



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: February 8, 2019

The following meetings are scheduled for the week of **February 9 – February 15, 2019**

Monday, February 11th

12:00 p.m. Cam-Plex Remodel Lunch Meeting

- Cam-Plex, Heritage Center Lobby

Tuesday, February 12th

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

- Annual Liquor Compliance Update
- Review February 19, 2019 Council Agenda
- Use of Force Simulator Demonstration
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

1. Attached please find a **letter** regarding **Donkey Creek Festival Funding** dated **February 5, 2019** provided by **Finance Director Henderson**.
2. Attached please find **current sales tax information** provided by **Finance Director Henderson**.
3. Attached please find a **news release** regarding **My Sweetheart at the Shelter Photo Shoot** dated **February 1, 2019** provided by **Communications Manager Palazzari**.
4. Attached please find a **news release** regarding **City Seeks Non-Profits to Run Pool Concessions** dated **February 5, 2019** provided by **Communications Manager Palazzari**.
5. Attached please find the **February 2019 Economic Development Update** provided by **Energy Capital Economic Development**.
6. Attached please find the **agenda** for the **Board of Examiners** dated **February 12, 2019** and **meeting minutes** dated **January 8, 2019** provided by **Chief Building Official Rogers**.
7. Attached please find the **agenda** for the **Planning Commission** dated **February 12, 2019** and **meeting minutes** dated **January 8, 2019** provided by **Development Services Director Muzzarelli**.
8. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **February 14, 2019** and **meeting minutes** dated **January 10, 2019** and **January 31, 2019** provided by **Cam-Plex**.

PGD/adw

| | |
|--|---|
| | Work Session Tuesday, February 12, 2019 Meeting: 6:00 p.m. 2nd Floor Community Room |
| | |

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

Agenda Topics:

- Annual Liquor Compliance Update
- Review February 19th Agenda
- Use of Force Simulator Demonstration
- Executive Session

Upcoming Work Session Topics:

February 26

- Energy Policy Network Presentation
- Social Host Ordinance Discussion
- Gurley Overpass Maintenance Discussion
- Review March 5th Agenda
- Executive Session

March 12

- Animal Control Building Discussion
- Wastewater Rates Update
- Review March 19th Agenda
- Executive Session

March 26

- Review April 2nd Agenda
- Executive Session

April 9

- Agency Funding Requests
- Review April 16th Agenda
- Executive Session

April 23 Budget Workshop #1

- Executive Session

April 30 Budget Workshop #2

- Executive Session

May 1 Budget Workshop #3 (Wednesday)

- Review May 7th Agenda
- Executive Session

May 14

- Review May 21st Agenda
- Executive Session

May 28

- Review June 4th Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics

February 19

- Thunder Basin High School Hope Squad Presentation
- Snow Season Update
- Review February 19th Agenda
- Executive Session

March 5

- Building Abatement Update
- Review March 5th Agenda
- Executive Session

March 19

- Review March 19th Agenda
- Executive Session

April 2

- Review April 2nd Agenda
- Executive Session

April 16

- Review April 16th Agenda
- Executive Session

May 7

- Review May 7th Agenda
- Executive Session

May 21

- Review June 4th Agenda
- Executive Session

Upcoming Activities

February 20-22 – WAM Winter Conference

City/County/Town Budget Meeting

March 28 (Thursday) - 5:15 p.m., George Amos Memorial Building – Cottonwood Room

- Joint Powers Board Requests
 - Land Board 5:15 p.m. to 6:15 p.m.
 - Fire Board 6:30 p.m. to 7:00 p.m.

New Agenda Items for February 19, 2019

1. Council Consideration of an Ordinance Providing for the Vacation of the 10 Foot Wide Utility Easement that is Contained Entirely Within Tract 1-A of the Powder Basin Center Subdivision, and a Partial Vacation of a 20 Foot Wide Easement Within the Powder Basin Center Subdivision, as Shown on Exhibit "A" Map, in the City of Gillette, Wyoming, Subject to All Planning Requirements.

(Unfinished Business – Ordinance 3rd Reading)

2. Council Consideration of an Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming for Property Located in Lots 1-2, Block 4 and Lots 1-5, Block 3 Westover Hills Subdivision Phase I, Lot 3A, Block 4 Westover Hills Subdivision Phase I and Lot 1 of the Davis Chevrolet Subdivision to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(Unfinished Business – Ordinance 3rd Reading)

3. Council Consideration of a Memorandum of Understanding with the Campbell County Parks and Recreation Department for City Pool Operations for the 2019 Season.

(New Business – Minute Action)

4. Council Consideration of a Bid Award for the 2018 Sanitary Sewer Main Replacement Project to Mountain View Building, Inc., in the Amount of \$548,628.00.

(New Business – Minute Action)

5. Council Consideration of a Professional Services Agreement for Construction Management Services Associated with the 2018 Sanitary Sewer Main Replacement Project, with DOWL, in the Amount of \$79,790.00.

(New Business – Minute Action)

6. Council Consideration for the Acceptance of Development Improvements for the Prestige Park Project, Installed by Mountain Peak Builders on Behalf of the Developer, Prestige Park LLC.

(New Business – Minute Action)

7. Council Consideration of a Bid Award for the City Hall HVAC Pad Repair Project to Hladky Construction, in the Amount of \$88,900.00.

(New Business – Minute Action)

8. Council Consideration of a Professional Services Agreement for Construction Management Associated with the City Pool Parking Lot Improvements Project, with Dowl, in the Amount of \$114,260.00 (1% Project).

(New Business – Minute Action)

9. Council Consideration for the Acceptance of Public Improvements for the Special Improvement District #52 Interstate Industrial Park L.I.D. and Street Improvements Project, Installed by DRM, Inc., in the Amount of \$3,522,782.73 (1% Project).

(New Business – Minute Action)

10. Council Consideration of a Resolution Authorizing the Submission of an Application Form to the Federal Emergency Management Agency for a Grant Through the Hazard Mitigation Program on Behalf of the Governing Body for the City of Gillette, Wyoming, for the Purpose of funding the Dalbey Park Emergency Spillway Improvements Project in the Amount of \$425,008.00.

(New Business – Minute Action)

11. An Ordinance Approving and Authorizing an Amendment to Ordinance 3661 and Associated Villas at Legacy Ridge Plat to be Known as the Amended Planned Unit Development, the Villas at Legacy Ridge, Phase I, to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(New Business - Ordinance 1st Reading)

12. A Public Hearing to Consider the Renewal of Retail, Restaurant, Bar & Grill, Limited Club, Microbrewery, Winery, Winery Satellite, and Resort Licenses, and Special Malt Beverage Permits, for the 2019-2020 Liquor Licensing Period.

(Public Hearings and Considerations)

13. Council Consideration for the Renewal of Restaurant, Bar & Grill, Limited Club, Microbrewery, Winery, Winery Satellite, and Resort Licenses, and Special Malt Beverage Permits for the 2019-2020 Liquor Licensing Period.

(Public Hearings and Considerations)

14. Council Consideration for the Renewal of Retail Licenses for the 2019-2020 Liquor Licensing Period.

(Public Hearings and Considerations)

15. A Public Hearing to Consider Allowing Persons Under the Age of Twenty-One (21) Years to Enter or Remain in a Microbrewery, Winery, or Winery Satellite Licensed Building for the Liquor Licensing Period April 1, 2019 to March 31, 2020.

(Public Hearings and Considerations)

16. Council Consideration to Allow Persons Under the Age of Twenty-One (21) Years to Enter or Remain in a Microbrewery, Winery, or Winery Satellite Licensed Building for the Liquor Licensing Period April 1, 2019 to March 31, 2020.

(Public Hearings and Considerations)

donkeycreekfestival



Donkey Creek Festival
P.O. Box 4501
Gillette, WY 82717

February 5, 2019

Michelle Henderson
Finance Director
City of Gillette
P.O. Box 3003
Gillette, WY 82717

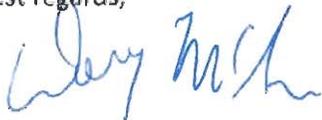
Dear Michelle:

The Donkey Creek Festival would like to take this opportunity to thank the Mayor and City Council for their continued support of the Donkey Creek Festival. The Festival is pleased to be celebrating fourteen years of providing entertainment for our community and the surrounding region! This year's event will be held June 21-22.

Please consider this letter the invoice for the \$35,000 for the 2019 Donkey Creek Festival. The check should be made out to *Donkey Creek Festival* and mailed to the address mentioned above.

Again, thank you for your continued support.

Best regards,

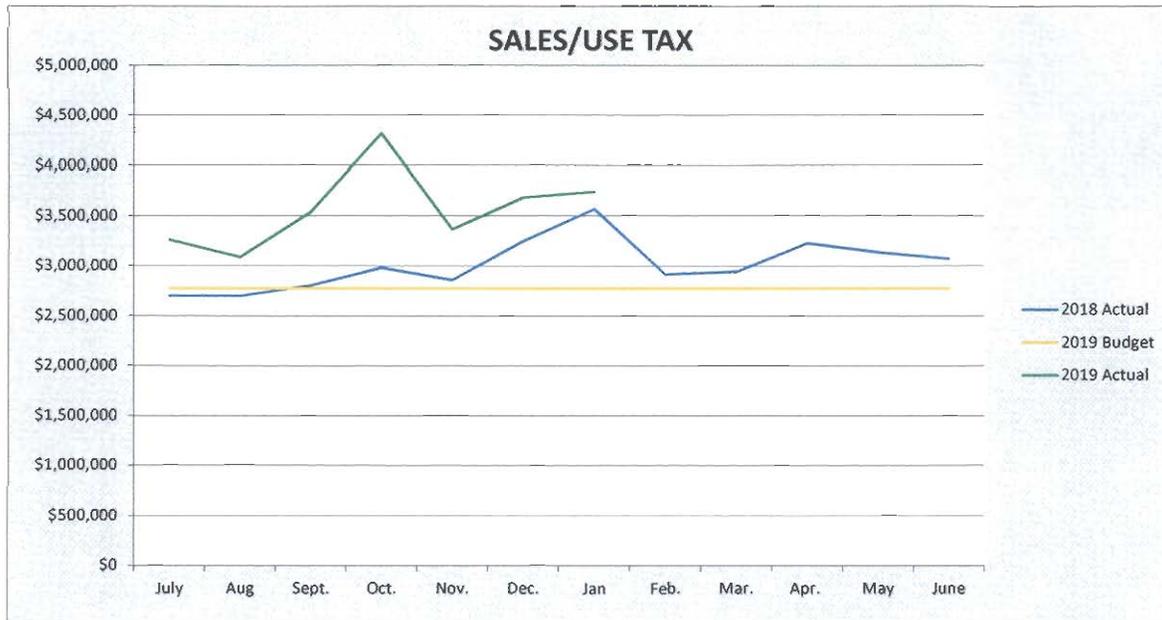


Doug McGee
DCF Co-Chair

www.donkeycreekfestival.com

GENERAL FUND SALES TAX ACTIVITY-FY 2018/19





| | FY 2018 ACTUAL | FY 2019 ACTUAL | % CHANGE |
|--------------|---------------------|---------------------|----------------|
| July | \$2,700,990 | \$3,261,749 | 20.76% |
| Aug | \$2,698,981 | \$3,088,488 | 14.43% |
| Sept. | \$2,803,899 | \$3,536,658 | 26.13% |
| Oct. | \$2,983,133 | \$4,319,280 | 44.79% |
| Nov. | \$2,860,598 | \$3,367,186 | 17.71% |
| Dec. | \$3,250,348 | \$3,684,281 | 13.35% |
| Jan | \$3,567,080 | \$3,741,319 | 4.88% |
| Feb. | \$2,917,094 | | -100.00% |
| Mar. | \$2,944,255 | | -100.00% |
| Apr. | \$3,228,177 | | -100.00% |
| May | \$3,139,245 | | -100.00% |
| June | \$3,073,278 | | -100.00% |
| TOTAL | \$36,167,078 | \$24,998,961 | -30.88% |

| | | |
|----------|--------------|---------|
| FY18 YTD | \$20,865,029 | 19.81% |
| FY17 YTD | \$17,171,749 | 45.58% |
| FY16 YTD | \$24,392,863 | 2.48% |
| FY15 YTD | \$33,199,882 | -24.70% |

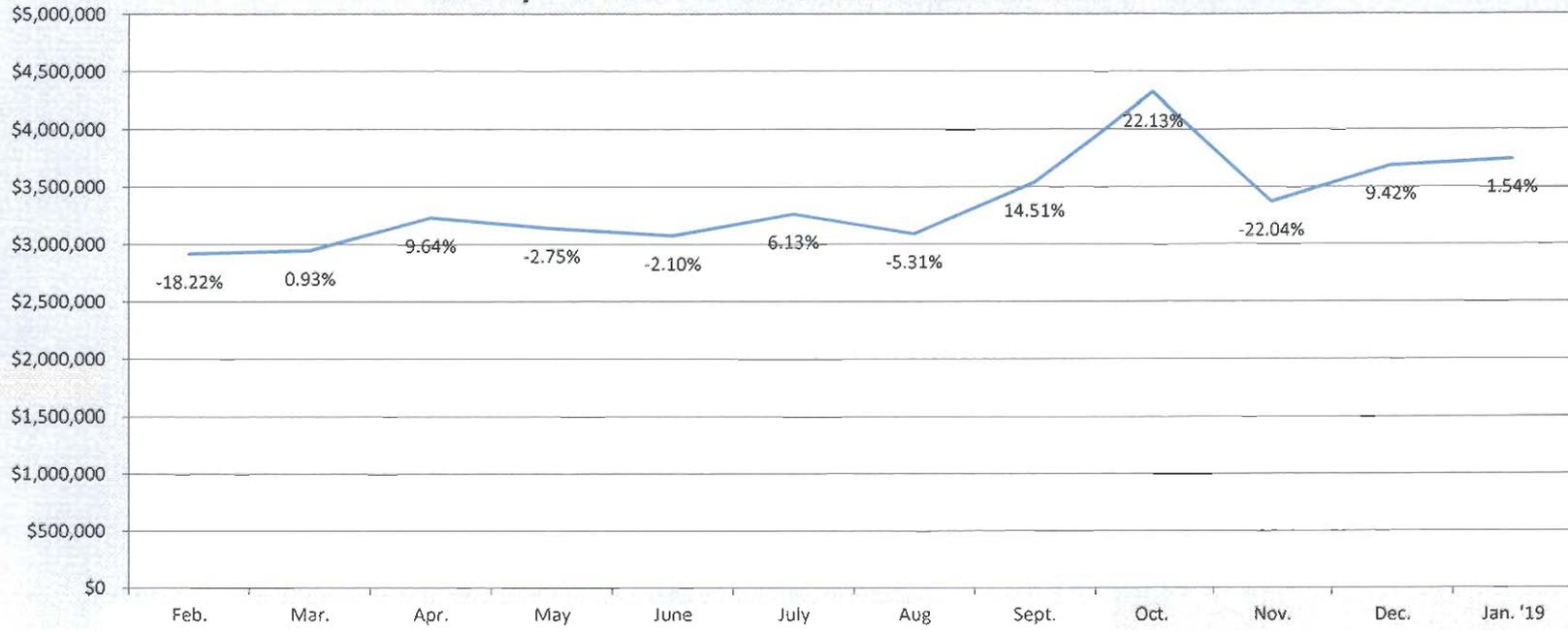
YEAR TO DATE SALES TAX RECEIPTS (January):

| | | |
|--------------|--------------|--------------|
| FY 2017 | FY 2018 | FY 2019 |
| \$17,171,749 | \$20,865,029 | \$24,998,961 |

YTD BUDGET
\$19,425,000

% Over/(Under) Budget. 28.69%

SALES/USE TAX - 12 MONTH CHANGE HISTORY



My Sweetheart at the Shelter Photo Shoot

Get your pet's photo taken for \$2!

