



# 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, City Administrator  
RE: General Information  
DATE: March 2, 2018

The following meetings are scheduled for the week of **March 3rd – March 9th**

### Tuesday, March 6<sup>th</sup>

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

- Wyoming Association of Risk Management (WARM) Presentation on Property & Liability Pools
- City Pool Maintenance & Concession Lease Discussion
- Residential Care Facility Discussion
- Executive Session
- City Hall – 3<sup>rd</sup> Floor Conference Room
- Dinner Served at 5:30 p.m.

#### 7:00 p.m. City Council Meeting

- City Hall – Council Chambers

### Thursday, March 8<sup>th</sup>

#### 12:00 p.m. City 1% Sales Tax Listening Session

- Campbell County Senior Center

1. Attached please find a memorandum regarding **Billboard in Conestoga Drive Right-of-Way** dated **February 16, 2018** provided by **Development Services Director VonEye**.
2. Attached please find **information** regarding **1% Listening Session #2** dated **February 28, 2018** provided by **Communications Manager Palazzari**.
3. Attached please find **information** on the **Winter Parks Photo Contest** dated **February 23, 2018** provided by **Communications Manager Palazzari**.
4. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **March 8, 2018** and **meeting minutes** dated **February 8, 2018** provided by the **Cam-Plex**.

\* Item previously discussed by Council

PGD/adw



# CITY OF GILLETTE

Finance Department - City Clerk Division  
Karlene Abelseth, City Clerk  
201 E. 5th Street • Gillette, Wyoming 82716  
Phone 307.686.5210 • Fax 307.686.4810  
[www.gillettewy.gov](http://www.gillettewy.gov)

**Pre-Meeting – 6:00 p.m.  
City Hall – 3rd Floor Conference Room  
Tuesday, March 6, 2018  
Dinner Served at 5:30 p.m.**

## Pre-Meeting Topic(s):

- Wyoming Association of Risk Management (WARM) Presentation on Property & Liability Pools
- City Pool Maintenance & Concession Lease Discussion
- Residential Care Facility Discussion
- Review March 6th Council 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  
www.gillettewy.gov

## Memo

DATE: February 16, 2018

TO: Mayor and City Council  
Patrick G. Davidson, City Administrator 

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

RE: Billboard in Conestoga Drive Right-of-Way

During the City's meetings with the Interstate Industrial Park Improvement District (District) regarding the creation of the Local Improvement District for the replacement of their water system, it was brought to our attention that their District has received a lease payment for several years for a billboard that is located in the Conestoga Drive ROW. This ROW would have been considered the District's property prior to their annexation in 2002, but became City ROW upon annexation.

The billboard is owned by Target Signs and is located as shown on the attached map. Our billboard regulations in the City's Zoning Ordinance do not allow for the placement of billboards in the ROW, and this billboard does exceed our maximum advertising area of 680 square feet (at approx. 830 SF).

However, this billboard is otherwise compliant with the other City regulations:

- Not within 5' of a building,
- Located within 250' proximity to the interstate,
- At least 250' distance away from any Residential Zones,
- Located in an Industrial Zone (allowed),
- Spaced at least 150' from other billboards

The District Board Members have recently acknowledged that the lease management and collection of lease payment for this billboard is not within their jurisdiction, since the billboard is located within City ROW and not on the District's property.

In considering these circumstances related to this billboard, and the history of its location prior to annexation, City staff's recommendation for this billboard would be the following:

- to address the leasing of the billboard through the proper agency (the City, not the District)
- to allow for its continued use in our ROW upon the execution of the proper ROW license and lease agreement with Target Signs

Development Services staff is seeking concurrence of this plan with Administration and Council prior to moving forward in that direction. Please let me know of any questions we may help to address.



**CITY OF GILLETTE**

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

**Legend**

-  Legal Description
-  Ownership
-  City Limits

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.



