



CITY OF GILLETTE

Administration

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator
RE: General Information
DATE: August 2, 2019

The following meetings are scheduled for the week of **August 3 – August 9, 2019**

Monday, August 5th – Friday, August 9th

NEWY Municipal Leaders Congressional Fact Finding Tour

Tuesday, August 6th

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

- Review August 6, 2019 Council Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

7:00 p.m. City Council Meeting

- City Hall – Council Chambers

1. Attached please find **information** regarding **Current Water and Electrical Usage** provided by **Utilities Director Cole**.
2. Attached please find a **news release** regarding **City of Gillette Awarded Certificate of Achievement for Excellence in Financial Reporting** dated **July 19, 2019** provided by the **Government Finance Officers Association**.
3. Attached please find **information** regarding **City of Gillette Awarded Annual Governor's Safety Award** dated **July 30, 2019** provided by **Human Resources Director Aguirre**.
4. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **August 8, 2019** and **meeting minutes** dated **July 11, 2018** provided by **Cam-Plex**.
5. Attached please find **thank you cards** from **the Senior Center**.

PGD/adw



CITY OF GILLETTE

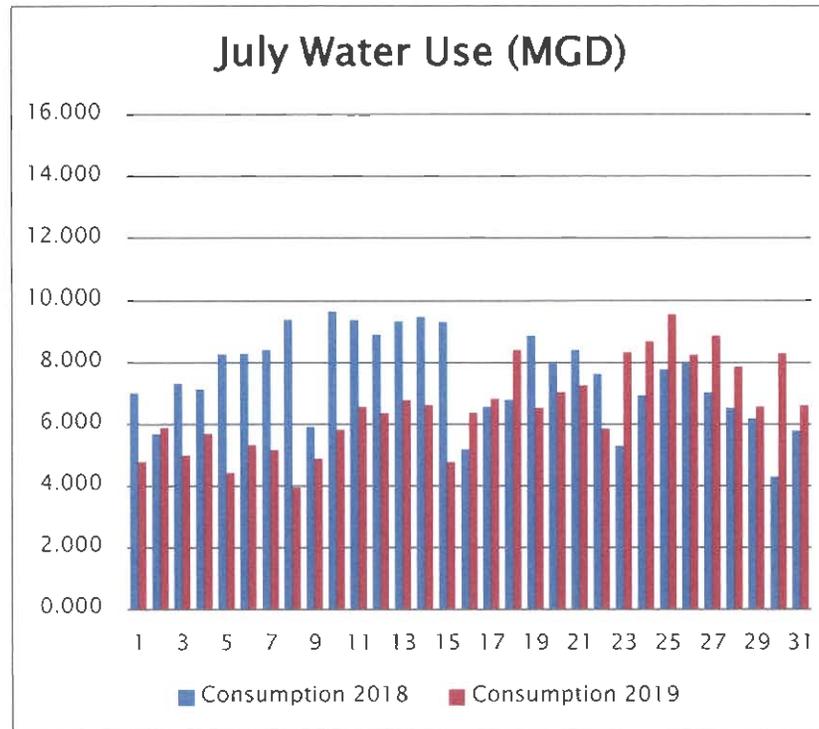
Finance Department - City Clerk Division
Cindy Staskiewicz, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4081
clerk@gillettewy.gov

**Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, August 6, 2019
Dinner Served at 5:30 p.m.**

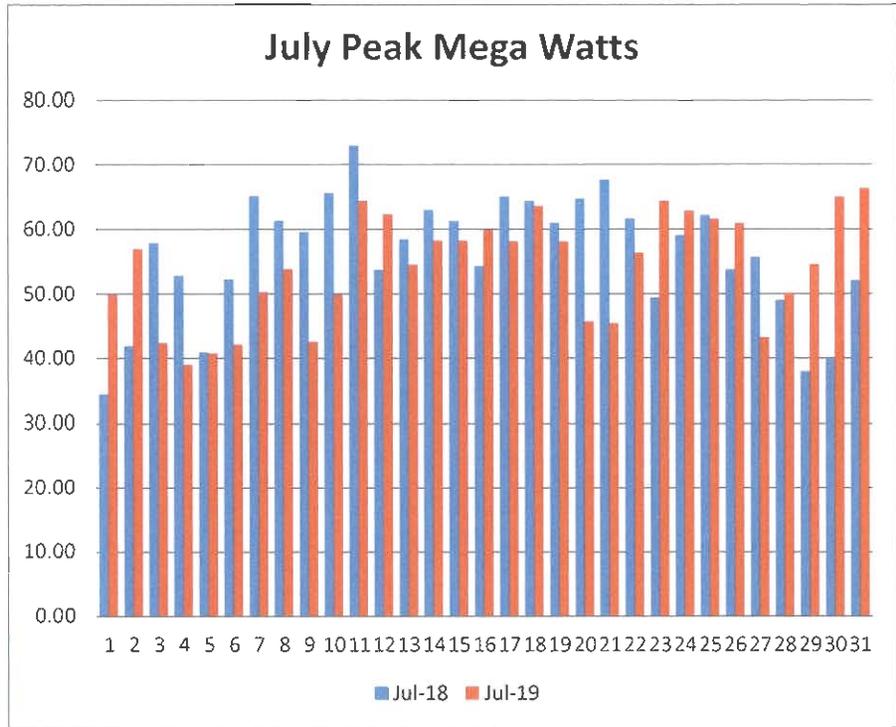
Pre-Meeting Topic(s):

- Review August 6, 2019 Council Agenda
- Executive Session

Water Daily Peaks		
July 2019	July 2019 Water Use	July 2018 Water Use
1	4.784	7.014
2	5.890	5.696
3	4.987	7.327
4	5.695	7.142
5	4.423	8.271
6	5.327	8.292
7	5.168	8.415
8	3.949	9.389
9	4.890	5.916
10	5.820	9.653
11	6.566	9.382
12	6.364	8.909
13	6.786	9.339
14	6.623	9.480
15	4.776	9.320
16	6.368	5.181
17	6.821	6.572
18	8.403	6.794
19	6.525	8.876
20	7.030	7.996
21	7.247	8.406
22	5.856	7.629
23	8.323	5.299
24	8.685	6.936
25	9.564	7.767
26	8.238	7.968
27	8.870	7.026
28	7.859	6.529
29	6.570	6.182
30	8.295	4.298
31	6.603	5.775
Min	3.949	4.298
Max	9.564	9.653
Avg	6.558	7.509
Total	203.307	232.781



Electrical Daily Peaks		
July	MW - 2019	MW - 2018
1	49.89	34.45
2	56.93	41.91
3	42.42	57.86
4	38.98	52.85
5	40.79	40.97
6	42.16	52.29
7	50.29	65.12
8	53.80	61.32
9	42.53	59.60
10	49.87	65.56
11	64.37	72.93
12	62.30	53.71
13	54.49	58.42
14	58.21	62.94
15	58.20	61.26
16	59.85	54.33
17	58.13	65.06
18	63.54	64.32
19	58.07	60.97
20	45.67	64.72
21	45.44	67.65
22	56.35	61.64
23	64.31	49.43
24	62.79	59.05
25	61.60	62.19
26	60.91	53.79
27	43.22	55.69
28	50.08	49.04
29	54.53	37.98
30	64.96	40.03
31	66.34	52.08
Min	38.98	34.45
Max	66.34	72.93
Avg	54.23	56.10





GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

07/19/2019

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Gillette** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of over 20,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.



CITY OF GILLETTE

Human Resources - Safety Division
Randy S. Milliron, Safety Manager
201 E. 5th Street • Gillette, Wyoming 82716
307.686.5331 • RandyM@gillettewy.gov
www.gillettewy.gov

The City of Gillette was awarded this year's Annual Governor's Safety Award at the 2019 Safety Summit in Cheyenne on July 9th.

