



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: November 15, 2019

*See by Wild
For P.G.D.*

The following meetings are scheduled for the week of **November 16 – November 22, 2019**

Tuesday, November 19th

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

- Introduction of New Parks & Beautification Board Member
- Council of Community Services Funding Request
- Quarterly Updates
 - Campbell County Fire Department - Fire Chief Jeff Bender
 - Cam-Plex - General Manager Jeff Esposito
 - Energy Capital Economic Development - Executive Director Phil Christopherson
- Review November 19, 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

Thursday, November 21st

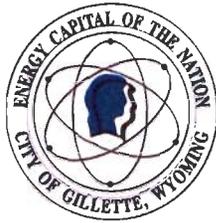
11:00 a.m. – 1:00 p.m. Annual Employee Thanksgiving Dinner

- City Hall – 2nd Floor Community Room

1. Attached please find a **letter** regarding **Cordero Rojo Mine Blasting Notification** dated **November 5, 2019** provided by **Navajo Transitional Energy Company**.
2. Attached please find a **press release** regarding **Citizen Advisory Board Openings** dated **November 8, 2019** provided by **Communications Manager Palazzari**.
3. Attached please find a **press release** regarding **Online Utility Billing Upgrade Complete** dated **November 12, 2019** provided by **Communications Manager Palazzari**.
4. Attached please find an **article** regarding **Campbell County Type 3 Pumpers** provided by **Campbell County Fire Department Division Chief – Operations J.R. Fox**.
5. Attached please find **Snow Event Report #7** dated **November 6, 2019** provided by **Public Works Director Wilde**.
6. Attached please find **Snow Event Report #8** dated **November 10, 2019** provided by **Public Works Director Wilde**.

7. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **November 14, 2019** and **meeting minutes** dated **October 10, 2019** provided by **Cam-Plex**.
8. Attached please find a **flyer** regarding an **Unclaimed Property Event** on **November 21** from **8:00 a.m. – 12:00 p.m.** at the **Campbell County Courthouse** provided by the **Wyoming State Treasurer's Office**.
9. Attached please find a **thank you card** from an **Adult Treatment Court Graduate**.

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, November 19, 2019
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Introduction of New Parks & Beautification Board Member
- Council of Community Services Funding Request Discussion
- Quarterly Updates
 - Campbell County Fire Department – Fire Chief Jeff Bender
 - Cam-Plex – General Manager Jeff Esposito
 - Energy Capital Economic Development – Executive Director Phil Christopherson
- Review November 19, 2019 Council Agenda
- Executive Session



Navajo Transitional
Energy Company

November 5, 2019

City of Gillette
P.O. Box 3003
Gillette, WY 82717-3003

RE: Cordero Rojo Mine Blasting Notification

To Whom It May Concern:

This is to notify you that pursuant to Federal Regulations 30 CFR 715.19(c) and Wyoming Department of Environmental Quality-Land Quality Division (LQD) Rules and Regulations, Chapter 6, Section 3(a), Cordero Rojo Mine hereby announces its intention to continue blasting activities at the Cordero Rojo Mine, MSHA ID Number 48-00992, LQD Permit No. 237-T10.

Details of areas affected and our notifications and precautions are included in the attachment.

We are confident that you will experience no adverse effects resulting from our blasting activities. A pre-blasting survey may be requested in the manner prescribed by the Wyoming Department of Environmental Quality, Land Quality Division's Rules and Regulations, Chapter VI, Section 2(a). If you have any questions concerning our blasting activities, please contact the General Manager, Cordero Rojo Mine, P.O. Box 1449, Gillette, WY 82717, or by telephone (307) 682-8005 between 8:00 A.M. and 4:30 P.M.