The City/County Animal Shelter is hosting the **My Sweetheart at the Animal Shelter Photo Shoot**.

Post Date: 02/01/2019 3:00 PM

The City/County Animal Shelter is hosting the My Sweetheart at the Animal Shelter Photo Shoot. For \$2 you can get your pet's photo taken. All pets must be current on all their vaccinations. Please have pets on a leash or in a carrier. The shelter will also be accepting pet food donations.

My Sweetheart at the Animal Shelter Photo Shoot
Saturday, February 9th
1:00 p.m. - 3:00 p.m.
950 West Warlow Drive

For more information contact the [City/County Animal Shelter](#) at (307) 686-5249.

News

City Seeks Non-Profits to Run Pool Concessions

Great opportunity to raise money!

Post Date: 02/05/2019 11:00 AM

The City of Gillette is providing an opportunity for local non-profits to operate the City Pool Concession Stand again this summer. This is a great opportunity for local groups to raise money for their organization and to enjoy some time at the pool!

Groups will operate the concession stand for one week at a time. The week will be based on prioritization and the number of applicants. Groups have the ability to set their own menu and prices. A \$10 fee will be charged to each group, otherwise, each group will keep any profits earned. A sample menu and price structure are available for review.

Bids must be received by Wednesday, February 20th at 3:00 p.m. For more information, please contact the Purchasing Division at (307) 686-5263.

[Return to full list >>](#)



Angela Williams <angelaw@gillettewy.gov>

Fwd: February 2019 Economic Development Update

1 message

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

Fri, Feb 8, 2019 at 9:04 AM

For GI

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

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

Date: Fri, Feb 8, 2019 at 7:56 AM

Subject: February 2019 Economic Development Update

To: <adm@gillettewy.gov>

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



Economic Development

Energy Capital Economic Development continues to work for the economic betterment of Campbell County. Here are some activities that we'd like to share with you.



Christopherson Earns IOM Designation

Phil Christopherson, CEO of Energy Capital Economic Development, has received the recognition of IOM from the [Institute for Organization Management](#), the professional development program of the [U.S. Chamber of Commerce Foundation](#). The IOM Graduate Recognition signifies the individual's completion of 96 hours of course instruction in nonprofit management.

"Institute graduates are recognized across the country as leaders in their industries and organizations," said Raymond P. Towle, IOM, CAE, the U.S. Chamber Foundation's vice president of Institute for Organization Management. "These individuals have the knowledge, skills, and dedication necessary to achieve professional and organizational success in the dynamic association and chamber industries."

Since its commencement in 1921, the Institute program has been educating tens of thousands of association, chamber, and other nonprofit leaders on how to build stronger organizations, better serve their members and become strong business advocates. Institute's curriculum consists of four weeklong sessions at five different university locations throughout the country. Through a combination of required courses and electives in areas such as leadership, advocacy, marketing, finance, and membership, Institute participants are able to enhance their own organizational management skills and add new fuel to their organizations, making them run more efficiently and effectively.



Campbell County Legislator Reception a Success

Business and government leaders from Campbell County visited with Wyoming state legislators on Jan. 23 at a reception hosted by the [City of Gillette](#), [Campbell County Board of Commissioners](#), the [Chamber of Commerce](#) and [Energy Capital Economic Development](#).

The purpose of the reception was to provide an informal setting for local leaders to meet and visit with legislators from across the state. These local leaders provided information on what's going on in Campbell County and what investments our region is making to impact our long-term future, including further diversifying our economy.

[Black Hills Energy](#) sponsored the food for the reception. [Big Lost Meadery](#) premiered its newest beverage: The Governor Mead. ECED gave away two bottles of The Governor Mead as door prizes.



ECED Board Welcomes Two New Members

The Energy Capital Economic Development Board of Directors welcomes two new members.

Commissioner Rusty Bell will represent the Campbell County Commissioners on the ECED board. Rusty was recently re-elected to the commission and elected chairman of the commission. Rusty was born and raised in Gillette and is a graduate of Campbell County High School. He holds a BA in Biology from Jamestown College and an Associate's Degree in Veterinary Technology. He has worked as a wildland firefighter and substitute teacher and coach. He owned RB Services LLC, which managed the manufacturing of stock panels for the coal bed methane industry, and currently owns Rusty's Taxidermy. He's a member of the 2018 Leadership Wyoming class.

Janell Oberlander, Vice President of Gillette College, replaces Mark Englert as an ex-officio member of the board. She replaced Mark as head of the local college upon his retirement in December. Janell is a Gillette native and a Campbell County High School graduate. She earned her Master of Counseling from Idaho State University and her Bachelor of Science in Society and Technology from Montana Tech. She has over two decades of experience in higher education, most recently serving as Vice President of Colorado Northwestern Community College in Craig, Colorado, for three years. She has also held executive and management positions in the nonprofit and private sectors.

BUSINESS MENTOR LUNCHEON

FUEL Business Incubator is seeking mentors for members of the Incubator

FUEL Business Incubator, located in the Energy Capital Enterprise Center, provides assistance to new businesses and those just getting started. This is a project of Energy Capital Economic Development to help small businesses and entrepreneurs grow and thrive while diversifying our economy. Join us to learn more about FUEL and how you can make a difference and help our community grow.



Learn how you can FUEL great business ideas that diversify our economy

Lunch generously sponsored by:



When: Monday, March 4th, 11:45—1:00

Where: Prime Rib Restaurant

RSVP to: Kevin.Couch@anbbank.com by February 27



[Wanted: Mentors for FUEL Business Incubator](#)

Experienced business leaders are needed to serve as mentors to start-up companies that are part of the ECED FUEL Business Incubator. Mentors will work one-on-one with new businesses helping them become viable. If you have an interest in serving as a mentor, please contact Judith Semple, Volunteer Director, at judith@EnergyCapitalED.com.



Leadership Wyoming

Join us to learn more about our nine-month program focused on leadership development and exposure to the most important industries and issues facing Wyoming. This informational session will include tips for applying as well as questions answered by alumni and staff.

March 7, 2019 | 5:30 PM to 7:30 PM
Gillette College Tech Center
Appetizers Provided.

RSVP TO MARY MELARAGO AT 307.686.2603
OR MARY@ENERGYCAPITALED.COM

Leadership Wyoming Seeks Recruits

Leadership Wyoming, a nine-month leadership program, is accepting applications for its next session. To learn more about the program and the requirements for participating, come to the Gillette recruiting event, March 7, 5:30 p.m. to 7:30 p.m. at the Gillette College Tech Center. RSVPs are required: Mary@EnergyCapitalED.com or 307-686-2603.

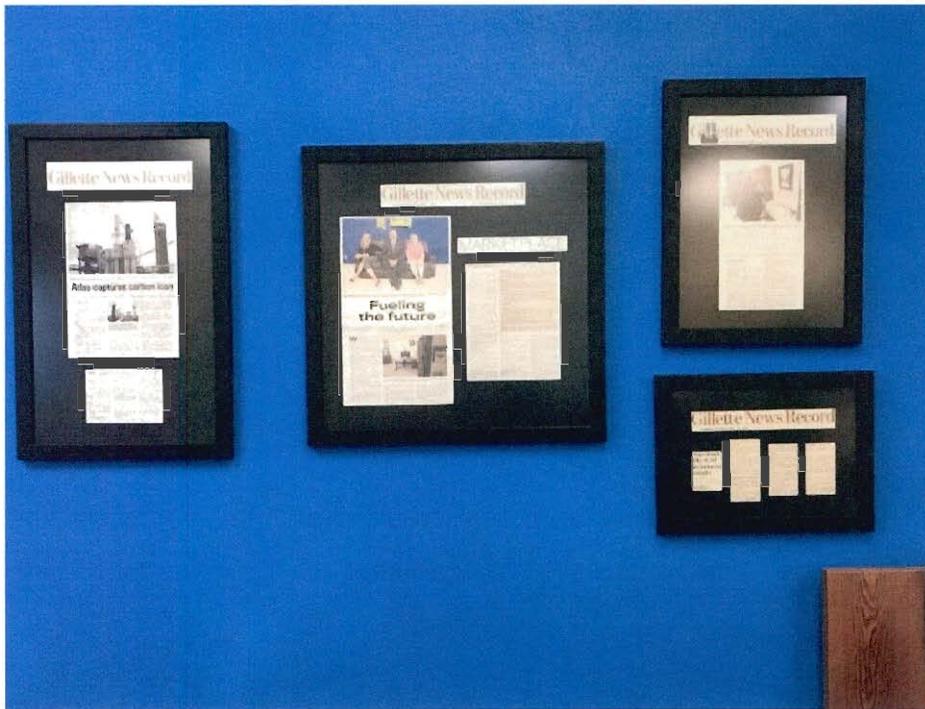


Pierce Completes WEDA Mentoring Program

Congratulations to Josh Pierce with [First Northern Bank](#) for completing the Wyoming Economic Development Association 2018 Mentoring Program. Phil Christopherson, Energy Capital Economic Development CEO, was Josh's mentor for the program.

Josh is a loan officer at First Northern Bank, a ECED Bronze member. The goal of the year-long WEDA Mentorship Program is to connect mentor economic developers with other economic developers (mentees) around the state.

ECED is active in WEDA and regularly participates in its programs and attends its conferences.



Thanks to Wyoming Art and Frame

ECED thanks Wyoming Art and Frame for framing news articles about our organization. The framed articles are now hanging in the reception area of the Energy Capital Enterprise Center. We appreciate the support and excellent craft of this local business.

Next Gen

The Northeast Wyoming Industry Partnership is in full swing with three very active and productive committees: Community Education; Local Talent Pipeline; and to Promote and Build Regional Assets.

The Community Education committee recently visited with community leaders to discuss what is needed to start your own business. You can watch the full video here, <https://bit.ly/2Gqep5i>

Business Retention and Expansion is Key Goal

Helping local business stay healthy and expand is a key goal of Energy Capital Economic Development. To achieve that goal, Mary Melaragno, Director of BRE, is currently meeting with local businesses to learn about their challenges and needs. This gives her the information needed to help find solutions to those challenges and needs.

Mary will be contacting many local businesses over the next few weeks to schedule information-gathering meetings. Most BRE visits last less than an hour, and information gathered is confidential. If Mary contacts you, please take the time to meet with her and help us get the information we need to help local businesses.

Registration Opens for Wyoming Energy Summit

Registration is now open for the 2019 Wyoming Energy Summit, which will be in Gillette May 8. The one-day conference is preceded by optional tours of the Integrated Test Center or a local mine on May 7.

Speakers include Jonathan Weisgall, Vice President for Legislative and Regulatory Affairs for Berkshire Hathaway Energy; Richard Horner, Director of Emerging Technology at the University of Wyoming; and Landon Stropko, Chair of the Energy and Environment Practice Group at Invariant Government Affairs.

For more information and to register, go to the conference [website](#).



VISIONARY™
Business Class Internet

High-speed internet at the ECED Enterprise Center is provided by [Visionary Broadband](#).

[Visit Our Website](#)



- [Economic development CEO graduates program](#): Phil Christopherson, CEO of Energy Capital Economic Development, is a recent graduate of the Institute for Organization Management, the professional development program of the U.S. Chamber of Commerce Foundation.
- [County, city appoint board liaisons](#): The Campbell County Commission and the Gillette City Council selected representatives from each board to serve on several community boards as liaisons.
- [Gillette man graduates mentoring program](#): Josh Pierce, a loan officer at First Northern Bank and president of the Gillette Main Street board of directors, recently graduated from the Wyoming Economic Development Association 2018 Mentoring Program.

Upcoming Community Events:

- 2/9/19 - [A Night for Paws](#)
- 2/12/19 - [Chamber Luncheon](#)
- 2/21/19 - [Chamber Mixer](#)
- 2/20-21/19 - [GRO-Biz Conference & Idea Expo](#)
- 2/22/19 - [Sonnets & Chocolates](#)
- 3/7/19 - [Leadership Wyoming Recruitment Event](#)

For more upcoming community events, visit www.EnergyCapitalED.com



CITY OF GILLETTE

Development Services
Building Inspection Division
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5260
www.gillettewy.gov

MEMORANDUM

TO: Board of Examiners – Chad Renken, Chairman; Dean Thompson, Vice-Chairman; Weston Scott, Dale Phipps, Scott Heibult, Todd Newlin, Chris Weight, Bill Currie, and Chris Mittleider.

CC: Administration
Patrick Davidson, City Administrator
Anthony Reyes, City Attorney
Ry Muzzarelli, Development Services Director
Jim Brown, Deputy Building Official
Kim King, Administrative Assistant

FROM: Ken Rogers, Chief Building Official

SUBJECT: Board of Examiners Regular Meeting – February 12, 2019

DATE: February 7, 2019

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, February 12, 2019 at City Hall, in the Community Conference Room, 2nd Floor. Lunch will be served at 12:00 p.m.