The last time the City of Gillette won this prestigious award was back in 2011.

Some of the reasons which contributed to the City's award include:

- **Reduction in Workers' Compensation Costs:**
 - Since 2013, the City of Gillette has seen a huge reduction of our Workers' Compensation costs from preventable injuries.
 - The City has realized a reduced trend in our Workers' Compensation costs from \$314,514 in 2013 to \$7,303 in 2018.
- **Reduction in OSHA Recordable Injuries:**
 - Since 2013, the City of Gillette has also reduced our OSHA Recordable injuries.
 - During 2013 – 2018, the City has averaged 12 OSHA recordables per year. In 2017 & 2018, we have averaged 9 per year.
- City managers meet weekly to review all incidents in the prior week to look for ways to prevent such incidents from reoccurring. We also work with the Department managers for the conduct of quarterly safety inspections of their areas.
- Wyoming was 1 of the 13 states who participated in National Safety Month participation.
- During the month of June, the Mayor signed a Proclamation designating June as National Safety month, our City star was lit up green that month, which was also recognized by the WY/MT Safety Council and we were recognized on the National Safety Council FaceBook page for our participation.
- 10 cities participated;
- The City of Gillette and the City of Cheyenne were the only two cities who participated in the State of Wyoming.

Thank you for your time, your support of our City Safety initiatives and to all our employees for working safe!

Attachments (GI): **2019-02-06 City Council Safety Talk (2 slides)**

2

AFTER AN 8 YEAR ABSENCE...

THE CITY WINS THE GOVERNOR'S SAFETY AWARD!!!

**JASON WOLFE, THE DIRECTOR OF WORKERS' COMP,
STATES AT THE AWARDS BANQUET...**

Employees at the City of Gillette still maintain a 'small town' friendliness while focusing on safety and service. Their Core Values of "Service with PRIDE" are lived values. Safety commitment comes from the top. They look at their employees as people not a number. The City of Gillette has worked with WCSR from the beginning of the division's inception. Since that time a working relationship has been formed between the City of Gillette & WCSR. They continue to look at different ways to stay fresh on their safety training, using Wyoming's Workplace Safety Improvement Fund, they held a "Road Safe" class last fall. It's an advanced defensive driving & skid control class that is taught by WY/MT Safety Council. The safety efforts from management and employees have contributed to the reduction of injuries and in working 542 days (as of May 23rd) without any lost time accidents.



CONGRATULATIONS!!!

CAUSES TO CELEBRATE!!!

JUNE ACTIVITIES RECOGNIZING GREAT EFFORTS!!!

1



NSC RECOGNIZES COG

POSTED ON THE NATIONAL SAFETY COUNCIL FACEBOOK PAGE DEPICTING THE STATES WHO PARTICIPATED IN THE JUNE SAFETY MONTH INITIATIVE.



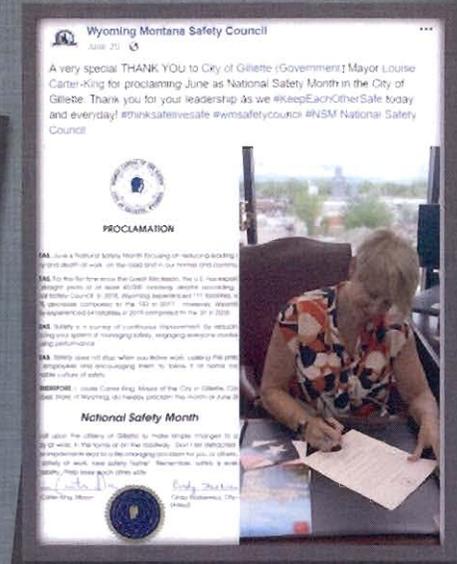
NSC RECOGNIZES COG AGAIN!

HERE THEY DISPLAY THE STAR AS ONE OF THE BUSINESSES WHO WENT TO LENGTHS TO CELEBRATE AND RECOGNIZE THE JUNE SAFETY MONTH.