**Conestoga Billboard**

February 16, 2018

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

City of Gillette, Geographic Information Systems Division, 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





## 1% Listening Session #2

Thursday, March 8th at 12:00 p.m. at the Campbell County Senior Center

**The City of Gillette will be hosting the 2nd 1% Listening Session at the Campbell County Senior Center on Thursday, March 8th at 12:00 p.m.**

Post Date: 02/28/2018 12:00 PM

The City of Gillette will be hosting the second of five 1% Listening Sessions at the Campbell County Senior Center at [701 Stocktrail Avenue](#) on Thursday, March 8th at 12:00 p.m. This listening session is an opportunity for Gillette and Campbell County residents to provide feedback on the use of 1% Sales Tax funds. There will be a brief educational session at the beginning of the meeting.

The [first 1% Listening Session](#) was held Tuesday, February 27th at 6:00 p.m. in the Gillette City Council Chambers. It can be viewed in its entirety on [Gillette Public Access Cable Channel 192](#), as well as using GPA's [online archive](#). A replay of the 2nd 1% Listening Session will be provided shortly after the meeting is concluded.

There will be three more 1% Listening Sessions; two hosted by Campbell County Government and one by the Town of Wright - all meetings will be recorded by GPA for tape-delayed playback.

- **Tuesday, March 20th at 1:30 p.m.** in the Campbell County Commissioner Chambers (televised live on GPA Cable Channel 192 and [streaming online](#))
- **Sunday, April 8th at 2:00 p.m.** in the Wyoming Room at the Campbell County Public Library hosted by the Campbell County Commissioners
- **Monday, April 16th at 7:00 p.m.** at Wright City Hall

For those that are unable to attend one of the meetings but would like to provide comment, you can fill out a form at the City Clerk's office at City Hall, 201 E. 5th Street. There will be forms in the Campbell County Commissioner's Office and the Campbell County Clerk's Office at [500 S. Gillette Avenue](#). You can also fill out the [online comment form](#) on the Campbell County government website.

For more information on the 1% Sales Tax, please utilize the following links: [City of Gillette](#), [Campbell County](#), [Town of Wright](#). You can also contact [Communications Manager Geno Palazzari](#) at (307) 686-5393.

## Time is Running Out to Enter the Winter Parks Photo Contest

Contest Runs from December 1st through February 28th

**Send in your best photos taken on the grounds of a City of Gillette Park between December 1, 2017 and February 28, 2018 and you could win \$50 in Gold Bucks.**

Post Date: 02/23/2018 12:00 PM

## We are having a Winter Parks Photo Contest

**Send in your best photos taken on the grounds of a City of Gillette Park between December 1, 2017 and February 28, 2018 and you could win \$50 in Gold Bucks.**

### Photo Contest Rules;

#### 1. Rules

1. Entries must be submitted by the original photographer. Your submission of the photo is your guarantee that you are the author and copyright holder of the photo.
2. Residents and non-residents are encouraged to submit photos.
3. All photos must be taken on the grounds of the City of Gillette between December 1, 2017 and February 28, 2018. All photos must depict parks within the City of Gillette.
4. All photos must be submitted to the city by March 5, 2018.
5. Each photographer may submit up to ten photographs to the competition. Each photo submitted must include an entry form.
6. Photographs submitted with a watermark will not be considered.
7. Photos should accurately reflect the subject matter and scene as it appeared. Photos should not be digitally altered beyond standard optimization (removal of dust, cropping, reasonable adjustments to exposure, color and contrast, etc.)
8. Anyone 17 years of age or younger must submit a written waiver by their parent or guardian.
9. Any photos that include images of people must be accompanied by written waiver by those that are included in the photo.
10. The City is not responsible for lost entries.
11. The undersigned photographer shall defend, indemnify and hold harmless, the City of Gillette from and against any action, suit, claim, damages, liability, costs and expenses (including reasonable attorneys' fees) arising out of or related to the use of the photo(s) by the City of Gillette.
12. Submission of photographs, as part of the contest, includes a license to the City to make unlimited and exclusive use of the photograph for the purposes set forth in the Contest Entry Form. The original photographer shall retain all authorship and copyright ownership in the photographs, and may continue to use the photographs, images, and any copies thereof, solely for personal use.
13. At the City of Gillette's discretion, credit for the photograph may be included in publications.
14. Photo Criteria
  1. At the discretion of the photographer.
  2. Photos that are of low resolution or quality may not be considered when selecting winners.