Enclosed please find the Meeting Agenda and Packet.

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

Thank you.

Agenda

BOARD OF EXAMINERS REGULAR MEETING

February 12, 2019
12:00 p.m. to 2:00 p.m.
City of Gillette – City Hall
2nd Floor
Community Conference Room

Call to Order

Chad Renken, Chairman

Approval of Minutes

Regular Meeting of January 8, 2019

Unfinished Business

New Business

Board Member Training – Spring Session

- March 20, 2019 from 5:30 – 8:30 p.m.
- March 21, 2019 from 1:00 – 4:00 p.m.

Approval of Contractor License Applications

Review of Individual Contractor
➤ **Falcon Construction LLC**

Individual Trade License Applications

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

Announcements

The next Regular Meeting will be on Tuesday, March 12, 2019.

Adjournment

BOARD OF EXAMINERS
MEETING MINUTES

Regular

January 8, 2019

12:30 p.m.

Board Members present: Chairman Dean Thompson, Vice Chairman Chad Renken, Dale Phipps, Scott Heibult, Todd Newlin, Chris Weight, Bill Currie, and Chris Mittleider.

Board Members absent: Weston Scott.

Staff Members present: Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; Jill McCarty, Senior Administrative Assistant.

Staff Members absent: Ry Muzzarelli, Development Services Director; Kim King, Administrative Assistant.

Dean Thompson, Chairman, called the meeting to order.

Approval of Minutes

Chairman Thompson called for approval of the December 11, 2018, Regular Meeting Minutes. It was moved by Todd Newlin, seconded by Bill Currie to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: Phipps, Heibult, Newlin, Weight, Currie, Mittleider, Vice Chairman Renken, and Chairman Thompson. Motion carried.

Unfinished Business

There was none.

New Business

Chairman Thompson stated the next item on the agenda was the election of Board Officers. Chris Weight made a motion to nominate Chad Renken for Chairman, seconded by Bill Currie. There being no further nominations, roll was called on the motion with the following results. Board Members voting aye: Newlin, Weight, Currie, Mittleider, Phipps, Heibult, and Chairman Thompson. Vice Chairman Renken abstained. Motion carried.

Chairman Renken asked for nominations for Vice Chairman. Dale Phipps made a motion to nominate Dean Thompson for Vice Chairman, seconded by Chairman Renken. There being no further nominations, roll was called on the motion with the following results. Board Members voting aye: Weight, Currie, Mittleider, Phipps,

Heibult, Newlin, and Chairman Renken. Board Member Thompson abstained. Motion carried.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

BORTZ, DANIEL of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS, LLC Lic# 3319
CAIN, DAMON of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS, LLC Lic# 2189
COOL, TREVOR of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 2078
DOWDY, JEFF of APO, AE • MASTER GAS PIPEFITTER, **LICENSE ACTIVE ONLY** Lic# 1533
DOWDY, JEFF of APO, AE • MASTER PLUMBER, **LICENSE ACTIVE ONLY** Lic# 1534
FORCIER, JOSEPH of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 3338
GRAY, JASON of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 3547
HILL, CHRISTOPHER of DOUGLAS, WY • MASTER ELECTRICIAN, H & H ELECTRIC LLC Lic# 1503
HUYCK, AARON of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 3309
HUYCK, AARON of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3310
HUYCK, AARON of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & A/C Lic# 3311
KENITZER, KENNETH of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS, LLC Lic# 3099
KENITZER, KENNETH of GILLETTE, WY • APPRENTICE HVAC TECH, BLACK HILLS GAS HOLDINGS, LLC Lic# 3100
KOCH, JAMES of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 3545
KOCH, JAMES of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3546
LEE, CARL G of SHERIDAN, WY • MASTER HVAC TECH, LEE METAL WORKS Lic# 3295
LEE, CARL G of SHERIDAN, WY • MASTER REFRIGERATION TECH, LEE METAL WORKS Lic# 3296
MADSEN, DOUG of OGDEN, UT • MASTER HVAC TECH, CFM HEATING & A/C INC Lic# 1501
MOORE, ELIJAH of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 3540
MOORE, ELIJAH of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & AC Lic# 3541
MOORE, ELIJAH of GILLETTE, WY • APPRENTICE REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3542
MULDOON, CHAD of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3551
PARRISH, BOB of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 1506
PETERSEN, MATTHEW of GILLETTE, WY • JOURNEYMAN REFRIGE TECH, POWDER RIVER HEATING & A/C Lic# 3324
PIMENTEL, PAUL of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3118
PRICE, RONALD of CHEYENNE, WY • MASTER HVAC TECH, AC MECHANICAL INC Lic# 3337
READ, BRODY of DOUGLAS, WY • JOURNEYMAN ELECTRICIAN, H & H ELECTRIC LLC Lic# 3548
SALMON, EUGENE of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 1824
SIMIANER, WYATT of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 3543
SIMIANER, WYATT of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING & A/C Lic# 3544
VAN NORTRICK, STEPHEN of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3539
WESTERMEYER, JOEL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2006

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

Contractor License Applications

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

AC MECHANICAL INC of CHEYENNE, WY • RONALD PRICE, MECHANICAL
AC MECHANICAL INC of CHEYENNE, WY • MATT KOVALSKY, PLUMBING
AC MECHANICAL INC of CHEYENNE, WY • MATT KOVALSKY, GAS PIPEFITTER
BSP OF WYOMING LLC of WRIGHT, WY • TONY BERENDSE, TRIM CARPENTRY PAINT FLOORING

BUCHANAN EXCAVATING of GILLETTE, WY • CHAD BUCHANAN, WATER & SEWER PIPELAYER
BUCHANAN EXCAVATING of GILLETTE, WY • CHAD BUCHANAN, EXCAVATION & GRADING
BUCHANAN EXCAVATING of GILLETTE, WY • CHAD BUCHANAN, NONSTRUCTURAL CONCRETE
CASCADE CONSTRUCTION INC of MOORCROFT, WY • STEVEN WALIEZER, GENERAL CONTRACTOR
CFM HEATING & A/C INC of OGDEN, UT • DOUG MADSEN, MECHANICAL
CORNERSTONE LAWN SERVICES LLC of GILLETTE, WY • DEAN SMITH, LANDSCAPING & FENCING
CREW2 INC of MINNEAPOLIS, MN • NICHOLAS J FIRKUS, RESIDENTIAL CONTRACTOR
CROELL INC of SUNDANCE, WY • BRYSON GAMBREL, EXCAVATION & GRADING
CROELL INC of SUNDANCE, WY • BRYSON GAMBREL, NONSTRUCTURAL CONCRETE
DICK ANDERSON CONSTRUCTION INC of SHERIDAN, WY • LEONARD STROBBE, GENERAL CONTRACTOR
FIRST CALL COMMUNICATIONS of CASPER, WY • CASEY ALLISON, LOW VOLTAGE
FLIPPING 307 of GILLETTE, WY • MARK WILLIAMSON, GENERAL CONTRACTOR
H & H ELECTRIC LLC of DOUGLAS, WY • CHRISTOPHER HILL, ELECTRICAL
HAYWARD BAKER INC of COMMERCE CITY, CO • JOE HARRIS, MISCELLANEOUS
HORST ACOUSTICAL CO INC of RAPID CITY, SD • BRIAN HORST, MISCELLANEOUS
JERKE INC of GILLETTE, WY • GARY JERKE, WATER & SEWER PIPELAYER
JERKE INC of GILLETTE, WY • GARY JERKE, EXCAVATION & GRADING
JERKE INC of GILLETTE, WY • GARY JERKE, NONSTRUCTURAL CONCRETE
JOHNSON CONTROLS SECURITY SOLUTIONS LLC of BOCA RATON, FL • GREG LAMBDIN, FIRE ALARM SYSTEMS
KEYHOLE TECHNOLOGIES LLC of MILLS, WY • BRAD CUNDY, MISCELLANEOUS
KOBALT CONSTRUCTION INC of SALT LAKE CITY, UT • MATTHEW JEPSON, GENERAL CONTRACTOR
LEE METAL WORKS of SHERIDAN, WY • CARL LEE, MECHANICAL
MALON INSULATION SERVICE INC of RAPID CITY, SD • STEVEN MALON, INSULATION
MARK BUCHANAN EXCAVATING LLC of GILLETTE, WY • MARK BUCHANAN, EXCAVATION & GRADING
MARK BUCHANAN EXCAVATING LLC of GILLETTE, WY • MARK BUCHANAN, WATER & SEWER PIPELAYER
MCM GENERAL CONTRACTORS INC of GILLETTE, WY • MIKE MARTINSON, EXCAVATION & GRADING
NEW HORIZONS ALTERNATIVE ENERGY of GILLETTE, WY • CURT GRAUMANN, WIND SIDING GUTTER GARAGE DOOR
NEW HORIZONS ALTERNATIVE ENERGY of GILLETTE, WY • CURT GRAUMANN, GENERAL ROOFING
PARKINSON CONCRETE of GLENROCK, WY • AARON PARKINSON, NONSTRUCTURAL CONCRETE
SEAMLESS SYSTEMS LLC of MOORCROFT, WY • CODY WILLIAMSON, WIND SIDING GUTTER GARAGE DOOR
SHAD HEUSSNER PAINTING of GILLETTE, WY • SHAD HEUSSNER, TRIM CARPENTRY PAINT FLOORING
SOLAR SOUND CORP of RAPID CITY, SD • PAUL WEBER, LIMITED VOLTAGE
SOLAR SOUND CORP of RAPID CITY, SD • PAUL WEBER, SIGNAGE
STEVE GEERTSON of GILLETTE, WY • STEVE GEERTSON, BUILDING CONTRACTOR
STEVE MULKEY of GILLETTE, WY • STEVE MULKEY, TRIM CARPENTRY PAINT FLOORING
VAN EWING CONSTRUCTION of GILLETTE, WY • JAKE EWING, GENERAL CONTRACTOR
WYOMING EARTHMOVING CORP of ROZET, WY • GLEN WISE, EXCAVATION & GRADING
WYOMING EARTHMOVING CORP of ROZET, WY • GLEN WISE, WATER & SEWER PIPELAYER

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

Announcements

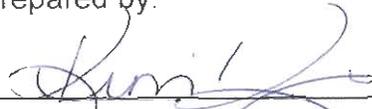
There was discussion by the Board with City Staff about some of the City projects coming in the new year.

The next regularly scheduled meeting will be Tuesday, February 12, 2019.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:42 p.m.

Prepared by:



Kim King, Administrative Assistant
Building Inspection Division

City of Gillette
Board of Examiners
Meeting of February 12, 2019

Individual Review of Contractor License Application of:
FALCON CONSTRUCTION LLC

Applicant: Falcon Construction LLC
of Gillette, WY
Master of Record: Eduardo Molina

Application Type: Class A General Contractor License

Application Status: Complete with flags

Answered 'yes' to the following Status Questions:

#1 - Has Owner or Master of Record been previously licensed with the City of Gillette?

#2 - Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked?

#3 - Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record (relating to business activities within the scope of this license application)?

#6 - Has Owner or Master of Record failed to complete a project?

The Applicant supplied an explanation for each of these questions.

ADMINISTRATIVE USE ONLY
 Board of Examiners Action
 Approved Denied
 at ___/___/___ Meeting

License #



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

CONTRACTOR LICENSE APPLICATION (NEW)

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

Incomplete applications will be returned

DATE OF APPLICATION: 2/5/2019

TYPE OF APPLICATION: (select one)

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

APPLICANT INFORMATION

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

Business Name: Falcon Construction LLC
 Mailing Address: PO Box 7280 City Gillette State WY Zip Code 82717
 Office Telephone: 307 696 1731 Fax Number: _____
 Master of Record: Eduardo Molina Phone Number: 307 696 1731
 Email Address: falconconstruction14@gmail.com

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

Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

Class F Fire Suppression Contractors

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

Building Contractors** (General Contractors)

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

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

Class C Specialty Contractors (Sub-Contractors)

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

WYOMING CORPORATE REGISTRATION - Not applicable for sole proprietorship and general partnerships

TYPE OF BUSINESS ENTITY

- Corporation
- Limited Liability Company
- Limited Partnership
- General Partnership
- Sole Proprietorship
- Other _____

LIST THE NAME AND TITLE OF EVERY OWNER

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

Eduardo Molina

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

No, applicant does not have employees. (Continue on to Status Questions)

Yes, applicant has employees from Wyoming Out-of-State

WORKERS' COMPENSATION - Letter of Good Standing

Requested from State of Wyoming - Date of Request 2 / 5 / 19

UNEMPLOYMENT INSURANCE - Letter of Good Standing

Requested from State of Wyoming - Date of request 2 / 5 / 19

STATUS QUESTIONS

Please answer each of the following questions. When responding to Questions #2 through #6, if answer is "Yes" to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy, if applicable.**

| | | YES | NO |
|----|--|-------------------------------------|-------------------------------------|
| 1. | Has Owner or Master of Record been previously licensed with the City of Gillette? If "yes," please indicate name of company, dates licensed and class(es) of license(s): | <input checked="" type="checkbox"/> | |
| 2. | Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked? | <input checked="" type="checkbox"/> | |
| 3. | Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record (relating to business activities within the scope of this license application)? | <input checked="" type="checkbox"/> | |
| 4. | Is Owner or Master of Record currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past seven (7) years? | | <input checked="" type="checkbox"/> |
| 5. | Has any officer, partner, member, owner, or Master of Record been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the last ten (10) years? | | <input checked="" type="checkbox"/> |
| 6. | Has Owner or Master of Record failed to complete a project? | <input checked="" type="checkbox"/> | |

Continued on next page

Status Questions

1. Redline Construction LLC.
January 2014
Class A – General Contractor
2. Redline Construction LLC failed to pull permit and got a fine. Fine is paid.
Redline Construction LLC fail to provide a Worker' Compensation Good Standing Certificate and got license denied.
3. Total Concrete Works LLC VS. Redline Construction LLC
Redline Construction LLC VS. Total Counter Claim.
Worker' Compensation vs. Redline Construction LLC

6. Redline Construction LLC did not finish project for Outback Construction LLC. Outback Construction failed to pay ended up in a lawsuit against outback. Redline Construction and Outback Construction ended up in an agreement.