WY/MT SAFETY COUNCIL KUDOS

THE WY/MT SAFETY COUNCIL RECOGNIZES THE USE OF THE STAR TO LIGHT IT UP GREEN FOR THE WHOLE MONTH OF JUNE TO SHOWCASE THE JUNE SAFETY MONTH.



WY/MT SAFETY COUNCIL KUDOS II

THE WY/MT SAFETY COUNCIL REQUESTED A PICTURE OF THE MAYOR SIGNING THE PROCLAMATION. THE CITY OF CHEYENNE AND THE CITY OF GILLETTE WERE THE ONLY TWO CITIES TO PARTICIPATE IN THE INITIATIVE.

PRESENTED BY THE SAFETY DIVISION 08/06/2019



Campbell County Public Land Board Meeting

Agenda

DATE: Thursday, August 8, 2019

TIME: 6:30 PM

AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. July 11, 2019 Board meeting (**ATTACHMENT "A"**)
4. CONSENT AGENDA
 - A. Approval of Warrants (**ATTACHMENT "B"**)
5. CITIZEN INPUT
6. BOARD PROCESS
7. OPERATIONS REPORT/UPDATE
 - A. Items GM Jeff Esposito and team will discuss:
 - i. General Managers Report (**ATTACHMENT "C"**)
 - a. Events – Janell
 - b. PGI Traffic – Will
 - c. Finance - ReNae
8. CONSTRUCTION REPORT/UPDATE
 - A. Monthly update from Trevor Larson of Van Ewing Construction
9. MATTERS FOR NOTING
 - A. CORRESPONDENCE:
 - i. None
 - B. BOARD CALENDAR
 - i. Upcoming Board Meetings
 - a. September 12, 2019 at 6:30 PM (Quarterly meeting with Commissioners at 6:00 PM)
 - b. October 10, 2019 at 6:30 PM (Workshop at 6:00 PM)
 - ii. Other Meetings/Events
 - a. None
10. Adjournment

CCPLB MEETING MINUTES: July 11, 2019



CALL TO ORDER

Campbell County Public Land Board Meeting was held on July 11, 2019 at CAM-PLEX. The meeting began at 6:30 PM and was presided over by Mr. Kevin Couch, with Ms. Charlene Camblin as secretary.

ATTENDEES

MEMBERS PRESENT: Kevin Couch, Don Hamm, Charlene Camblin, Robert Quintana, Skyler Pownall

MEMBERS ABSENT: Heidi Gross, Troy Allee

LEGAL COUNSEL: Frank Stevens

STAFF: Jeff Esposito, Brandi Brockmoller, Mikenzie Ochs, Will Hastreiter, Janel Paris

GUESTS: Bob Maul *County Liaison*, Patrick Filbin *News-Record*, Trevor Larson, *Van Ewing*, Deb Percifield, Tom Burke

1. APPROVAL OF CCPLB AGENDA

The July 12, 2019 agenda was reviewed and revised. Request to add the approval of the CMAR contract and contract extension for General Manager, Jeff Esposito and discussion to place a memorial for Bobbi Jo Heald on CAM-PLEX grounds.

Motion: To approve revised July 11, 2019 agenda as revised.

Moved: Ms. Camblin

Second: Mr. Pownall

Vote: Motion passes unanimously.

2. APPROVAL OF MINUTES

No discussion of the June 13, 2019 minutes.

Motion: To approve the June 13, 2019 minutes as presented.

Moved: Mr. Hamm

Second: Ms. Camblin

Vote: Motion passes unanimously.

3. CONSENT AGENDA; APPROVAL OF WARRANT

The Warrants for the July 11, 2019 meeting were reviewed.

- June 2019 Accounts Payable Voucher Numbers 48809-48897 (General Fund/Special Events) in the amount of \$125,879.62.

- June 2019 Manual Purchase Order Numbers 10207-10230 in the amount of \$121,152.29.