3. All entries can should be submitted attached to an email, with completed entry form and emailed to: [photocontest@gillettewy.gov](mailto:photocontest@gillettewy.gov)
2. Categories
  1. General
  2. Nature and Wildlife
3. Selection Process
  1. A panel of judges consisting of:
    1. Mayor of Gillette
    2. One person from the Gillette City Council
    3. Two members from the Parks and Beautification Board
    4. As available: one or two current or former Art Educators
    5. One person from the Mayor's Art Council
    6. Judges will be included as available
  2. People's Choice
    1. Online voting from public to determine winner in each category
  3. City of Gillette Communications Manager will administer the photo contest and will present all photos to the panel of judges without any identification that may suggest the name or identity of the person who took the photo.
4. Awards/Prizes/Places
  1. All winning photos may be included in a special photo exhibit at City Hall. In addition, all winning photos will be displayed on the City's website.
  2. In each category winners will receive:
    1. 1<sup>st</sup>: \$50 Gold bucks
    2. 2<sup>nd</sup>: \$25 Gold bucks
  3. Those who may be unable to use Gold bucks (ex. visitors to Gillette, WY) may request a gift debit card equivalent be awarded instead.



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

March 8, 2018 – 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. February 8, 2018 Board meeting (ATTACHMENT "A")
4.	CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "B")
5.	CITIZEN INPUT (2.2.1)
6.	<b>BOARD PROCESS</b> A. CAM-PLEX BUDGET DISCUSSION  B. APPROVAL OF THE FY 2018-2019 CAM-PLEX BUDGET <i>"MOTION: that the Board approve the FY 2018-2019 budget as presented."</i>  C. SPORT COURT FLOORING  D. FOLLOW UP FROM PREVIOUS MEETING (2.3.3) i. Investment Policy  E. CONTRACTING/PURCHASING DECISIONS (2.2.7): (no actions to be taken at this meeting)
7.	<b>OPERATIONS REPORT/UPDATE (3.8.1.C)</b> A. Items Interim GM ReNae Keuck will discuss: i. CAM-PLEX Event Data for February 2018 (ATTACHMENT "C") ii. CAM-PLEX Events Report: a. Completed Events b. Upcoming Events



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

March 8, 2018 – 6:30 P.M.

	<ul style="list-style-type: none"><li>iii. Staff Update:<ul style="list-style-type: none"><li>a. General Manager Search</li><li>b. Administration Staff</li></ul></li></ul>
8.	<p><b>MATTERS FOR NOTING:</b></p> <ul style="list-style-type: none"><li>A. MAJOR CORRESPONDENCE: (None)</li><li>B. BOARD CALENDAR: (ATTACHMENT "D")<ul style="list-style-type: none"><li>i. Upcoming Board Meetings:<ul style="list-style-type: none"><li>a. April 12, 2018 at 6:30 p.m. (Rescheduled Quarterly meeting with Commissioners at 6:00 p.m.)</li><li>b. May 10, 2018 at 6:30 p.m. (Workshop at 6:00 p.m.)</li></ul></li><li>ii. Other meetings/events:<ul style="list-style-type: none"><li>a. Budget Meeting with Commissioners and City Council Meeting: March 22, 2018 at 6:15 p.m. at the GAMB Cottonwood Room.</li></ul></li></ul></li></ul>
9.	ADJOURNMENT