713 Potter Ave. Redline Construction LLC fail to finish the painting of the exterior of project sub contractor failed to show. Owner ended up finding a painter and Redline Construction LLC paid expenses.

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

FEBRUARY 12, 2019

| | |
|----|--|
| 1 | BERGSTROM, JEFFREY of MITCHELL, SD • JOURNEYMAN ELECTRICIAN, MUTH ELECTRIC INC Lic# 3346 |
| 2 | BROWN, NICHOLAS of GILLETTE, WY • APPRENTICE HVAC TECH, JOE'S PLUMBING & HEATING INC Lic# 2081 |
| 3 | BROWN, NICHOLAS of GILLETTE, WY • APPRENTICE PLUMBER, JOE'S PLUMBING & HEATING INC Lic# 2082 |
| 4 | DOW, BRAD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PROELECTRIC INC Lic# 2211 |
| 5 | EDWARDS, ANDREW of GILLETTE, WY • MASTER ELECTRICIAN, TJ ELECTRIC LLC Lic# 2822 |
| 6 | GOOD, KAYLOR of MOORCROFT, WY • JOURNEYMAN ELECTRICIAN, GOOD ELECTRIC INC Lic# 3123 |
| 7 | GOOD, RICK of MOORCROFT, WY • MASTER ELECTRICIAN, GOOD ELECTRIC INC Lic# 3122 |
| 8 | HENDRICKSON, RED of GILLETTE, WY • MASTER ELECTRICIAN, DELTA WYE INC Lic# 1480 |
| 9 | HOLDEN, TONY of GILLETTE, WY • MASTER ELECTRICIAN, TJ ELECTRIC LLC Lic# 1943 |
| 10 | MAYER, PAUL of MITCHELL, SD • MASTER ELECTRICIAN, MUTH ELECTRIC INC Lic# 3559 ** |
| 11 | MCCONNELL, DENNIS of GILLETTE, WY • MASTER ELECTRICIAN, RMS INSTRUMENT & ELECTRIC LLC Lic# 1586 |
| 12 | MCWILLIAMS, SCOTT of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, RMS INSTRUMENT & ELECTRIC LLC Lic# 1592 |
| 13 | NOVAKOVICH, JAMES of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2272 |
| 14 | SHIPLEY, SHANE of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, LONG'S PLUMBING & HEATING INC Lic# 1850 |
| 15 | SHIPLEY, SHANE of GILLETTE, WY • JOURNEYMAN PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 1851 |
| | **Indicates new licensee |

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

FEBRUARY 12, 2019

| | |
|----|---|
| 1 | 30 GIG TECHNOLOGIES of GILLETTE, WY • RYAN ALLEN, LOW VOLTAGE |
| 2 | B & B LAWN CARE LLC of PIEDMONT, SD • BRANDON HEID, LANDSCAPING & FENCING |
| 3 | BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, WATER & SEWER PIPELAYER |
| 4 | BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, NONSTRUCTURAL CONCRETE |
| 5 | BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, EXCAVATION & GRADING |
| 6 | BLACK WATER ENVIRONMENTAL LLC of MOORCROFT, WY • AARON JORDAN, MISCELLANEOUS ** |
| 7 | BROKEN LINK CONSTRUCTION LLC of GILLETTE, WY • JACOB TOBIN, NONSTRUCTURAL CONCRETE ** |
| 8 | CARPET EXPRESS DIRECT LLC of GILLETTE, WY • CHRIS PAULK, TRIM CARPENTRY PAINT FLOORING |
| 9 | CLEARY BUILDING CORPORATION of VERONA, WI • DONALD HERRON, RESIDENTIAL CONTRACTOR |
| 10 | COLLINS COMMUNICATIONS INC of GILLETTE, WY • RICHARD MURRAY, LOW VOLTAGE |
| 11 | COLLINS COMMUNICATIONS INC of GILLETTE, WY • RICHARD MURRAY, FIRE ALARM SYSTEMS |
| 12 | CUSTOM CONTRACTING LLC of GILLETTE, WY • JAY JOHNSON, RESIDENTIAL CONTRACTOR |
| 13 | DELTA WYE INC of GILLETTE, WY • RED HENDRICKSON, ELECTRICAL |
| 14 | FIRETECH LLC of GILLETTE, WY • KEEGAN O'BRIEN, CHEMICAL FIRE SUPPRESSION |
| 15 | FREEMAN SIGNS INC of DENVER, CO • JEFF PETERS, SIGNAGE ** |
| 16 | G & R CONTROLS INC of SIOUX FALLS, SD • TRAVIS MCKINSTRY, LOW VOLTAGE |
| 17 | GOOD ELECTRIC INC of MOORCROFT, WY • RICK GOOD, ELECTRICAL |
| 18 | GOOD NUZ FLOORING of GILLETTE, WY • JACOB NUZUM, TRIM CARPENTRY PAINT FLOORING |
| 19 | HEART OF THE WEST LLC of GILLETTE, WY • MARISSA DEEGAN, LANDSCAPING & FENCING |
| 20 | HOSPITALITY BUILDERS INC of RAPID CITY, SD • DONALD HAMBECK, GENERAL CONTRACTOR |
| 21 | INTERSTATE POWER SYSTEMS INC of GILLETTE, WY • JOSEPH LARRALDE, GENERAL CONTRACTOR |
| 22 | JBD INC of SHERIDAN, WY • JIM BEDE, TRIM CARPENTRY PAINT FLOORING |
| 23 | LAMAR OUTDOOR ADVERTISING of CASPER, WY • CAMERON CAMPBELL, SIGNAGE ** |
| 24 | MBC EXTERIORS LLC of GILLETTE, WY • ARMANDO MARTINEZ AGUILAR, WIND SIDING GUTTER GARAGE DOOR |
| 25 | MELGAARD CONSTRUCTION CO INC of GILLETTE, WY • DONITA MUNN, EXCAVATION & GRADING |
| 26 | MICHAEL'S CONSTRUCTION INC of GILLETTE, WY • MIKE JORGENSEN, GENERAL CONTRACTOR |
| 27 | MUTH ELECTRIC INC of MITCHELL, SD • PAUL MAYER, ELECTRICAL |

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

FEBRUARY 12, 2019

| | |
|----|---|
| 28 | NATIONWIDE BUILDERS & CONTRACT of COLORADO SPRINGS, CO • MARK KIMBALL, WIND SIDING GUTTER GARAGE DOOR |
| 29 | NIESKENS FLOORING of UPTON, WY • JORDAN NIESKENS, TRIM CARPENTRY PAINT FLOORING ** |
| 30 | NORTHERN HILLS ENTERPRISES of ROZET, WY • FRANK DICKENSON, BUILDING CONTRACTOR |
| 31 | NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, EXCAVATION & GRADING |
| 32 | NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, WATER & SEWER PIPELAYER |
| 33 | PARAMOUNT CONSTRUCTION INC of EVANSVILLE, WY • WILLIAM GURKIN, GENERAL CONTRACTOR |
| 34 | PIERCE FLOORING of BILLINGS, MT • MEG ERLNBUSH, TRIM CARPENTRY PAINT FLOORING |
| 35 | POWERHOUSE RETAIL SERVICES of CROWLEY, TX • JOSHUA HARGRAVE, GENERAL CONTRACTOR ** |
| 36 | RELIABLE FLOORING of GILLETTE, WY • JENNIFER RAKSTAD, TRIM CARPENTRY PAINT FLOORING |
| 37 | RITE-WAY CERAMIC TILE of GILLETTE, WY • SCOTT BENJAMIN, TRIM CARPENTRY PAINT FLOORING |
| 38 | ROZIER CONSTRUCTION LLC of GILLETTE, WY • BRIAN ROZIER, GENERAL CONTRACTOR |
| 39 | STRAND'S LAWN CARE of GILLETTE, WY • ETHAN STRAND, LANDSCAPING & FENCING |
| 40 | SWI LLC of POWELL, WY • MARK OLSON, LANDSCAPING & FENCING |
| 41 | SWI LLC of POWELL, WY • MARK OLSON, LOW VOLTAGE |
| 42 | TA CONSTRUCTION LLC of GILLETTE, WY • TIMOTHY ANYS, RESIDENTIAL CONTRACTOR |
| 43 | TESSIER'S INC of RAPID CITY, SD • CORBY SHIELDS, GAS PIPEFITTER ** |
| 44 | TESSIER'S INC of RAPID CITY, SD • CORBY SHIELDS, PLUMBING ** |
| 45 | TJ ELECTRIC LLC of GILLETTE, WY • TONY HOLDEN, ELECTRICAL |
| 46 | TLC HOME IMPROVEMENT of GILLETTE, WY • TRACY SESSIONS, TRIM CARPENTRY PAINT FLOORING |
| 47 | TUTT CONSTRUCTION INC of BILLINGS, MT • JEFF TUTT, MISCELLANEOUS |
| 48 | WYO SERVICES LLC of UPTON, WY • KYLE MATERI, LANDSCAPING & FENCING |
| 49 | YELLOWSTONE ACOUSTICS INC of BILLINGS, MT • MARK LOWMAN, MISCELLANEOUS |
| | **Indicates new licensee **Indicates additional license for existing licensed Contractor |



CITY OF GILLETTE
PLANNING COMMISSION
Tuesday, February 12, 2019
7:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming 82716
(307) 686-5281

Call To Order

Approval of Minutes

1. Pre-Meeting Workshop Minutes - January 8, 2019
Regular Meeting Minutes - January 8, 2019

Cases

Case No. 18.039PUDF
Amended PUD Final Plat, The Villas At Legacy Ridge

Old Business

New Business

Adjournment

CHAIRMAN

Jim Nielsen

VICE-CHAIRMAN

Cindy Reardon

BOARD MEMBERS

Trevor Matson
Brenda Green

Jennifer Tuomela

Sheryl Martin
Ted Jerred

www.gillettewy.gov

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Responsibility Integrity Dedication



**CITY OF GILLETTE
PLANNING COMMISSION**
February 12, 2019 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281

DATE: 2/12/2019 7:00:00 PM

CASE NUMBER AND TITLE:

Pre-Meeting Workshop Minutes - January 8, 2019

Regular Meeting Minutes - January 8, 2019

APPLICANT/OWNER:

AGENT:

CASE SUMMARY:

CASE BACKGROUND:

CASE REQUIREMENTS:

STAFF RECOMMENDATION:

CASE MANAGER:

TENTATIVE CITY COUNCIL DATE:

ATTACHMENTS:

Click to download

[Pre-Meeting Minutes 01/08/2019](#)

[Meeting Minutes 01/08/2019](#)

CITY PLANNING COMMISSION
MINUTES OF THE PRE-MEETING WORKSHOP
ENGINEERING CONFERENCE ROOM – CITY HALL
January 8, 2019 – 6:00 p.m.

The January 8, 2019, Pre-Meeting Workshop of the City of Gillette Planning Commission convened at 6:00 p.m. in the Engineering Conference Room, located on the second floor of City Hall. Planning Commission Members present were Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Trevor Matson and Ted Jerred. Those present from the City of Gillette were Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

Discussion was held on the case(s) to be presented at the regular meeting to follow.

The Pre-Meeting Workshop adjourned at 6:51 p.m.

Minutes taken and prepared by:

Jill McCarty
Senior Administrative Assistant

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
City Council Chambers ~ City Hall
January 8, 2019

PRESENT

Commission Members Present: Chairman Jim Nielsen, Vice-Chair Cindy Reardon, Brenda Green, Trevor Matson, and Ted Jerred.

Commission Members Absent: Sheryl Martin, and Jennifer Tuomela

Staff Present: Annie Mayfield, Planning and GIS Manager; Clark Sanders, Planner; Meredith Duvall, Planner; and Jill McCarty, Senior Administrative Assistant.

CALL TO ORDER

Chairman Nielsen called the meeting to order at 7:00 p.m.

APPROVAL OF THE MINUTES

A motion was made by Brenda Green to approve the pre-meeting workshop minutes, and the regular meeting minutes of the City Planning Commission Meeting of November 13, 2018. Ted Jerred seconded the motion. Motion carried 5/0.

18.032V-VACATION-
Tract 1-A & 1-B Powder
Basin Center
Subdivision

The owner, TKG Powder Basin LLC is seeking approval to vacate a 10 foot wide easement and a portion of a 20 foot wide easement located in the Powder Basin Subdivision.

During review of the Marshall's Commercial Site Plan, one 10 foot wide easement was identified as having no utilities located within, and another 20 foot wide easement into the Marshall's building. Staff recommended that the easements be vacated so the property is not encumbered with unnecessary easements.

Meredith Duvall said the city had received two inquiries from the public regarding the case, seeking general information on what the case was about only.

Chairman Nielsen asked if there were any questions or comments on the case from the Commission or the public. There being no further comments or questions, Vice-Chair Reardon made a motion to approve the case, Brenda Green seconded the motion. Motion carried 5/0.

18.034Z-ZONING MAP
AMENDMENT-Chevrolet
Sub and Westover Hill
Sub

The owners, Newton Family Farms Limited Partnership and Steven M. Bruce, are seeking approval of a zoning change request of 4.33 Acres of land from C-1, General Commercial District to A, Agricultural District.

This property is located on the south side of Westover Road and west of the intersection of Skyline Drive and Westover Road.

Each of these lots have remained undeveloped. Unimproved 60' city right of way exists between Lot 1, Block 3, Westover Hills Phase 1 and Lot 1, Davis Chevrolet Subdivision. Similarly, a 60' right of way exists for Lee Esther Lane on the west.

The minimum size requirement for an A, Agricultural Zone District is 20 Acres. As per Section 12.f.(2) of the Zoning Regulation any land "adjacent and contiguous land in the surrounding county that is zoned in a similar category or is used substantially for uses similar to those being sought by the applicant" can be used to obtain the minimum district size. This property, with the western 8.18 acres and the southern 198 acres in the county, zoned as A, Agricultural District meet the minimum district size requirements.

There is no minimum lot size for the A, Agricultural District except in cases where a residence is occupied only by the owners or persons employed by the owner. In such a case at least three (3) acres of land is required for each permanently occupied dwelling. No uses will be allowed upon the subdivided lots except those enumerated within the A, Agricultural District.