- June 2019 Payroll Warrants in the amount of \$156,058.77 for the period of 5/19-6/15/2019.

DISCUSSION: Mr. Pownall requested details regarding a Pizza line item in warrants. Mr. Jeff Esposito explained the agreement with Detention Center inmate help requires the CAM-PLEX to feed the inmates. Mr. Pownall asked for status of CRM software and our plans to change to a different software. Mr. Esposito advised there is still research and pricing to be provided before a decision can be made.

Motion: To approve the July 11, 2019 warrants as presented.

Moved: Mr. Pownall

Second: Mr. Quintana

Vote: Motion passed unanimously.

4. CITIZEN INPUT

DISCUSSION: Community members Tom and Debbie Burke of 4503 University Rd, Gillette, WY 82716; Mr. Tom Burke spent time explaining how PGI affects their homes when they send off shells. His main concern is the large shell planned for August 15th and asked it to be moved further from the homes in Collins Heights. He feels if it is moved it will reduce damage to the homes. Mr. Burke pointed out on our map his suggestion for a detonation sight. Mr. Esposito explained that area is exactly where PGI has planned for detonation. Ms. Debbie Burke added her concern for potential fires to structure and land and asked for contacts at the fire department as she hopes they can be onsite or closer in to reduce loss of structure and land. She also reported people block the streets as they park there to watch the show and is worried this could cause issue in response time because of road blockage. Mr. Esposito, Chairman Couch, and Councilman Bob Maul advised Ms. Burke to contact new Fire Chief Bender or Chief Fox.

ACTION TO BE TAKEN: Chairman, Mr. Couch ask Mr. Esposito to speak with the fire department reiterating Ms. Burke's concerns.

5. BOARD PROCESS

A. Approval of 2019 Campbell County Fair Contract

DISCUSSION: Mr. Esposito explained this year's contract is much the same as last year (2018). A base rate has been established not to exceed a specified amount. He further explained the Fair Board is happy with the agreement and asked that CCPLB approve the 2019 contract as presented.

Motion: To approve the 2019 Campbell County Fair Contract as presented

Moved: Ms. Camblin

Second: Mr. Pownall

Vote: Motion passes unanimously.

B. Approval of WBC Grant Agreement

DISCUSSION: Mr. Esposito advised the WBC grant agreement has been examined by CCPLB Legal Counsel, Mr. Stevens, and asked the CCPLB approve the and sign the agreement as presented

Motion: To approve the WBC Grant Agreement as presented

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passes unanimously.

C. Follow up items from previous meeting

Old Marquee Status update:

DISCUSSION: Mr. Esposito explained staff had initially decided to hold off on repairs pending availability of funds. Discussion with CAM-PLEX IT Mr. Clay Cundy the plan is to invest \$3000 to work on the communication issues it is having from the computer to the sign. If the sign does become operational as projected, Mr. Esposito hopes to plan updates to the structure. Mr. Pownall asked if we have looked in to subbing the sign to the local billboard company here in town. Chairman Couch said the ideas has been explored but will take time before it goes further.

ACTION: No action taken.

D. Contracting/Purchasing Decisions

i. Asphalt Repair

DISCUSSION: Mr. Esposito explained the numbers presented on the bid and requested the next step is to approve the plan. Mr. Pownall asked why we do not utilize the county employed engineers in place of hiring an outside entity. Mr. Esposito said the City had been approached previously and indicated they too outsource these items and would not be a provider. Mr. Pownall proposed his question to Councilman Maul. Councilman Maul said he would require time to investigate that question. Mr. Don Hamm added the first approach had been to the City and not the County and the City indicated there would be no cost savings and they do not have the resources to provide the services.

ACTION TO BE TAKEN: Mr. Esposito would like to have Mr. Allee (who is absent) look over the proposal as well.

Motion: To approve the asphalt repair contract as presented.