## Campbell County Public Land Board (CCPLB)

Meeting Minutes  
February 8, 2018

<b>Members</b>	<b>Staff</b>
<b>Present:</b> Mary Silvernell, Don Hamm, Duane Evenson, Skyler Pownall, Kevin Couch, Charlene Camblin <b>Absent:</b> Troy Allee	<b>Present:</b> ReNae Keuck, Greg Rook, Janell Paris, Heather Kuhrt
<b>Legal Counsel</b>	<b>Guests</b>
<b>Present:</b> Frank Stevens	<b>Present:</b> Billy Montgomery <i>City Liaison</i> ; Rusty Bell <i>County Liaison</i> ; Patrick Filbin representing the <i>News-Record</i>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1.	<b>Call to Order/Attendance</b>	The meeting was called to order at 6:30 p.m. MDT on February 8, 2018, by Chair Mary Silvernell.		
2.	<b>Approval of CCPLB Agenda</b>	The February 8, 2018, agenda was reviewed and revised. <ul style="list-style-type: none"> <li>• Item 6C. changed to "Review 2018/2019 Budget Presentation" and the suggested motion deleted.</li> </ul>	Mr. Hamm made a motion to approve the revised February 8, 2018, agenda. Mrs. Camblin seconded the motion, and it passed unanimously.	
3.	<b>Approval of Minutes</b>	<p><b>A.</b> The January 11, 2018, CCPLB meeting minutes were reviewed.</p> <p><b>B.</b> Approval of January 31, 2018, CCPLB/Staff Planning Meeting Minutes.</p>	<p><b>A.</b> Mr. Evenson made a motion to approve the January 11, 2018, meeting minutes as presented. Mr. Hamm seconded the motion, and it passed unanimously.</p> <p><b>B.</b> Mr. Couch made a motion to approve the January 31, 2018, CCPLB/Staff Planning Meeting minutes. Mr. Hamm seconded the motion, and it passed unanimously.</p>	
4.	<b>Consent Agenda</b>	<p><b>A.</b> Approval of Warrants: The Warrants for the February 8, 2018, meeting were reviewed.</p> <ul style="list-style-type: none"> <li>- January 2018 Accounts Payable Voucher Numbers 47297-47385 (General Fund/Special Events) in the amount of \$56,014.47.</li> <li>- January 2018 Manual Purchase Order Numbers 9805-9830 in the amount of \$156,257.82.</li> <li>- January 2018 Payroll Warrants in the amount of \$203,274.80 for the period of 12/17/2017-1/27/2018.</li> </ul>	<b>A.</b> Mrs. Camblin made a motion to approve the Warrants. Mr. Evenson seconded the motion, and it passed unanimously.	

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
5.	Citizen Input	None		
6.	Board Process	<p><b>A.</b> The Board reviewed the annual approval process of the CCPLB By-Laws.</p> <ul style="list-style-type: none"> <li>• The Governance Committee did not have any changes. If any Board Member recommends changes, they are to contact a committee member.</li> </ul> <p><b>B.</b> The Board/Staff Planning Meeting Follow-Up.</p> <p><b>i.</b> Rental Rates</p> <ul style="list-style-type: none"> <li>• Rental rates will remain the same.</li> </ul> <p><b>ii.</b> Ticketing Fees</p> <ul style="list-style-type: none"> <li>• Various ticketing fees were discussed including adding a "Facility Fee" to all ticket sales. The additional revenue would be used towards facility maintenance. The "Facility Fee" would be a specific priced fee per ticket sold. A "Convenience Fee" is a certain percentage per transaction, for online sales only. Currently, CAM-PLEX's ticketing system charges an additional fee for credit cards only.</li> <li>• Interim GM ReNae Keuck contacted other event facilities about their fees and found it standard to have a "Facility Fee" and "Convenience Fee". She asked if people complained about the additional charge. They stated there will always be complaints, but most people want the convenience of paying online and having their tickets right away. Communications with other facilities also informed her that artist contracts will state that credit card fees are covered by promoters.</li> <li>• The Board asked how many tickets are sold annually and what revenue would additional fees bring in? The past 6 months</li> </ul>	<p><b>A.</b> Mr. Hamm made a motion to approve the proposed By-Laws as written. Mr. Evenson seconded the motion, and it passed unanimously.</p> <p><b>Bi.</b> Mrs. Camblin made a motion to approve CAM-PLEX rental rates remain the same. Mr. Evenson seconded the motion. Mary Silvernell, Duane Evenson, Skyler Pownall, Kevin Couch, and Charlene Camblin voted in favor. Mr. Hamm abstained. Motion passed.</p>	<p><b>Bii.</b> The Board directed staff to move forward with finding information on facility and convenience fees. Staff will present a package to the Board at the March or April meeting.</p>