Sanitary sewer is available to each existing lot. Water service is not available to the individual lots. Any use requiring water services will require the developer to provide a service from the City water main located on the north side of Westover Road. City electric is available to the existing lots.

The Future Land Use Plan as adopted in November 2013 indicates this property to be General Commercial (GC). The City-County Joint Future Land Use Plan adopted at the same time indicates the property to the south to be RR, Rural Residential.

The proposal to rezone 4.33 acres of Land from C-1, General Commercial to A, Agricultural District recognizes the changing conditions in the City which are primarily financial in nature.

Clark Sanders said the city received one phone call from the public regarding the case, seeking general information on what the case was about only.

Chairman Nielsen asked if there were any questions or comments on the case from the Commission or the public. Ted Jerred said the rezoning would be going backwards and reducing the potential of what could be developed on the lots.

Dick Doyle, Doyle Land Surveying and agent for the case, was present and said the owners were requesting the change in zoning for the purpose of reducing the taxes on the property and they did not see any new development happening on the lots. Vice-Chair Reardon asked what the change in taxes would be once rezoned, and Mr. Doyle said he did not know the dollar amount it would be. Chairman Nielsen inquired if there needed to be 3 acres for a home to built on Agricultural zoning, how large each of the lots were. Clark Sanders said each one was approximately ½ acre. Vice-Chair Reardon said she did not like to see the community lose commercial property that is already subdivided such as these lots. Chairman Nielsen said he agreed he did not like to see the loss of the commercial property, but it is the owner's property to

do with it what they wanted and he didn't see any stumbling blocks on the way of the rezoning.

There being no further comments or questions, Trevor Matson made a motion to approve the case, Vice-Chair Reardon seconded the motion. Motion carried 3/0/2.

18.036SFPM-FINAL
PLAT MINOR-
Remington Estates Ph.
V

The owner, Saunders Land & Livestock LLC, is proposing to subdivide 12.169 acres of land located in the South Park Subdivision for facilitating future development; currently the land is unplatted. Access is on the east side of the property off of an unnamed gravel road that begins where Enzi Drive meets Southern Drive. Currently Glock Avenue and Kimber Drive to the north dead end at the property. An access easement will have to be secured for future development of the property. There are no utilities serving the property now. Any future site development will be required to undergo a commercial site plan review.

Meredith Duvall said the city had received two inquiries from the public regarding the case, both had no issues with the case and were general inquiries only.

Chairman Nielsen asked if there were any questions or comments on the case from the Commission or the public.

Tressa Meserve, adjacent landowner, was present and inquired about the access road, and did not believe what was being shown was the correct access to the property. Meredith Duvall said access needs to be secured if there is future development, and right now there is no access except where Glock Avenue currently dead ends. Ted Jerred asked if the land needed two accesses, and Meredith said currently no. Chairman Nielsen said the accesses would be determined by how the land gets developed. Ted Jerred asked if the property was in a flood plain, Meredith said it was in a flood plain.

Cortney Morris, resident in Remington Estates, was present and asked what the zoning of the property would be. Meredith said the property was zoned residential and there were no plans to rezone it at this time.

Dick Doyle, agent for the owner, was present and said the owner will be providing an easement along Glock Avenue, extending that road, and that will be the access road. Vice-Chair Reardon said it looked like the corner of the property and where Glock Avenue dead ends does not matchup entirely, and asked where the access for that would be. Mr. Doyle said the owner would be providing a 60-foot strip of land for that.

Helen Hottell, resident of Remington Estates, was present and said her concern was the only access would be Glock Avenue which was already very busy. She said when there was a field fire two years ago, there was so much traffic on Glock Avenue she could not get home. She said she is concerned any future emergencies will also be a

problem if Glock is the only access road.

Chairman Nielsen said if a development plan were to come in, then more detail would be put into it at that time. It is possible, he said, an agreement could be made to put another access road on the other side of the property, though it is not guaranteed. Meredith said whatever is determined, a commercial site plan review would be required along with a traffic study of the area.

There being no further comments or questions, Ted Jerred made a motion to approve the case, Brenda Green seconded the motion. Motion carried 5/0.

Chairman Nielsen said this was a very preliminary step to getting the land developed. As the other steps happen, just as the surrounding property owners were notified of this case, they will also be notified of any upcoming cases for the property as well.

18.037SFPM-FINAL
PLAT MINOR-Resub Lot
5 Prestige Park

The owner, Diverse Energy LLC, is proposing to subdivide 10.709 Acres of land located at 2600 E Second Street for the purposes of ownership and to facilitate future development. The subdivision includes the existing Lot 5 of the Prestige Park Subdivision. This subdivision will create two (2) lots. Lot 5A (7.142 acres) and Lot 5B (3.567 acres).

The property is zoned I-2, Heavy Industrial and is surrounded by similar zoned property with Interstate 90 to the northwest and the railroad and Highway 14/16 on the south. Access to Lot 5A will be from E Second Street. Access to the newly created Lot 5B will require a separate easement on Lot 6, Prestige Park Subdivision.

Water and electricity is located at or near the site. Sanitary sewer will be required to be extended at the time of development.

Any future site development will be required to undergo a commercial site plan review.

Clark Sanders said the city received one phone call from the public regarding the case, seeking general information on what the case was about only.

Chairman Nielsen asked if there were any questions or comments on the case from the Commission or the public.

Ted Jerred asked about the access to the lot. Clark Sanders said in I2 zoning it is allowed for lots to be accesses by private access easement, however the easement they are proposing is not part of the subdivision, and it would need to be provided in a separate document.

Vice-Chair Reardon asked where the utilities were located for the lot. Clark said the water and electric was located on the east side, and sewer was located in the cul-de-sac on E 2nd Street and will need to be

extended from that location.

There being no further comments or questions, Vice-Chair Reardon made a motion to approve the case, Trevor Matson seconded the motion. Motion carried 5/0.

OLD BUSINESS

None

NEW BUSINESS

Clark Sanders said there was one upcoming case for the January 22, 2019 meeting. The February 12, 2019, meeting will be canceled.

ADJOURNMENT

The meeting adjourned at 7:27 p.m.

Minutes taken and prepared by Jill McCarty, Senior Administrative Assistant.



**CITY OF GILLETTE
PLANNING COMMISSION
February 12, 2019 7:00:00 PM
Council Chambers
201 E. 5th Street, Gillette, Wyoming
(307)686-5281**

DATE: 2/12/2019 7:00:00 PM

CASE NUMBER AND TITLE:

18.039PUDF

Amended PUD Final Plat, The Villas At Legacy Ridge

APPLICANT/OWNER:

MC Hitt Development LLC

AGENT:

Doyle Surveying, Inc., Dick Doyle

CASE SUMMARY:

The owner is seeking approval of an Amended Final Planned Unit Development Plat known as the Amended PUD Final Plat, The Villas At Legacy Ridge.

CASE BACKGROUND:

The Villas at Legacy Ridge are located east of the Campbell County Recreation Center along Shoshone Avenue. The owner is seeking to adjust the sizes of 13 lots by combining and reducing the number of lots. Four lots are west of Quarter Horse Avenue which will be combined into two Lots. Five lots north of Villa Way will be combined into three lots. And four lots on the east will be combined into two lots.

Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development. The Draft Ordinance provides the zoning design components of the development. Specifically, the ordinance addresses the building setback requirements, building footprint size and parking. All other aspects of the ordinance governing the existing developed lots will remain unchanged and continue to follow the previous Ordinance No. 3661.

Access to each lot will be from Quarter Horse Avenue or Villa Way. Due to the proximity of Lots 9H and 9J to Shoshone Avenue, one common access will be allowed with a common access easement from Villa Way. Access to Shoshone Avenue will not be allowed.

Water and Sewer Mains and electrical run north and south on lot 9H and 9J. An easement shall remain in place to provide access to these utilities.

Each existing lot is currently served by water, sewer and electrical. Prior to the recording of the final plat, the owner shall provide a service line agreement and the associated estimate and financial guarantee to

remove the surplus water services this subdivision creates or remove the services prior to recording the plat.

CASE REQUIREMENTS:

1. The applicant will address all comments and concerns in ePlans before submitting a final, signed mylar to be recorded by the Campbell County Clerk.
2. A recording fee of \$75 (seventy-five), payable to the Campbell County Clerk must be submitted with the final mylar.
3. A Service Line Agreement will need to be executed.
4. A Title Report needs to be submitted to the City Planning Division.
5. The Ordinance originally recorded with the Final Planned Unit Development Plat for The Villas at Legacy Ridge must be amended to include the newly established lots and submitted with the plat to be recorded. The recording fee for these documents must also be submitted with the final mylar.

STAFF RECOMMENDATION:

Staff recommends approval, subject to all Planning Requirements.

CASE MANAGER:

Clark Sanders, Planner

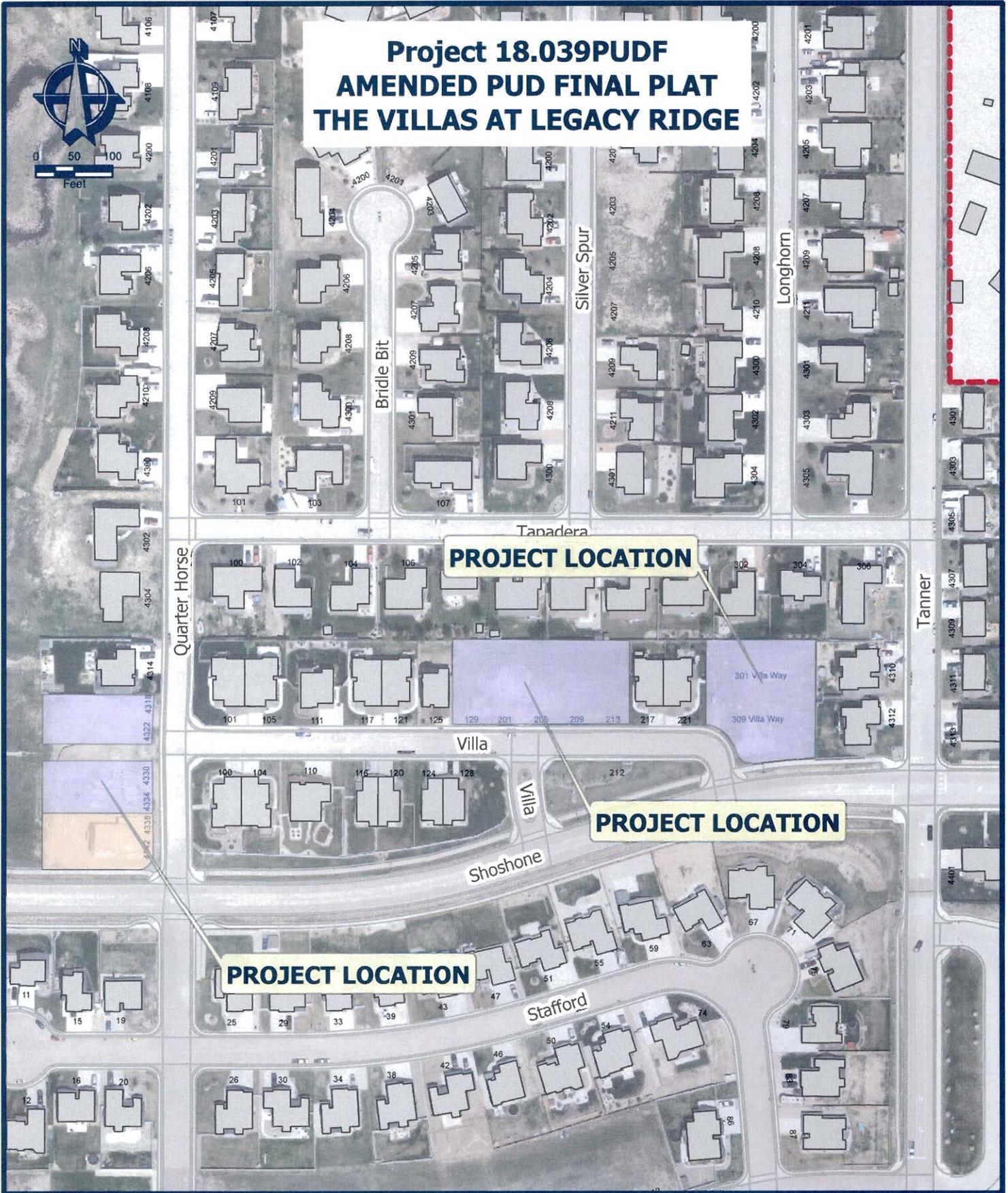
TENTATIVE CITY COUNCIL DATE:

February 19, 2019

ATTACHMENTS:

| |
|--|
| Click to download |
| <input type="checkbox"/> Aerial and Vicinity Map |
| <input type="checkbox"/> Plat |
| <input type="checkbox"/> Planning Requirements |
| <input type="checkbox"/> Ordinance |

Project 18.039PUDF AMENDED PUD FINAL PLAT THE VILLAS AT LEGACY RIDGE



CITY OF GILLETTE

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

12/17/2018 4:38 PM

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

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



DEDICATION

Know all men by these presents that the undersigned MC HIT DEVELOPMENT, LLC, being the owner, proprietor, or parties of interest in the land shown on this plat, do hereby certify:

The above and foregoing THE VILLAS AT LEGACY RIDGE, PHASE I PARTIAL RESUBDIVISION PLANNED UNIT DEVELOPMENT IN THE CITY OF GILLETTE, being more particularly described as follows:

Lots 1F, 1G, 2D, 2E, BLOCK 1 & LOTS 5D, 6D, 6D, 7D, 7D, 9D, 9E, 9F AND 9G, BLOCK 2, THE VILLAS AT LEGACY RIDGE, CITY OF GILLETTE.

Said tract of land contains 140 acres, more or less, subject to all rights, restrictions and/or easements of right and record, and as appears on this plat, is made with the free consent and in accordance with the desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided in lots, blocks, streets and easements, and

That the undersigned owners and proprietors of the land shown and described on this plat do hereby dedicate to the City of Gillette for perpetual public use all streets, alleys, easements and other lands within the boundary lines of the plat as indicated and not already otherwise dedicated for public use. Utility easements as designated on this plat are hereby dedicated to the City of Gillette for perpetual public use for installing, repairing, replacing and maintaining water lines, sewers, gas lines, electrical lines, telephone lines, cable TV lines and the forms and types of public utilities now or hereafter generally utilized by the public. Drainage Easements, as designated on this plat, are hereby dedicated to the City of Gillette and its licensees for public use, to accommodate the flow or storage of storm water and shall be kept free of all fences, structures or other impediments.