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: 3 for, 1 against; Motion passes

ii. General Manger Contract Renewal

DISCUSSION: Chairman, Mr. Couch asked the board to approve the 2019-2020 contract extension for Mr. Esposito as presented.

Motion: To approve the 2019-2020 General Manager contract as presented.

Move: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passed unanimously

E. Memorial for Bobbi Jo Heald:

DISCUSSION: Ms. Camblin shared the Campbell County Fair Board had approached her requesting a possible memorial placed on grounds to honor longtime Gillette resident and Campbell County Fair Coordinator, Bobbi Jo Heald. CCPLB discussed several options for the location and decided the Wrangler Arena crows nest would be the best place. CCPLB approves the request and Ms. Camblin will follow up with the Campbell County Fair Board

ACTION TO BE TAKEN: Chairman Couch asked Ms. Camblin to verify who will provide funds.

6. CONSTRUCTION

A. CMAR Report:

DISCUSSION: Mr. Trevor Larson of Van Ewing Construction provided an update on the subcontractor proposals and reported the current bids are \$125,000 under original budget. Mr. Larson indicated there has been an extension to bid proposals for counters and movable wall rehab. Those bids should be coming in soon. Van Ewing Construction will begin demolition on July 17th, 2019, starting with the Energy Hall restrooms and moving toward the Heritage Center. Mr. Larson will have weekly subcontractor meetings in order to generate a monthly report for CCPLB. Construction completion is still set for June 30, 2020. Ms. Camblin asked the timeline for demo of the skylights in Heritage Center. Mr. Larson reported the plan is to have them closed back in by the fall in order to avoid inclement weather.

B. CMAR Contract:

DISCUSSION: CMAR report was given by Mr. Larson of Van Ewing.

Motion: To approve the Van Ewing Construction CMAR as presented

Move: Mr. Pownall

7. OPERATIONS REPORT/UPDATE

A. General Managers Report:

- Mr. Esposito gave thanks to Mr. Larson of Van Ewing Construction for time spent meeting with staff to explain the timeline and process of construction as it affects each department.
- Mr. Esposito reported approval of a \$10,000 grant provided by the Campbell County Lodging Tax Joint Powers Board for the 2019 PGI Conference
- Likely rescheduling of the Christian Motorcycle Rally and Energy Expo for 2020
- CCPLB insurance has been issued a change in deductible. At this time the policy has a flat deductible but at renewal the deductible will be a percentage based on age of structure. Mr. Esposito asked Mr. Pownall to elaborate; Mr. Pownall expressed these changes have become industry standard for our area and how our facility is in such proximity has bearing as well.

a. Loan Status Update:

Mr. Esposito reports we are on track for approval of a \$2 million loan. The next step is to meet with the SLIB Board on August 8, 2019 in Cheyenne, WY. Mr. Esposito expressed his thanks to CAM-PLEX staff, Campbell County, and the City of Gillette for their help in the success of this loan.

b. Upcoming Events:

- Marketing Manager, Ms. Janell Paris gave update to current and upcoming events
- This Friday, July 12, the Wyoming Center is to host a free concert John King and opening act The Lazy L Band. There will be food and beverage concessions as well as cornhole boards. The idea was to provide an event for our community after the Black Jewel Mine layoffs. Mr. Quintana praised CAM-PLEX staff for a great way to bring free event opportunity during this time to our community.
- Ms. Paris updated the Vintage RV rally has began filling campsites and will be underway. PGI and the Campbell County Fair planning is going smoothly.
- Marketing staff is finalizing next years event contracts. Ms. Paris was positive and happy with the rescheduling process as it "opened doors" for new events and venue options. She praised Adam for his hard work helping it all come together. Mr. Quintana offered suggestion that CAM-PLEX staff offer support to the construction process and be positive when speaking of the construction.
- There are plans to mail out event booklets and those RFP's are being sent to printers now.
- Mr. Pownall asked if there are enough volunteers for PGI, Ms. Paris replied we only have two open spots. The service organization have added a great amount of help as well. Mr. Pownall asked if there will also be inmate help, Mr. Esposito said yes.

c. Investment Strategy & Tyler Update:

Mr. Esposito explained there would be an email update to the board soon with all information provided.

d. Operations

Mr. Esposito introduced Mr. Will Hastreiter as the new Operations Manager here at CAM-PLEX. He expressed Will has "hit the ground running" and we look forward to having him in this position.