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>including Rodeo, there were approximately 30,000 tickets sold. With a 50-cent facilities fee that would bring in an additional \$15,000 to use towards maintenance. Other facilities fees vary in price, it was recommended to look around and find a reasonable fee price.</p> <p>iii. Special Events Funds Request.</p> <ul style="list-style-type: none"> <li>• The Windmill Plumbing Replacement was moved into Capital Requests. There was discussion of what the Board could approve themselves. The Special Events Language was rewritten so the Land Board could approve up to \$35,000 without having City and County approval. It was decided the Black Widow Arena Drag, Smart Things Facility Wide, Sewer Line Jetter, and Tables were able to be approved by the Land Board out of the Special Events Fund. The rest of the purchases will need to be approved by the City and County.</li> </ul> <p>iv. Wyoming Center Trust Fund Request</p> <p>C. The 2018/2019 Budget was presented to the Board for review.</p> <ul style="list-style-type: none"> <li>• Budget Books were presented to the Board. There is no longer a separate Heritage Center budget. It was moved to the CAM-PLEX Events budget. Rental events will still be under the Operations budget. The Theater Manager wages will be used towards getting the Event Technician position back and using the</li> </ul>	<p><b>Biii.</b> Mrs. Camblin made a motion to approve the Special Events Funds Request List as presented. Mr. Evenson seconded the motion, and it passed unanimously.</p> <p>Mrs. Camblin withdrew her motion to approve the Special Events Funds Request List as presented. Mr. Evenson withdrew his second.</p> <p>Mr. Pownall made a motion to approve the items that pertain to the Special Events that total \$24,500 to be purchased now. The remaining items will go to the City and County for approval. Mr. Couch seconded the motion, and it passed unanimously.</p> <p><b>Biv.</b> Mr. Evenson made a motion to approve using the Wyoming Center Trust Fund Request as presented. Mr. Couch seconded the motion, and it passed unanimously.</p>	<p><b>C.</b> The Board will go through the budget book in preparation for the February 22<sup>nd</sup> Meeting.</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
6.	Board Process	<p>remaining wages to hire an Administrative Assistant with graphics experience. With that our staff would be complete. The only addition for hiring a new employee would be \$18,000 to cover benefits. The Board will meet on February 22, 2018, to discuss and make any changes needed before sending to the City and County for approval. The budget will be approved at the Board Meeting in March.</p> <p>D. The Community Linkage Committee reported to the rest of the Board.</p> <ul style="list-style-type: none"> <li>• If the Board gets calls from the public, they need to redirect them to CAM-PLEX Staff.</li> <li>• They also discussed being cautious when communicating on social media. Things can escalate quickly, so use it as a tool but effectively. Use media outlets to report good and bad information to our community.</li> <li>• The committee discussed the thought of creating an advisory board with community members and coordinators that use the facility, to provide ideas for the future. A "Vision Committee" could meet twice a year to integrate the community and CAM-PLEX. The community could research what is needed to be competitive with other facilities, come up with a long-term plan for the unused land located north of the complex (next to Highway 51), and the new land east of the racetrack.</li> </ul> <p>E. Follow up items from the previous meeting.</p> <ul style="list-style-type: none"> <li>i. There were no follow up items from the previous meeting.</li> </ul> <p>F. There were no contracting or purchasing decisions at this meeting.</p>		D. If there are ideas of people that could serve on the "Vision Committee" inform a Community Linkage Member.
7.	Operations Report/Update	<p>A. Interim GM ReNae Keuck discussed the following items:</p> <ul style="list-style-type: none"> <li>i. The January 2018 CAM-PLEX Event Data was reviewed. The Year to Date column will be updated next month.</li> </ul>		