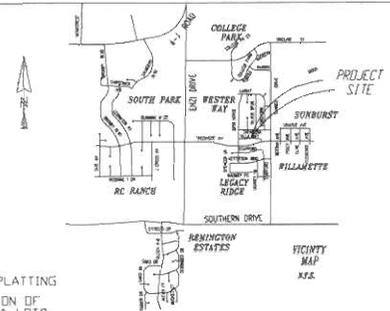
All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Executed this _____ day of _____, A.D. 20____.

Given: MC HIT Development, LLC

Signed by Mark A. Christensen
as member of Mc Aegis, LLC
as owner of MC HIT Development, LLC

**THE VILLAS AT LEGACY RIDGE,
PHASE I
PARTIAL RESUBDIVISION,
PLANNED UNIT DEVELOPMENT
IN THE
CITY OF GILLETTE, WYOMING**



DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF Lots 1F, 1G, 2D, 2E, BLOCK 1, & LOTS 5D, 6D, 6D, 7D, 7D, 9D, 9E, 9F AND 9G, BLOCK 2, THE VILLAS AT LEGACY RIDGE, BOOK 9 OF PLATS, PAGES 258-259 OF THE RECORDS OF THE CAMPBELL COUNTY CLERK, ALL EARLIER PLAT OR PORTIONS THEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

STATE OF WYOMING)
COUNTY OF CAMPBELL) SS
The foregoing instrument was acknowledged before me this _____ day of _____, A.D. 20____, by Mark A. Christensen as member Mc Aegis LLL, owner MC HIT Development, LLC, voluntarily act and deed.
Witness my hand and official seal.

Notary Public:
My Commission Expires _____



SURVEYOR'S CERTIFICATE

I, Richard T. Doyle, do hereby certify that I am a registered land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct and complete plat of THE VILLAS AT LEGACY RIDGE, LEGACY RIDGE-PHASE I PARTIAL RESUBDIVISION, PLANNED UNIT DEVELOPMENT IN THE CITY OF GILLETTE, WYOMING, as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance with City of Gillette regulations governing the subdivision of the land.

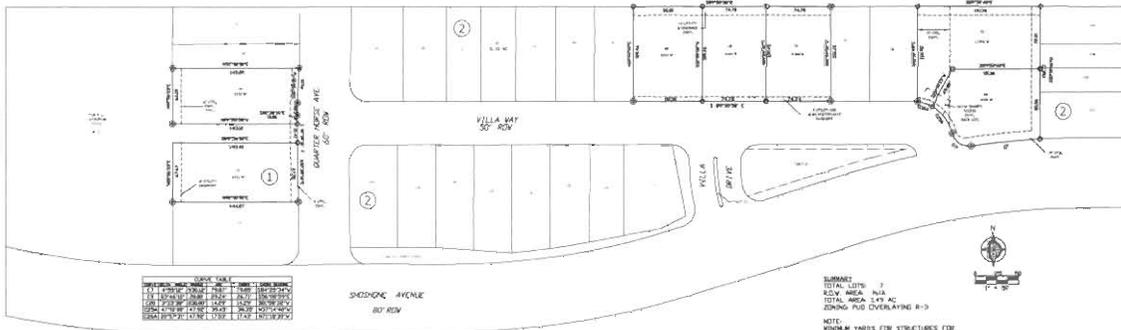
APPROVALS

Date of this plat reviewed this _____ day of _____, 20____, A.D., by the City Engineer of Gillette, Wyoming.

City Engineer _____
This plat approved by the City of Gillette Planning Commission this _____ day of _____, 20____, A.D.
City Engineer _____ Secretary _____
Approved by the City Council of the City of Gillette, Wyoming this _____ day of _____, 20____, A.D.
Mayor _____ City Clerk _____
This plat filed for record in the office of the County Clerk and Recorder at _____ o'clock _____, _____, 20____, A.D. and is duly recorded in Book _____ of Plats, Page No. _____
County Clerk _____

UNPLATTED

WESTERN WAY DEVELOPMENT



| Lot | Area (Ac) | Area (Sq Ft) |
|-------|-----------|--------------|
| 1F | 0.10 | 6,917 |
| 1G | 0.10 | 6,917 |
| 2D | 0.10 | 6,917 |
| 2E | 0.10 | 6,917 |
| 5D | 0.10 | 6,917 |
| 6D | 0.10 | 6,917 |
| 6D | 0.10 | 6,917 |
| 7D | 0.10 | 6,917 |
| 7D | 0.10 | 6,917 |
| 9D | 0.10 | 6,917 |
| 9E | 0.10 | 6,917 |
| 9F | 0.10 | 6,917 |
| 9G | 0.10 | 6,917 |
| TOTAL | 1.20 | 83,004 |

- LEGEND**
- FOUND 5/8" REBAR WITH SURVEY CAP
 - SET 24" LONG 5/8" REBAR WITH ALUMINUM SURVEY CAP MARKED "RLS 0333"

SUMMARY:
TOTAL LOTS: 12
ACR. AREA: 94.8
TOTAL AREA: 141 AC
DRAIN. PUD COVERING: 8-3

NOTE:
MINIMUM WIDE FOR STRUCTURES FOR LOT 9G, BLOCK 2 SHALL BE TEN FEET (10') ON ALL SIDES WITH THE MAXIMUM PERCENT OF SITE COVERAGE DETERMINED BY BUILDING FOR THE LOT NOT TO EXCEED 50%.

PUD FINAL PLAT
THE VILLAS AT LEGACY RIDGE,
LEGACY RIDGE-PHASE I
PARTIAL RESUBDIVISION, PLANNED
UNIT DEVELOPMENT

PREPARED FOR: MC HIT DEVELOPMENT LLC
PREPARED BY: BOLE SURVEYING INC.
DATE OF PREPARATION: DECEMBER, 2018

REVISED: 1-16-19
REVISED: 1-7-19
DATE OF PREPARATION: DECEMBER, 2018

Planning Requirements

18.039PUDF

Amended PUD Final Plat - The Villas at Legacy Ridge

1. The applicant will address all comments and concerns in ePlans before submitting a final, signed mylar to be recorded by the Campbell County Clerk.
2. A recording fee of \$75 (seventy-five), payable to the Campbell County Clerk must be submitted with the final mylar.
3. A Service Line Agreement will need to be executed.
4. A Title Report needs to be submitted to the City Planning Division.
5. The Ordinance originally recorded with the Final Planned Unit Development Plat for The Villas at Legacy Ridge must be amended to include the newly established lots and submitted with the plat to be recorded. The recording fee for these documents must also be submitted with the final mylar.

ORDINANCE NO. _____

AN ORDINANCE APPROVING AND AUTHORIZING AN AMENDMENT TO ORDINANCE 3661 AND ASSOCIATED VILLAS AT LEGACY RIDGE PLAT TO BE KNOWN AS THE AMENDED PLANNED UNIT DEVELOPMENT, THE VILLAS AT LEGACY RIDGE, PHASE I, TO THE CITY OF GILLETTE, WYOMING

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION 1. The zoning of the property legally described below will be changed by amending parts of a P.U.D. overlaying the existing R-3 Single and Multiple Family Residential District for the Property, according to Section 12 and 15 of the Zoning Ordinance of the City of Gillette. Pursuant to City of Gillette Zoning Ordinance Section 3 b. (2), provision of this ordinance shall apply to all private lands within the corporate limits of the City of Gillette, Wyoming.

A PARCEL OF PROPERTY LOCATED WITHIN THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING DESCRIBED AS FOLLOWS:

LOTS 1J, 2H, BLOCK 1, LOTS 5E, 6E, 7E, 9J, AND 9H, BLOCK 2,
AMENDED PUD PLAT, THE VILLAS AT LEGACY RIDGE, PHASE I

SAID PARCELS CONTAIN 1.49 ACRES, MORE OR LESS (the "Property").

Incorporated herein by reference is City of Gillette Ordinance No. 3661, *An Ordinance for the Final Plat titled Final Plat – A resubdivision of Legacy Ridge, Phase I, City of Gillette, Wyoming, Legacy Ridge, Phase I Planned Unit Development to be known as The Villas at Legacy Ridge in the City of Gillette, Wyoming by Overlaying a Planned Unit Development Zoning District over the Existing R-3 Single and Multiple Family Residential District*, hereinafter referred to herein as "Ordinance No. 3661".

No changes shall be made to any other property currently authorized under Ordinance No. 3661 and not specifically referenced herein as the "Property".

SECTION 2. This Planned Unit Development zoning overlay was approved by the Gillette City Planning Commission on January 22, 2019.

SECTION 3. In accordance with Section 15c. of the Zoning Ordinance of the City of Gillette, the following Project Specific Development Standards shall govern the **Amended Planned Unit Development, The Villas at Legacy Ridge, Phase I** (the "Neighborhood") and the Property..

1. Permitted Uses:

Those Permitted Uses provided for in Ordinance No. 3661, including:

- a. Single family dwelling
- b. Condominium or Townhome
- d. Day Care (family child care home) with appropriate State license and operated from the provider's home with a special permit
- e. Accessory uses as permitted and defined in the City of Gillette Zoning Ordinance for the R-3 Single and Multiple Family Residential District.

Multiple family dwelling(s) shall be excluded from the Neighborhood.

2. Additional Uses:

Those Additional Uses provided for in Ordinance No. 3661, including:

1. Storm water conveyance and detention facilities
2. Utility infrastructure

3. Minimum Lot Size:

That Minimum Lot Size provided for in Ordinance No. 3661:

2,924 sq. ft.

4. Maximum Lot Size:

15,000 sq. ft.

5. Maximum Height of Structure:

That Maximum Height of Structure provided for in Ordinance No. 3661:

Thirty-five feet (35')

6. Building/Lot Site Coverage:

a. Maximum size of building footprint:

| | |
|---|---------------------|
| Existing Structures: | As already approved |
| Single-Family Detached Home: | 5,000 square feet |
| Single-Family Detached Structure or Townhome: | 5,000 square feet |
| Each Unit: | 2,500 square feet |

b. Maximum percent of site coverage occupied by building: 60%

7. Minimum Setbacks on the Front, Side and Rear Yards:

a. Those Minimum Setbacks on the Front, Side and Rear Yards provided for within Ordinance No. 3661.

b. Due to its unique configuration, when building upon Lot 9J, Block 2, the minimum setbacks for the Front, Side and Rear Yards shall all be Five feet (5'), provided, however that developer shall ensure a setback of at least Twenty feet (20') on two parallel yards of the lot.

8. Project Specific Unique Development or Design Standards:

The Neighborhood provides for the following features:

- Ranch style paired homes
- Attractively designed condominiums and townhomes
- Single-family detached homes
- A variety of housing alternatives to encourage a mix of young families, traditional families, and seniors and those looking to age in place
- Common area maintenance
- Covenant controlled community
- Attractively landscaped common areas which buffer the neighborhood from Shoshone Avenue
- Consistent landscaping design from home to home
- Those Project Specific Unique Development or Design Standards provided for in Ordinance No. 3661.

9. Landscaping, Buffering and Screening Standards:

Those Landscaping, Buffering and Screening Standards provided for within Ordinance No. 3661.

10. Area Designated for Common Open Space and Facilities:

Those Area(s) Designated for Common Open Space and Facilities provided for within Ordinance No. 3661.

11. Signage Requirements:

Those Signage Requirements provided for within Ordinance No. 3661.

12. Parking:

Each home shall have a two- or three-car garage and driveway that accommodates at least two cars.

13. Ownership of Common Areas and Facilities:

That Ownership of Common Areas and Facilities provided for within Ordinance No. 3661.

14. Site Access and Street Standards:

Those Site Access and Street Standards provided for within Ordinance No. 3661, provided, however, that all references to the Private Streets referenced therein for the benefit of lands within the Neighborhood shall be struck.

15. Water and Sewer and Drainage Infrastructure:

That Water and Sewer and Drainage Infrastructure provided for within Ordinance No. 3661.

16. Phasing Plan:

There are no plans for phasing the Neighborhood.

SECTION 4. The **Amended Planned Unit Development, The Villas at Legacy Ridge, Phase I**, in the City of Gillette is approved for filing with Campbell County Clerk and Ex-Officio Recorder of Deeds.

SECTION 5. This ordinance shall be in full force and effect upon its publication.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2019.

