59%
730 - System malfunction, other	1	0.59%
Zone: BATT 1 - Battalion 1 - Outside of the City Limits Total Incident:	20	11.76%
BATT 1 - Gillette - Battalion 1 -Gillette City Limits		
113 - Cooking fire, confined to container	1	0.59%
143 - Grass fire	1	0.59%
311 - Medical assist, assist EMS crew	48	28.24%
320 - Emergency medical service, other	1	0.59%
322 - Motor vehicle accident with injuries	8	4.71%
324 - Motor vehicle accident with no injuries.	5	2.94%
350 - Extrication, rescue, other	1	0.59%
410 - Combustible/flammable gas/liquid condition, other	1	0.59%
412 - Gas leak (natural gas or LPG)	2	1.18%
413 - Oil or other combustible liquid spill	1	0.59%
422 - Chemical spill or leak	1	0.59%
424 - Carbon monoxide incident	1	0.59%
531 - Smoke or odor removal	2	1.18%
555 - Defective elevator, no occupants	1	0.59%
611 - Dispatched & cancelled en route	15	8.82%
622 - No incident found on arrival at dispatch address	1	0.59%
653 - Smoke from barbecue, tar kettle	1	0.59%
671 - HazMat release investigation w/no HazMat	3	1.76%



Gillette, Wright, Campbell County Fire Protection
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 ADMINISTRATIVE ITEMS

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733 - Smoke detector activation due to malfunction	4	2.35%
735 - Alarm system sounded due to malfunction	3	1.76%
736 - CO detector activation due to malfunction	2	1.18%
740 - Unintentional transmission of alarm, other	1	0.59%
743 - Smoke detector activation, no fire - unintentional	2	1.18%
744 - Detector activation, no fire - unintentional	1	0.59%
745 - Alarm system activation, no fire - unintentional	3	1.76%
Zone: BATT 1 - Gillette - Battalion 1 -Gillette City Limits Total Incident:	110	64.71%
BATT 2 - Battalion 2		
133 - Rail vehicle fire	1	0.59%
142 - Brush or brush-and-grass mixture fire	1	0.59%
143 - Grass fire	3	1.76%
311 - Medical assist, assist EMS crew	2	1.18%
322 - Motor vehicle accident with injuries	1	0.59%
324 - Motor vehicle accident with no injuries.	3	1.76%
413 - Oil or other combustible liquid spill	1	0.59%
542 - Animal rescue	1	0.59%
561 - Unauthorized burning	1	0.59%
622 - No incident found on arrival at dispatch address	1	0.59%
Zone: BATT 2 - Battalion 2 Total Incident:	15	8.82%
BATT 3 - Battalion 3		
131 - Passenger vehicle fire	1	0.59%
151 - Outside rubbish, trash or waste fire	1	0.59%
311 - Medical assist, assist EMS crew	6	3.53%
352 - Extrication of victim(s) from vehicle	1	0.59%
745 - Alarm system activation, no fire - unintentional	1	0.59%
Zone: BATT 3 - Battalion 3 Total Incident:	10	5.88%
BATT 4 - Battalion 4		
141 - Forest, woods or wildland fire	1	0.59%
142 - Brush or brush-and-grass mixture fire	3	1.76%
143 - Grass fire	1	0.59%



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 ADMINISTRATIVE ITEMS

October 11, 2017 - Information/Discussion

311 - Medical assist, assist EMS crew	2	1.18%
322 - Motor vehicle accident with injuries	1	0.59%
Zone: BATT 4 - Battalion 4 Total Incident:	8	4.71%
BATT 4 - Wright - Battalion 4 - Town of Wright		
111 - Building fire	1	0.59%
141 - Forest, woods or wildland fire	1	0.59%
143 - Grass fire	1	0.59%
311 - Medical assist, assist EMS crew	1	0.59%
412 - Gas leak (natural gas or LPG)	1	0.59%
745 - Alarm system activation, no fire - unintentional	1	0.59%
Zone: BATT 4 - Wright - Battalion 4 - Town of Wright Total Incident:	6	3.53%
Not Specified		
	1	0.59%
Zone: Not Specified Total Incident:	1	0.59%
TOTAL INCIDENTS FOR ALL ZONES:	170	100%



7.2.2 Training Report

Training Division Report –September 2017 **Training Cadre**

The Training Cadre will be working the following: 2018 Training Schedule, the 2018 Recruit Academy, Scheduling and instructing training for the remainder of 2017.