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>ii. The Quarterly Financial Summary Report was given by Mr. Keuck. The report runs through the end of December.</p> <p>iii. January Events:</p> <ul style="list-style-type: none"> <li>• Missoula Children's Theatre production of "Aladdin" had 148 kids participate, 356 tickets were sold.</li> <li>• Dance Outreach had January classes.</li> <li>• Bar J Wranglers sold 576 tickets.</li> </ul> <p>iv. Upcoming Events:</p> <ul style="list-style-type: none"> <li>• The Chuckwagon Dinner will be Saturday followed by Bulls &amp; Boot Scootin'. The bronc riding scheduled for Saturday and was cancelled due to the EHV-1 virus. Bull riding was moved from Friday to Saturday. The Chuckwagon Dinner will not be affected. Brock Finn will perform at the dance afterwards.</li> <li>• The Magic of Bill Blagg Live, Gobsmacked, Streetfest, &amp; CAM-PLEX Garage Sale will take place in the next few months.</li> <li>• An update was given on the recent EHV-1 situation at CAM-PLEX. East Pavilion and Barn 3 have been disinfected and will remain closed until Monday morning if no new cases are presented. The incubation period for horses exposed at the barrel race ends on Sunday. A press release went out Tuesday morning with information on CAM-PLEX's steps to sanitize the barns. Mr. Greg Rook did a radio interview with Dr. Marshall Kohr on Thursday. Mr. Rook commended staff on their hard work this week dealing with the process. The Assistant State Vet, Dr. Winslow, and Mr. Rook are partnering to do a public meeting at 6:30 PM Friday to provide information to the public and answer questions. Regional barns have contacted</li> </ul>		

ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	<p>CAM-PLEX and are following the vet approved process for disinfecting.</p> <p>v. Staff update:</p> <p>a. General Manager search is ongoing. The final position overview and proposed work plan was forwarded to all Board Members. Mrs. Silvernell talked to Mark Gnatovic with Searchwide to discuss the search status. He stated it had only been a week, but Gillette's destination has been a challenge. He has a few candidates that are interested and is feeling comfortable with the search so far.</p> <p>b. Senior Administrative Assistant/Theatre Position was listed. The job has been posted and there are four applicants already. However, none of them have a theater background. A staff member's friend with a degree in theater is interested and may apply.</p>		
8.	<p><b>Matters for Noting Board Meeting</b></p> <p><b>A. Major Correspondence (none)</b></p> <p><b>B. Board Calendar:</b></p> <p>i. Upcoming Board Meetings:</p> <ul style="list-style-type: none"> <li>• The March 8, 2018, CCPLB meeting is scheduled at 6:30 p.m. MDT with the Quarterly Commissioners Meeting at 6:00 p.m. MDT.</li> <li>• The April 12, 2018, CCPLB meeting will be at 6:30 PM MDT with the pre-meeting workshop at 6:00 PM MDT.</li> </ul> <p>ii. Other meetings/events:</p> <ul style="list-style-type: none"> <li>• The CCPLB/Manager Budget Meeting will be at 5 PM MDT February 22, 2018, in the Board Room.</li> <li>• The Joint Powers Budget Review Meeting will be at 6:15 PM MDT March 22, 2018 at the George Amos Building in the Cottonwood Room.</li> </ul>		