Louise Carter-King, Mayor

(Seal)

ATTEST:

Cindy Staskiewicz, City Clerk

Publish Date:

CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

February 14, 2019 – 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. January 10, 2019 Board meeting (ATTACHMENT "A") B. January 31, 2019 Board/Staff Planning meeting (ATTACHMENT "B") C. February 11, 2019 Board/City/County Remodel meeting (ATTACHMENT "C") |
| 4. | CONSENT AGENDA (2.3.4). A. APPROVAL OF WARRANTS (ATTACHMENT "D") |
| 5. | CITIZEN INPUT (2.2.1) |
| 6. | BOARD PROCESS A. INVESTMENT RFP APPROVAL <i>"MOTION: to approve to RFP bid proposal from _____"</i> B. REVIEW 2019/2020 BUDGET PRESENTATION C. AGENDA ITEMS FOR THE MARCH QUARTERLY COMMISSIONER'S MEETING D. FOLLOW UP ITEMS FROM PREVIOUS MEETING (2.3.3) i. None E. CONTRACTING/PURCHASING DECISIONS (2.2.7): i. Asphalt Repair <i>"MOTION: that the Board approve the CAM-PLEX Asphalt Repair bid from ___ for the amount of \$__."</i> |



CAMPBELL COUNTY PUBLIC LAND BOARD

MEETING AGENDA

February 14, 2019 – 6:30 P.M.

| | |
|----|--|
| 7. | <p>OPERATIONS REPORT/UPDATE (3.8.1.C)</p> <p>A. Items GM Jeff Esposito will discuss:</p> <ul style="list-style-type: none">i. General Manager’s Report (ATTACHMENT “E”)ii. Quarterly Financial Summary Report (ATTACHMENT “F”) |
| 8. | <p>MATTERS FOR NOTING:</p> <p>A. CORRESPONDENCE:</p> <ul style="list-style-type: none">i. None <p>B. BOARD CALENDAR:</p> <ul style="list-style-type: none">i. Upcoming Board Meetings:<ul style="list-style-type: none">a. March 14, 2019 at 6:30 p.m. (Quarterly meeting with Commissioners at 6:00 p.m.)b. April 11, 2019 at 6:30 p.m. (Workshop at 6:00 p.m.)ii. Other meetings/events:<ul style="list-style-type: none">a. Annual CCPLB/Manager Budget Meeting: February 21, 2019 at 5:00 p.m. in the Board Room.b. Quarterly Planning Meeting: Monday, March 18, 2018 at 11:30 p.m. in the Board Room. Lunch will be provided.c. Budget meeting with City/County: Thursday, March 28, 2019 at 5:15 p.m. at GAMB |
| 9. | ADJOURNMENT |

ATTACHMENT A
Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

| | |
|---|--|
| Members | Staff |
| Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee Absent due to appointment to City Council: Nathan McClelland | Present: Jeff Esposito, Greg Rook, Kathy Ashton |
| Legal Counsel | Guests |
| Present: Frank Stevens | Present: Tim Carsrud <i>City Liaison</i> ; Patrick Filbin representing the <i>News-Record</i> ; Charity Stewart representing <i>County 17</i> |

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|---------------------------------|---|--|---------------------|
| 1. | Call to Order/Attendance | The CCPLB meeting was called to order at 6:30 p.m. MDT on January 10, 2019, by Chair Kevin Couch. | | |
| 2. | Approval of CCPLB Agenda | The January 10, 2019, agenda was reviewed. | Mrs. Camblin made a motion to approve the January 10, 2019, agenda. Mrs. Silvernell seconded the motion, and it passed unanimously. | |
| 3. | Approval of Minutes | The December 13, 2018, CCPLB meeting minutes were reviewed. | Mr. Allee made a motion to approve the December 13, 2018, meeting minutes as presented. Mrs. Silvernell seconded the motion. The motion passed unanimously. | |
| 4. | Consent Agenda | <p>A. Approval of Warrants: The Warrants for the January 10, 2019, meeting were reviewed. - December 2018 Accounts Payable Voucher Numbers 48276-48364 (General Fund/Special Events) in the amount of \$33,587.58. - December 2018 Manual Purchase Order Numbers 10079-10095 in the amount of \$124,264.31. - December 2018 Payroll Warrants in the amount of \$168,245.02 for the period of 11/18/2018-12/15/2018.</p> <p>The \$8,212 bill from Murdochs was clarified as being an expense for the new chutes.</p> <p>B. Approval of the December 13, 2018, Executive Session Minutes.</p> | <p>A. Mr. Pownall made a motion to approve the January 10, 2019, Warrants. Mrs. Camblin seconded. The motion passed unanimously.</p> <p>B. Mr. Pownall made a motion to approve the December 13, 2018, Executive Session minutes. Mr. Hamm seconded the motion. The motion passed unanimously.</p> | |

Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|--------------------------|--|---|---------------------|
| 5. | Citizen Input | None | | |
| 6. | Board Process | <p>A. The Proposed Annual Workplan from the Governance Committee was reviewed by Mr. Hamm. The committee plans on finishing the policy revisions and present to the Board prior to the end of the year. The by-laws and operating policies will be approved for re-adoption at the organizational meeting in July. Orientation and training for new Board members will be done when necessary. Assessment and evaluation of General Manager is on-going.</p> <p>City representatives hope to fill the open slot on the Land Board at this weekend's retreat, as well as, who the City Liaison will be.</p> <p>B. Follow-up items from the previous meeting.</p> <p>i. None.</p> <p>C. Contracting/Purchasing Decisions.</p> <p>i. Video upgrade Phase I Bid: \$125,000 video upgrade was previously approved in the Capital Budget. The Board received the bid tab results for the project at the meeting. Mr. Rook explained the base bids and the amounts split up as alternates. All base bids were over budget; however, Ford AV was only over by \$572. The alternate bids included cords, cases, etc. Projectors and projection screens doubled in price and are what is necessary for replacement. Old cords and cases will be used and replaced as needed. Bidder's references check out. Timeframe for delivery date is February 4, 2019. Staff are only accepting the base bid and recommend accepting Ford AV Systems. The \$572 overage will come from another accounting line.</p> | <p>C. Mr. Pownall made a motion to approve the CAM-PLEX Video Upgrade Phase I Bid from Ford Audio Video Systems, LLC for the amount of \$125,000.00. Mrs. Camblin seconded, and it passed unanimously.</p> | |
| 7. | Operations Report/Update | <p>A. GM Jeff Esposito discussed the following items from his General Manager's Report.</p> <ul style="list-style-type: none"> • The Gillette Edge Soccer was mentioned as the motivation for the sports courts floor and staff is looking forward to the first indoor soccer tournament | | |

Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|--------------------|--|---------------|---------------------|
| | | <p>in February. The theater has a nice season ahead for the community.</p> <ul style="list-style-type: none"> • Grant status: SLIB meeting is the morning of the 17th. Expression of gratitude from the Board, City, County, Legislators, and Community Members for all the support received and those planning on attending the SLIB meeting and gratitude from Board members. Mr. Carsud commented that at last night's meeting the Mayor requested and received much support from all attendees for the grant. Mr. Esposito heard back from Representative Clem and Senator Driskill regarding supporting and attending the SLIB meeting. • The draft of the 2019-2021 Strategic Plan was given and will be discussed more at the CCPLB/Staff Planning Meeting. IP phones were also discussed. • The survey results were briefly discussed. • 2019 Goals for Mr. Esposito were discussed. <ul style="list-style-type: none"> ○ A confidential employee survey will be initiated soon and grouped by departments with a goal to use yearly. ○ Development of market segment focus groups-sports, equine, non-profits, etc. ○ More sports court flooring events. ○ Overtime management ○ Amendments will be made if requested. | | |
| 8. | Matters for Noting | <p>A. Major Correspondence</p> <ul style="list-style-type: none"> i. Black Hills Energy letter dated December 14, 2018. Appears on a yearly basis to inform the blasting plan. <p>B. Board Calendar:</p> <ul style="list-style-type: none"> i. <u>Upcoming Board Meetings:</u> <ul style="list-style-type: none"> a. The February 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the pre-meeting workshop at 6:00 p.m. MDT. b. The March 14, 2019 CCPLB meeting is scheduled at 6:30 p.m. MDT, with the Quarterly Commissioners Meeting at 6:00 p.m. MDT. | | |

**Campbell County Public Land Board (CCPLB)
Meeting Minutes
January 10, 2019**

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|--------------------|--|---------------|---------------------|
| | | <ul style="list-style-type: none"> ii. <u>Other Meetings/Events:</u> <ul style="list-style-type: none"> a. The SLIB Meeting in Cheyenne for WBC grant on January 17, 2019. Carpool coordination emails going out and please attend. b. The Annual CCPLB/Staff Planning Meeting: January 31, 2019, at 5:00 p.m. in the Wyoming Center Frontier Hall Lobby. c. The Annual CCPLB/Manager Budget Meeting: February 21, 2019, at 5:00 p.m. in the Board Room. d. The Quarterly Planning Meeting: March 18, 2019, at 11:30 p.m. in the Board Room. Lunch will be provided. e. The City/County Budget Meeting on March 28, 2019, at 5:15 p.m. at GAMB. | | |
| 9. | Adjournment | CCPLB meeting was adjourned at 6:54 PM MDT. | | |

Respectfully submitted,

Charlene Camblin, Secretary

ATTACHMENT B
Campbell County Public Land Board (CCPLB)/Staff Planning Meeting
Meeting Minutes
January 31, 2019

| Board Members | Staff |
|--|--|
| Present: Kevin Couch, Don Hamm, Charlene Camblin, Skyler Pownall, Mary Silvernell, Troy Allee | Present: Jeff Esposito, ReNae Keuck, Greg Rook, Janell Paris, Kathy Ashton, Carly Klein, Jessica Howard, Gina Carpenter, Mike Rothleutner |

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|--|--|---------------|---------------------|
| 1. | Call to Order/Introductions | The meeting was called to order at 5:24 PM MDT on January 31, 2019, by Chair Kevin Couch and introductions were made. | | |
| 2. | Review of CAM-PLEX 2018 Organizational Report | <p>2.1 The Organizational Chart was reviewed by Mr. Esposito. All positions shown are filled. Staff is in the process of making changes to certain County titles to be "working" titles that are more industry standard when calling on national events and more accurate job duty descriptions. Many of the sales and marketing titles do not accurately describe their job and are a deterrent from effectively accomplishing their job. New sales staff member, Keith Howard, will be introduced at the next meeting. On the previous chart the marketing line had a 7th position which was moved to operations for an additional custodial position.</p> <p>2.2 Janell Paris, Marketing Manager, reported on events.</p> <ul style="list-style-type: none"> • Staff is working on moving Heritage Center (HC) and Energy Hall (EH) events to the Wyoming Center (WC) because of the remodel. • Grant season is starting, and new ones are being explored. • Staff is working on a theater season without a theater. Broadway shows cannot be done without a working theater. Replacement shows such as <i>Drumline Live Holiday Spectacular</i> is a good possibility for replacing high end shows among other ideas. Focus will also be more school shows and residencies at the schools. • Ashley Dillard is working on booking national events such as Indian Relay Races, CMA, PGI, and a Vintage Camper Rally July 10-15 which will include a car show, trade show and a John King concert to name a few upcoming events. There will be many events happening and opportunities for the community such as Mega Monster Truck that weekend as well, but there are no overlapping events. Keith Howard dove full force into the sports segment and has been tasked with finding 4 homegrown tournaments in a year. | | |
| 3. | 2019-2021 Strategic Plan | The Strategic Plan, distributed to the Board members at last month's CCPLB meeting, was briefly discussed. Mr. Esposito is not proposing any changes unless requested. This new plan keeps consistent with previous plans but with an additional format column of Operations. | | |

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|---|--|---------------|---|
| | | <p>Jeff recapped bullet points of the Areas of Focus on the plan as follows:</p> <ul style="list-style-type: none"> • Sales & Marketing: With the notion of outbound sales, having objectives to create sales goals and conduct market specific focus groups to hear directly from customers will help create good community relations. Add 4 new events using the new sports court floor; increase event days by 5%, broadcasting of live events; and develop activities to increase local awareness are among the objectives to achieve. Develop a possible metric to gauge success. • Operations: Manage overtime (OT) and eliminate casual overtime. Some OT is necessary, but there is always room for improvement. Staff will do their best to make things look new and replace/repair as needed. Jeff would like to finalize the repair of the old marquee and see if \$5,000 from the Special Event Fund or end-of-year surplus can be used to finish the diagnostics. Repair of the marquee is not an option in our current budget. Remove unnecessary items from grounds will be difficult because the County has decided not to have an auction this year. • Team Development: Consistent with last year and we are hoping to restore the line item of individual's training. There is some free training through Homeland Security for sports market training. The Safety Program will continue. Keep up with no lost time accidents. A productive work class is also available. • Facilities: Maintain and create a rolling capital budget that is more than 3 years (possibly 10 years out) with predictions of what may need a road, roof, etc., EH and HC remodel, the switch to IP phones. • Efficiencies: Leverage on-line systems, cross-train staff for the box office, and create on-line reservations for riders and camping. Would also like to move food and beverage event contracts to annual contracts to eliminate paperwork. This would ensure their eligibility to work at CAM-PLEX for the whole year. <p>The Board thought this plan was a good collaboration on ideas put together.</p> | | |
| 4. | Budget Direction for 2019-2020 Fiscal Year | <p>4.1 The budget narrative letter from County & City was discussed. Comptroller ReNae Keuck pointed out the 3rd paragraph and basically the direction to "hold the line" for now. The total budget request of \$178,923 was an increase from last year largely because of merit raises. The City's level of support increased to the 20% level to the County's 80%. The budget will be submitted to the Board in a few weeks. No particular feedback from funding entities regarding the \$3 million for the remodel project. The budget will reflect funding needed for the remodel project. OT is being watched and getting better and we are currently under budget. Board comments were to continue the trend of monitoring closely.</p> | | <p>4. Mr. Esposito will provide formal numbers to the Board members regarding rental fee increases.</p> <p>Jessica Howard will be seeking more grant funding opportunities.</p> |

4.2 Rental Fees Discussion: There has been no rate increase in the last few years. Mr. Esposito explained a small adjustment would be acceptable and is not looking to pass on much to the customers. Cost Of Living has been the benchmark used to increase rates in the past. Staff is looking at rolling nickel-and-dime charges into a package and the idea is supported by the Board. The Venue Fee has increased revenue and there is a drive to use more kitchen space rentals. Mr. Esposito explained the current process of banquet caterers and how he would like to change the process to increase revenue. He has been consulting with Ken Barkey on this issue. He also has a process in mind for concessionaires as well and the concern of taking care of the small business operators with minimums and caps. Having a rate increase during construction may make some customers dissatisfied but staff is hoping to minimize the problems during the transition.

The Board feels staff is on the right page and to keep diligent. Board directs staff to hold the line as instructed by the City and County. The Board directed staff to provide them formal numbers of any rate increases, along with explanations, before they will approve any increase. Board would like staff to provide structure for caterers/concessionaires to utilize the kitchens and to involve them in the process.

4.3 General budget direction from the Board is to have staff maintain high level of customer service and keep increasing events. Mr. Hamm complemented staff on doing a great job in East Pavilion as it has been the 1st time he has received no complaints about heating the building.

4.4 Revenue and funding ideas:

- The Marketing team has done a good job getting community support, who are excited about events, which will increase ticket sales across the board. Marketing Manager, Janell Paris, informed the Board of the different methods she is using to obtain future concerts. Unfortunately, *Choir of Man* is not selling out here, but has everywhere else. AIE shows have made more revenue this year and match what the entire season made last year. AIE money gets sent directly to the Restricted Ticket Fund and cannot offset other shows that do not break even.
- Board members inquired about future WBC grants and what other grants are available such as building grants. AIE Facilitator, Jessica Howard, will be writing grants to incorporate bringing arts into a rural community, so these shows we do, can be grant funded. She will be looking into future WBC grants, facility grants such as security/electronic locks, cameras, and seek out other possible grant writing opportunities for facilities. The staff would like to seek funding for campground improvements to increase sites size to accommodate the larger rigs and to be to full service. Mr. Hamm suggested checking Danial's Fund for possible grant funding opportunities.