We have two acquired structures available to burn for training. We will be making plans for those training burns as weather permits.

September Training Highlights

Training was conducted on the Emergency Reporting System (ERS). Training for the Administrative staff was conducted on September 15th at the Campbell County IT Computer Training Center

Training was conducted on the revised Incident Command Procedure

CPR training was conducted on September 27th, 12 students completed the class. A second class will also be held on October 25th

Ron Smith, Bryan Borgialli, and George White will be attending the Training Officer Credentialing Program and the Instructor Development Conference in Fort Collins, CO. This training was conducted by the International Society of Fire Service Instructors.

October Training

Department Training will focus on vehicle extrication. Classroom training will be held at the October Countywide and hands-on will be conducted the following two Thursday's.

John Pafford will be attending the two-week Hazardous Materials Technician course at the Security and Emergency Response Training Center in Pueblo, CO. October 23rd through November 3rd

Wayce Waller and Logan Tomer will be attending the CMC Rope Rescue Technician 1 & 2 course in October



Gillette, Wright, Campbell County Fire Protection
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Other Upcoming Training

Annual Emergency Vehicle Operator Refresher training will be held on November 2nd.

Hazardous Materials Operations course will be held November 3-5th for the probationary members that need to complete it.

Firefighter 2 training will be conducted on each Wed night beginning on November 8th through the 29th

Apparatus Operator training will be conducted in November

The National Fire Academy course, Preparing for Initial Company Operations will be held on November 17th & 18th

Four members will be attending the Volunteer and Combination Officer Section – Symposium in the Sun on November 9-12th

The National Fire Academy Course Managing Initial Company Operations will be conducted on December 15th and 16th

Industrial/Public Training

The requests from private industry for Fire Safety/Fire Extinguisher Training has picked up. The Training Division completed a class for AmeriGas in September and we currently have requests from Devon Energy, EOG Resources and Kieffer Sanitation.



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October 11, 2017 - Information

7.2.3 Facility Update/ General Information



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October 11, 2017 - Information

7.3 Calendar of Upcoming CCFD/Fire Board Events

October 2017

- October 14, 2017: Fire Board workshop at 7:00 a.m. at Station One, Volunteer Room.
- October 25, 2017: County Commissioner Quarterly Meeting at 6:00 p.m. at Commissioner Chambers

November 2017

- November 8, 2017: Fire Board Meeting at 5:30 p.m. at Station One Community Room.

December 2017

- December 13, 2017: Fire Board Meeting at 5:30 p.m. at Station One Community Room.



Gillette, Wright, Campbell County Fire Protection
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BOARD ACTION ITEMS
October 11, 2017 - Discussion/Approval

8. BOARD ACTION ITEMS

8.1



Gillette, Wright, Campbell County Fire Protection
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9. EXECUTIVE SESSION

- 9.1 Matters Posing Threat to Security of Public or Private Property, or Threat to Public Access**
- 9.2 Appointment, Employment, or Dismissal of Public Officer, Employee, or Professional Person**
- 9.3 Litigation Matters**
- 9.4 National Security Matters**
- 9.5 Real Estate Purchases**
- 9.6 Attorney Client Privileged Information**

10.0 BOARD ACTION ITEM

10.1 Executive Minutes

Motion to approve Executive Session Minutes

11.0 ADJOURNMENT

The meeting was adjourned at _____ hours.

You Are Invited
To A Public Meeting For The
Mt. Nebo Cemetery Land Use Master Plan

LOCATION: Mt. Pisgah Cemetery
804 South Emerson Avenue
Gillette, WY 82716

DATE / TIME: Wednesday, October 25, 2017
4:00 P.M. – 7:30 P.M.

An open-house style meeting will be held in the indoor shelter at Mt. Pisgah Cemetery. This meeting is open to the public and all residents and landowners of Campbell County are welcome to attend.