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
		C. Summary of Follow-Up Items: Actions to be taken noted.		
9.	Evaluation	None		
10.	Adjournment	CCPLB meeting was adjourned at 7:39 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!*

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## EVENT DATA FOR FEBRUARY 2018

	Current Year		Previous Year		Increase/Decrease	
	MTD	YTD	MTD	YTD	MTD	YTD
# Events	32	55	29	51	3	4
# Repetitive Events	11	24	16	34	-5	-10
# Event Days	50	91	50	93	0	-2
# Building Event Days	54	96	61	104	-7	-8
# User Setup/Teardown Days	13	20	12	17	1	3
Estimated Attendance	21,870	31,226	30,409	39,034	-8,539	-7,808
# Inquiries	14	49	27	50	-13	-1
# Inquiries Booked	2	18	8	16	-6	2

*\*Estimated Attendance does not include general rider numbers.*

*\*Inquiries/Inquiries Booked does not include Marketing or CAM-PLEX Sponsored Bookings*

**Highlights:**

Customer Satisfaction Surveys: 22 sent out, 7 responded very satisfied
CAM-PLEX teamed up with Fun On The Go to bring birthday parties to Central Pavilion. Booked 6 parties for February 18th.
Barn Usage down due to EHV-1 Virus
EHV-1 Public Info Mtg (proactive partnership)
WYO Wild Ride Rodeo & WY Cowboy Hall of Fame cancelled.
Snowstorm, able to move Pre-Corp Event (150 pp), two days later to accommodate cancellation due to winter storm.

# March 2018

March 2018							April 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	Mar 1 Gobsmacked!	2	3 Chuckles for Charity
4	5	6 How I Became A Pirate	7	8 6:00pm Quarterly Meeting/Commissioners; 6:30 CCPLB Board Meeting (Board Room) - Kathy	9 CASA Red Wagon Pulling for Kids	10
11 Pro Jackpots Barrel/Poles/Roping	12	13	14	15	16 Eastside RV Summer Fun Show Gillette College Rodeo	17 Northeast Wyoming Contr
18 Eastside RV Summer Fun Gillette College Rodeo Northeast Wyoming Con	19	20	21	22 6:15pm Budget Mtg with Commission/Council (GAMB Cottonwood Room)	23 Wrangler Team Roping Championships	24 CAM-PLEX Street Fest Gillette's Got Talent The Great Benjamin's Circus
25 Wrangler Team Roping C	26	27	28 5:30pm Spring Board Training (opt. #1) (City Hall Community Rm (2nd Fl)) - Kathy Ashton	29 Pete the Cat 1:00pm Spring Board Training (opt. #2) (City Hall Community Rm (2nd Fl)) - Kathy	30 Twisted Sisters Money Run Barrel Race To Apr 1 →	31

# April 2018

April 2018							May 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 1 Twisted Sisters Mone	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 The Great Gatsby	14 CAM-PLEX Garage Sale
15 Powder River Symphony	16	17	18	19	20	21 Garden & Landscape Educational Expo & Farmers Market
22	23	24	25	26	27 Crawfish Boil	28 I Am The Army Of God
29	30 CCSD Art Gala 54	May 1	2	3	4	5

# May 2018

May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 29	30	May 1 CCSD Art Gala	2 Powder River Shrine Circus	3	4 Gillette Gun Club's Annual Gun Show	5 Cinco de Mayo
6 Gillette Gun Club's Annual	7	8	9	10 6:00pm CCPLB Workshop: 6:30 CCPLB Board Meeting (Board Room) - Kathy Ashton	11 Gillette H.S. Rodeo	12 Rotary Ball
13 Gillette H.S. Rodeo	14	15 Wyoming Reads	16	17	18	19 Steve Johnson Memorial Team Roping
20 CCSD High Schools' Graduations	21	22	23	24	25	26 Indian Relay Races
27 Indian Relay Races	28 Memorial Day-Closed Holiday	29	30	31	Jun 1	2