Sincerely,

Gretchen Anderson, P.E.
Senior Environmental Engineer

Enclosure

BLASTING PUBLIC NOTICE – Cordero Rojo Mine

Pursuant to Federal Regulations 30 CFR 715.19(c) and Wyoming Department of Environmental Quality-Land Quality Division (LQD) Rules and Regulations, Chapter 6, Section 3(a), Cordero Rojo Mine hereby announces its intention to continue blasting activities at the Cordero Rojo Mine, MSHA ID Number 48-00992, LQD Permit No. 237-T10, as follows:

Blasting activities will be conducted by Cordero Rojo Mine in the following areas, all located in Campbell County, Wyoming:

Township 47 North, Range 71 West

All of Sections 1, 2, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 24, 26, 27, 28, 33, 34, and 35; S $\frac{1}{2}$, S $\frac{1}{2}$ N $\frac{1}{2}$, S $\frac{1}{2}$ N $\frac{1}{2}$ N $\frac{1}{2}$ of Section 3; S $\frac{1}{2}$, S $\frac{1}{2}$ N $\frac{1}{2}$, S $\frac{1}{2}$ N $\frac{1}{2}$ N $\frac{1}{2}$ of Section 4; S $\frac{1}{2}$, S $\frac{1}{2}$ NE $\frac{1}{4}$, S $\frac{1}{2}$ N $\frac{1}{2}$ NE $\frac{1}{4}$, SE $\frac{1}{4}$ NW $\frac{1}{4}$, S $\frac{1}{2}$ NE $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 5; SE $\frac{1}{4}$ of Section 6; E $\frac{1}{2}$ of Section 7; N $\frac{1}{2}$, SE $\frac{1}{4}$, E $\frac{1}{2}$ SW $\frac{1}{4}$ of Section 17; NE $\frac{1}{4}$ of Section 18; NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 20; W $\frac{1}{2}$, W $\frac{1}{2}$ NE $\frac{1}{4}$ Section 25; portions of W $\frac{1}{4}$ W $\frac{1}{2}$ of Section 36.

Township 46 North, Range 71 West

All of Sections 2, 3, 4, 9, and 10; portions of W $\frac{1}{4}$ W $\frac{1}{2}$ of Section 1; N $\frac{1}{2}$, SW $\frac{1}{4}$, N $\frac{1}{2}$ SE $\frac{1}{4}$, SW $\frac{1}{4}$ SE $\frac{1}{4}$, W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 11; W $\frac{1}{2}$ NW $\frac{1}{4}$ of Section 12; NW $\frac{1}{4}$, W $\frac{1}{2}$ NE $\frac{1}{4}$, SE $\frac{1}{4}$ NE $\frac{1}{4}$, W $\frac{1}{2}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 14; N $\frac{1}{2}$ of Section 15; N $\frac{1}{2}$ Section 16.

The activities may occur daily from January 1, 2020 to December 31, 2020 between sunrise and sunset, except in situations where the operator or public safety requires unscheduled detonation, or for emergency blasting actions.

Access to the blasting area will be controlled. Signs are posted around the blasting area and read: "Blasting Area". Blasting information signs are posted at all public entrances to the permit area.

Ten minutes before each blast, access to the blasting area will be controlled to prevent unauthorized entry by barricading the access and/or guarding the access way. The area will remain inaccessible until a Cordero Rojo certified blaster has determined the area is clear for entry.

Audible blasting warning signals are as follows:

BLAST – solid tone siren lasting one (1) minute immediately prior to the blast and terminating with the detonation of the blast.

ALL CLEAR – Variable wail lasting one (1) minute at the termination of blasting.

We are confident that you will experience no adverse effects as a result of our blasting activities. A pre-blasting survey may be requested in the manner prescribed by the Wyoming Department of Environmental Quality, Land Quality Division's Rules and Regulations, Chapter VI, Section 2(a). If you have any questions concerning our blasting activities, please contact the General Manager, Cordero Rojo Mine, P.O. Box 3001, Gillette, WY 82717, or by telephone at (307) 682-8005 between 8:00 A.M. and 4:30 P.M.

Citizen Advisory Board Openings

Board of Examiners ~ Board of Adjustment ~ Lodging Tax Board ~ Historic Preservation Commission

The City of Gillette has openings on several Citizen Advisory Boards.