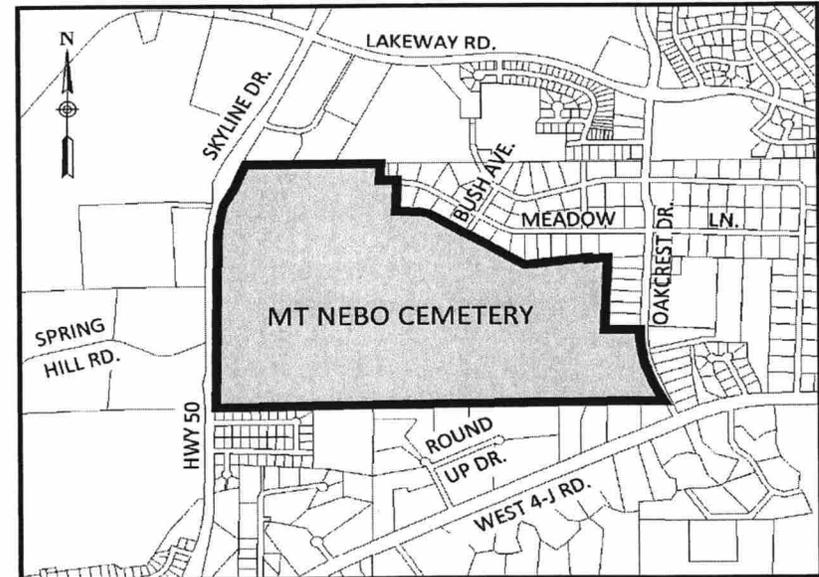
Questions May Be Directed To:

Darin Edmonds, Sexton

Phone: 307-682-3125

E-Mail: dedmonds@cccdistrict.com

We are excited to announce the Campbell County Cemetery District is now conducting a land use master plan for its future cemetery facility planned for southwest Gillette. This planning effort is intended to help the District look at facility requirements well into the future – 100 years and beyond. This 200-acre site is located within city limits and is currently used as a pasture and hayfield. While the focus of this facility will be the long-term development of a new cemetery, the District is considering other potential land uses which would be compatible with a future cemetery. Public comment is welcome and encouraged.



2018 EMPLOYEE BENEFITS

OPEN ENROLLMENT

SUNDAY, OCTOBER 15TH THRU SATURDAY OCTOBER 28TH



MANDATORY FOR ALL EMPLOYEES:

- Open enrollment will be accessible through Employee Self Service beginning October 15th and will close on October 28th.
- Failure to submit your benefits desires for plan year 2018 may result in the loss of important benefits, such as Health Insurance.
- Instructions on enrollment through Employee Self Service will be provided this week., as well as more information on your available benefits.



Attached is the most current City of Gillette Benefits Guide. Déca has been providing important information in regards to our new High Deductible Health plan and other options. If you have not already attended previous sessions, the final presentation will be held at City Hall, Community Conference room, October 19th at 2:00pm.

The Human Resources Department will be available to answer any question you may have in regards to the benefits or how to enroll.

Please contact us at (307) 686-5222

BOARD TRAINING

This board training is for Appointed Board Members, Non-Profit Board Members and Organizational Directors. Please select one of the two sessions to attend.

SESSIONS

October 24th | 1:00 – 4:00 PM | 412 South Gillette Avenue
Cottonwood Room – George Amos Memorial Building

October 26th | 5:30 – 8:30 PM | 2301 South 4-J Road
Public Health Conference Room

PRESENTERS

Carol Seeger | Deputy County Attorney

Ivy McGowan-Castleberry | Public Information Coordinator

Shelly Edwards | Finance Manager

REGISTRATION

Office of the Commissioners

Sandra Beeman | (307) 682-7283 | sdb01@ccgov.net

City of Gillette Administration

Angela Williams | (307) 686-5203 | angelaw@gillettewy.gov

2017 Fall Board Training Hosted by Campbell County



Gillette Abuse Refuge Foundation



(G.A.R.F.)

You are invited to attend our
22nd Annual Candlelight Vigil
Friday, Oct. 20th
6:00 pm, City Council
Chambers

Please come to support victims
and survivors of Domestic Violence
in our community.

- G.A.R.F. Staff, Board &
Volunteers