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|-----------------------------|---|---------------|--|
| | | <ul style="list-style-type: none"> • Central Pavilion parking lot electricity was upgraded to accommodate future RV rally display units. • Staff added RV outlets in the stalls. Compromises were made to let horse trailer users park in Windmill Campground. • Operations Manager, Greg Rook, informed the Board of the need to upgrade campgrounds. Some of our parks were built as a temporary solution but are now being used on a permanent basis. Water, fences, power, sewer, and site sizes all need to be upgraded. Upgrading shower facilities in Boxelder would be great as well. Windmill plumbing has been upgraded and the facelift is in progress. Adding more shower facilities on grounds is desired as well. <p>Grant funding was the highlighted topic of this discussion for the Board members.</p> <p>4.5 Facility utilization discussion:</p> <ul style="list-style-type: none"> • Mr. Esposito spoke of the focus sales effort through event creation or solicitation locally, regionally, and nationally. • Several Board members have been approached regarding the property available across the street. Owners of the property want to partner with CAM-PLEX on the possible development of this land. The Board saw no opportunity at this time and more conversations will need to occur before pursuing any further. | | |
| 4. | Capital Budget Items | <p>5.1 ReNae distributed and the 2019-2020 Capital Requests list to the Board.</p> <ul style="list-style-type: none"> • Mr. Rook explained the Asphalt Repair request. The original request last year was \$750,000 and only half was funded. The amount requested will finish the patchwork repair. The next step will be to obtain funding for overlay. • The \$25,000 is a place holder for the VoIP Phone System. After discussion with Chair Couch, the amount should be changed to \$35,000. The fire suppression system must run on analog. Dynamics 365 Upgrade would include an app from our current booking software. Staff described all the benefits an app could provide for CAM-PLEX and the customers such as riders scheduling and paying on devices for barn times, customers booking unused building spaces for certain events, on-line forms, conference registrations, trade show booth spaces, etc. The more we can automate the better (customers like to self-serve). Using this app would keep rooms from double- booking. The app could provide advertising benefits, provide customers with building names and directions, track information and geofencing as well. The budget given is not much higher than last year. We need to put the list in priority. | | <p>5. Staff needs to change VoIP Phone System amount to \$35,000.</p> <p>Staff needs to list budget items in priority from top to bottom.</p> |

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|----|-------------------------------|--|---------------|---|
| | | <ul style="list-style-type: none"> • Scrubbers were listed separate because one will only be used for the Wyoming Center specifically. The Resolution specifies the WC Fund can be used for WC operations, repairs, etc. • The \$1.5 million low interest loan was discussed. Staff is waiting to find out more information and then will request taking this loan to the funding entities. • CCPLB and managers are meeting with City and County on the 11th to find out their direction for the remodel funding. April 15 is when the loan papers are due. • The End-of-Year Money List was discussed. • If the Board wishes to use Special Event money, a list from staff was provided to them for review. • Wyoming Center Money listed the item "WC Production Package." This request would provide the necessary equipment (lights, sound equipment, curtains, etc.) to produce shows and concerts in the WC. Because of the remodel, moving shows from HC to WC increases the need for such equipment. Production costs to rent equipment cost anywhere from \$11,000-\$18,000. We also have labor and hospitality costs for events. Purchasing this equipment will help us not to lose money and help future shows. <p>5.2 The vehicle depreciation account was reviewed. Mr. Rook met with Tony Langone from the County. This year we are not replacing anything because equipment has not reached its depreciation value. The depreciation account, set up originally to be a 50/50 contribution split with the City and County, is not up to the amount it should be, because the City could not deposit funds for a couple of years. Board Members should advocate with City and County entities regarding this account for future requests. Next year equipment will need to be replaced because they will hit the depreciation value.</p> | | <p>Staff needs to itemize, detail and justify "WC Production Package" and present it to the Board. The request needs to be verified that it fits the Resolution language. Mr. Esposito will talk to Mr. Stevens and socialize the idea with the funding entities.</p> |
| 6. | Special Events Account | <p>6.1 ReNae reviewed and explained the fund balance of the Special Events Account financial report with the Board. She explained the \$110,000 held yearly is mostly due to NHSFR. The form shows calendar year expenses and income along with the matching funds. Ending balance as of December 31, 2018, is over \$1.2 million.</p> | | |
| 7. | Trust Funds Review | <p>This form shows the history of the funds and where they are distributed. Operations Trust Fund cannot be drawn out until it reaches \$10 million. The WY Community Foundation Endowment can only be drawn out, once they inform us of the amount and percentage. Monies from this account may be used for an opening show after the remodel.</p> | | |

| | ITEM | DISCUSSION | ACTIONS TAKEN | ACTIONS TO BE TAKEN |
|-----|--|--|---------------|---|
| 8. | CAM-PLEX Road Improvement Discussion | There was continued discussion from the previous Board meeting regarding road improvement. A circular drive-thru to the ticket office entrance was a new idea presented. A road plan is something the Board would like developed. The Board suggested to utilize Road and Bridge for possible road projects. The proposed road needed for rodeo would be just a gravel road and would need two culverts. Possible capital funds for limestone or road base would be needed for some road improvements. | | Staff to develop a master road plan and present to the Board. Greg will socialize with County regarding possible road projects. |
| | Other subjects discussed at the meeting | <p>Board Recap of the evening:</p> <ul style="list-style-type: none"> Control costs, utilize technology, be innovative to see what we can provide the community, look for economic drivers that fill hotel rooms and add value to our economy. Many "good job on the SLIB money" comments from community members to the Board Members. People who have events will probably have concerns about renovations. Jeff and Janell to visit groups and share what we are doing. Number one question is when we are going to start. Avoid dates because it will be wrong. CMAR is being worked on by Dale Buckingham's firm. Another amendment to his fees. Engineering work for the plumbing was never part of the original fee. Plumbing was not part of the scope. Plumbing issues in EH, too. Electrical engineer has been here, and he feels the electrical is ok. Dale will come to the meeting when he gets the number. Bidding and construction processes were discussed. Facilities are blocked June 1, but the remodel project could start earlier. CMAR will establish calendar milestones. | | |
| 9. | Other Budget Meeting Dates | <p>9.1 2/14/2019 is the next monthly Board meeting @ 6:30 PM MDT. 9.2 2/21/2019 is the CCPLB/Manager Budget meeting @ 5:00 PM MDT. 9.3 3/14/2019 is the Quarterly Commissioner's meeting @ 6:00 PM MDT followed monthly Board meeting @ 6:30 PM MDT. 9.4 3/28/2019 is the joint funding entities meeting @ 5:15 PM MDT in the Cottonwood Room at the GAMB.</p> | | |
| 10. | Adjournment | Meeting was adjourned at 7:28 PM MDT. | | |

Respectfully submitted,

Charlene Camblin, Secretary



ATTACHMENT D

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

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CAM-PLEX Management Report – February 2019

Upcoming Events Include

| | | | |
|--|---------|--|---------|
| The One and Only Ivan | 2/7/19 | CCPLB/Manager Budget Planning Meeting | 2/21/19 |
| AJ's Magic Academy | 2/9/19 | iLuminate | 2/23/19 |
| Spears Baby Shower | 2/9/19 | Dad & Daughter Ball | 2/23/19 |
| Church of Jesus Christ State Conference | 2/10/19 | 4-H Endorsement Clinic (Barrels/Poles) | 2/24/19 |
| CCPLB/City/County Remodel Meeting | 2/11/19 | Dance Outreach | 2/24/19 |
| Paintbrush 5th and 6th Grade Program | 2/12/19 | Stocktrail 3rd-6th Grade Program | 2/25/19 |
| CCSD/TBHS Graduation Planning Meeting | 2/14/19 | Meadowlark/Rozet 3rd and 4th Grade | 2/26/19 |
| CCPLB Meeting | 2/14/19 | WY Sportsman's Group Annual Banquet | 3/1/19 |
| Ducks Unlimited Banquet | 2/15/19 | Star Dance Alliance Competition | 3/1/19 |
| Ducks Unlimited Kitchen Rental | 2/15/19 | Children's Festival | 3/1/19 |
| Jump House Mania Birthday Parties | 2/16/19 | Chuckle for Charities | 3/2/19 |
| Pre Corp All Employee Meeting | 2/17/19 | Blackjewel West MSHA Training | 3/3/19 |
| 4-H Endorsement Clinic | 2/18/19 | Blood Wedding | 3/4/19 |
| CCSD Secondary Vocal Gala (7th-12th) | 2/19/19 | Blood Wedding | 3/5/19 |
| PGI Community Meeting | 2/19/19 | Coal Miner's Daughters practice | 3/5/19 |
| Marvin Garrett Colt Challenge Series | 2/21/19 | Blood Wedding | 3/6/19 |
| Hillcrest 3rd and 4th Grade Program | 2/21/19 | CASA Red Wagon - Pulling for Kids | 3/7/19 |
| WYDOT District Wide Construction Meeting | 2/21/19 | Blood Wedding | 3/7/19 |
| Up in Arms Gun Show & Flea Market | 2/21/19 | Coal Miner's Daughter practice | 3/7/19 |
| Annual CCPLB/Manager Budget Meeting | 2/21/19 | Princess / Character Party | 3/8/19 |

GALI Class Trip

I am travelling with my GALI class to Cheyenne on February 13-15. I will not be at the board meeting on February 14. ReNae will attend and present the financial report.

Employee Update

Keith Howard was hired as part of the sales and marketing team. His primary goal is developing our sports market. Keith will be introduced at the board meeting.

Thank you,

Jeff



ATTACHMENT F

Campbell County Public Land Board
Revenue Budget Variance Report
General Fund
Summary of All Departments
For the Six Months Ending Monday, December 31, 2018

1/23/2019
10:10 AM

| | December Actual | YTD Actual | 2018 Budget | % Used | Amount Remaining | % Remaining |
|------------------------------------|----------------------|-----------------------|-----------------------|---------------|-----------------------|----------------|
| REVENUES | | | | | | |
| Grants | \$0.00 | \$217,950.00 | \$219,300.00 | 99.38% | \$1,350.00 | 0.62% |
| Interest Income | 1,069.34 | 6,584.84 | 1,550.00 | 424.83% | (5,034.84) | -324.83% |
| Sponsorships | 0.00 | 4,317.11 | 13,400.00 | 32.22% | 9,082.89 | 67.78% |
| Rent/Lease | 34,524.65 | 292,087.09 | 639,030.00 | 45.71% | 346,942.91 | 54.29% |
| Events Revenue | 1,965.00 | 71,624.75 | 93,500.00 | 76.60% | 21,875.25 | 23.40% |
| Appropriations | 226,719.00 | 1,700,393.00 | 4,023,786.00 | 42.26% | 2,323,393.00 | 57.74% |
| Other Income | 55,340.38 | 376,993.26 | 329,800.00 | 114.31% | (47,193.26) | -14.31% |
| Cash Carry Over | 0.00 | 0.00 | 252,000.00 | 0.00% | 252,000.00 | 100.00% |
| Total Revenue | \$319,618.37 | \$2,669,950.05 | \$5,572,366.00 | 47.91% | \$2,902,415.95 | 52.09% |
| EXPENDITURES | | | | | | |
| Personnel Services | 249,039.20 | 1,415,227.86 | 3,283,110.00 | 43.11% | 1,867,882.14 | 56.89% |
| Communication/Transportation | 1,911.26 | 9,228.81 | 21,700.00 | 42.53% | 12,471.19 | 57.47% |
| Printing/Duplication | 106.94 | 9,681.38 | 37,900.00 | 25.54% | 28,218.62 | 74.46% |
| Publicity | 7,149.57 | 31,808.46 | 84,400.00 | 37.69% | 52,591.54 | 62.31% |
| Dues & Subscriptions | 1,147.36 | 3,380.58 | 7,025.00 | 48.12% | 3,644.42 | 51.88% |
| Utility Services | 40,275.46 | 217,967.94 | 459,000.00 | 47.49% | 241,032.06 | 52.51% |
| Professional Services | 33,371.95 | 239,487.90 | 330,950.00 | 72.36% | 91,462.10 | 27.64% |
| Maint / Licensing Agreements: | 550.00 | 3,300.00 | 7,000.00 | 47.14% | 3,700.00 | 52.86% |
| Travel - Employee Business | 258.00 | 4,885.14 | 22,300.00 | 21.91% | 17,414.86 | 78.09% |
| Training & Development | 0.00 | 2,018.40 | 4,000.00 | 50.46% | 1,981.60 | 49.54% |
| Other Contractual | 62.00 | 3,535.38 | 18,800.00 | 18.81% | 15,264.62 | 81.19% |
| Supplies | 14,858.55 | 90,969.98 | 179,981.00 | 50.54% | 89,011.02 | 49.46% |
| Repairs & Maintenance | 6,199.08 | 48,511.65 | 130,700.00 | 37.12% | 82,188.35 | 62.88% |
| Rent / Lease | 209.41 | 1,622.41 | 6,000.00 | 27.04% | 4,377.59 | 72.96% |
| Fixed Charges | 12,374.28 | 74,879.68 | 160,000.00 | 46.80% | 85,120.32 | 53.20% |
| Investment Costs | 0.00 | 0.00 | 25,000.00 | 0.00% | 25,000.00 | 100.00% |
| Other | 489.78 | 3,073.21 | 5,500.00 | 55.88% | 2,426.79 | 44.12% |
| Buildings | 5,150.22 | 37,890.15 | 200,000.00 | 18.95% | 162,109.85 | 81.05% |
| Improvements | 2,969.10 | 14,892.85 | 400,000.00 | 3.72% | 385,107.15 | 96.28% |
| Machinery & Equipment | 225.76 | 205,055.73 | 189,000.00 | 108.50% | (16,055.73) | -8.50% |
| Total Expenditures | \$376,347.92 | \$2,417,417.51 | \$5,572,366.00 | 43.38% | \$3,154,948.49 | 56.62% |
| Net Change in Fund Balances | (\$56,729.55) | \$252,532.54 | \$0.00 | 0.00% | (\$252,532.54) | 0.00% |