Mr. Hastreiter reported staff is making great strides with PGI and the Campbell County Fair. Our Mechanic III position has been filled and another CAM-PLEX staff member has filled the open maintenance position.

9. MATTERS FOR NOTING

A. Correspondence:

- i. Tyler software stakeholders meeting invitation
- ii. City of Gillette budget letter

B. Board Calendar:

- i. Upcoming Board Meetings:
 - a. August 8, 2019 at 6:30 pm (Workshop at 6:00 pm)
 - b. September 12, 2019 (Quarterly meeting with Commissioners at 6:00 pm)
- ii. Other meetings/events:
 - a. SLIB Meeting

ADJOURNMENT

Meeting adjourned at 7:32 pm

MINUTES PREPARED BY

Brandi Brockmoller, July 12, 2019 @ 2:57 pm

MINUTES APPROVED BY

SECRETARY:
(Signature & Date)

[Campbell County Public Land Board]



ATTACHMENT B

CCPLB MEMBERS WILL BE E-MAILED

WARRANTS

FOR THIS MONTH'S

APPROVAL

PRIOR TO MEETING.

Your Ideas. Our Expertise. Endless Event Possibilities!

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

MANAGEMENT REPORT – AUGUST 2019

August 1, 2019

EVENTS

- Heather Kuhrt, Association Sales Manager, added a religious convention in June 2020. It is a significant piece of business. The convention will bring 1,000 people to Gillette. They will be here for three nights, using approximately 2,100 room nights.
- Our marketing department worked with Pepsi to create a commemorative Mountain Dew can in honor of PGI's 50th Anniversary.

CONSTRUCTION

- The Energy Hall/Heritage Center construction project is underway.

FACILITIES

- We discovered there may be hidden damage from the July 17 hailstorm. There is potentially serious underlying damage to buildings with membrane roofs. The membrane has a backing that can be cracked by large hail, reducing the lifespan of the roofs, and leading to leaks. We continue to work through the process with our insurance company to understand the extent and options. I reached out to the City and County and made sure they are informed.

HUMAN RESOURCES

- Event Custodian Dan Powers is promoted from Event Custodian to Maintenance Technician. Dan has a strong background in electronics, is HVAC certified, and solid electrical troubleshooting ability.
- Event Technician Eric Cardiff is also promoted to Maintenance Technician. Eric is also HVAC certified and familiar with building techniques and construction projects. He is a good fit for the department.
- One event custodian, whose FMLA is expired, is currently using sick and vacation time.

FINANCIAL & PRODUCTIVITY

- The final step in our loan application for the construction project is to seek approval from the State Loan and Investment Board. The SLIB meeting is in Cheyenne on August 8.
- Four members of the marketing team attended a two-day digital marketing training course in Casper. It covered free and low-cost resources for producing digital marketing in-house, and how to utilize social media platforms for marketing. Janell reports the first day was a little slow for her, but the second day was very useful. Everyone came back with something they didn't know, and something they will implement.

COMMUNITY

- We hosted a free concert performed by county music artist John King with the Lazy L band opening the show. The concert was July 12 which coincided with free cornhole games and the rescheduled city fireworks.
- I attended the evening Rotary group meeting and shared information about the construction project, and 12-month project timeline.

Thank you,

Jeff Esposito
General Manager

Thank You



Thank You

So much!

Wesley & Natsy

Gay & Donna C.

Darlene & Mike

Carol Ervin Thank You
Lynda Decker
Myrna Christensen
Gerald Chuteum
Norma Dancer
Patti Jimison
Irene Eyre
Jan Rak
Margaret