Post Date: 11/08/2019 8:00 AM

The City of Gillette has openings on several Citizen Advisory Boards: Board of Examiners, Board of Adjustment, Campbell County Joint Powers Lodging Tax Board, Gillette Historic Preservation Commission. Applications can be picked up in the Administration Office at City Hall or [download here](#). The application deadline is Friday, December 6th by 4:00 p.m.

Board of Examiners – 5 Terms expiring 12/31/2023

(2 At-Large, 1 Builder, 1 Plumber, 1 Electrician)

Determines acceptable methods and materials in construction in the appeal process, review Contractor & Individual Trade License application packages (which include required documents, complaints received) and either approve or deny New and Renewal licensing as indicated by the guidelines in the City of Gillette Chapter 5 Building Ordinances. The board meets the second Tuesday of the month at 12:30 in the Community Conference Room, located on the 2nd Floor of City Hall. All members serve a three-year term.

Board of Adjustment – 1 Term expiring 12/31/2023

Quasi-judicial, statutorily established board with authority to grant variances from the City's Zoning Ordinance. This board meets as needed on the third Tuesday of the month at 7:00 p.m. in the Council Chambers. All members serve a three-year term. Limited to City Residents.

Campbell County Joint Powers Lodging Tax Board – 1 Term expiring 12/31/2023

A Joint Powers Agreement to establish the Lodging Tax Joint Powers Board was prepared and approved by Campbell County, Gillette and Wright and then formally approved by the Wyoming Attorney General on December 5 of 2008. The board is comprised of three City appointees, two County appointees, one Town of Wright appointee, and four representatives from the travel and tourism industry. The board meets the second Thursday of each month at 3:30p.m. at the GAMB Ponderosa Room, unless otherwise noted. No Residency Requirements.

Gillette Historic Preservation Commission – 1 Term expiring 12/31/2023

Established in 2015, the City of Gillette created the Gillette Historic Preservation Commission for purposes of protection, enhancement and perpetuation of significant historical, archeological and architectural relics within the City of Gillette and the surrounding area. The Commission shall consist of at least three (3) members with demonstrated interest, knowledge or experience in historic preservation. At least one

(1) of the members must be a professional in a historic preservation related field. To demonstrate credentials, members will be asked to submit resumes or statements of qualification to the City of Gillette.

Applicants will be notified after the application deadline of their confirmed scheduled interview time.

If you have any questions, please contact [City Administration](#) at (307) 686-5203

Online Utility Billing Upgrade Complete

The upgrade to the City of Gillette online utility billing system is complete.

Post Date: 11/12/2019 10:00 AM

The upgrade to the City of Gillette online utility billing system is complete. For the most part, customers will not notice any changes. However, customers will now use their email address on the login screen. Passwords will remain unchanged. The system can be accessed through the [same web address](#) as before.



City of Gillette

Identify. Authenticate. Empower.

Sign in to your account

Username

customer@email.com



Password

.....



SIGN IN

[Forgot password?](#)

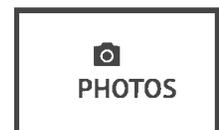


Campbell County Type 3 Pumpers #1103-1104

Congratulations to Campbell County, WY Fire Rescue on the department's twin Type 3 Wildland Pumpers. Both trucks feature identical 10' aluminum SVI-bodies mounted on a Freightliner SD108 4-door chassis, which houses a powerful 400HP Cummins L9 engine.

These pump-and-roll rescue pumpers come with a Waterous CXS Fire Pump, 750-gal. Poly water tank, TFT deck gun, FoamPro 1601 foam system and much more.

For more information about this apparatus, choose one of the options below or [contact us](#) for more details.



Related Projects



Privacy Policy

SVI Trucks is a U.S.-based company located in Fort Collins, CO that specializes in crafting custom emergency vehicles for agencies around the world. SVI has gained a reputation for their innovative designs and high quality throughout the construction process







Snow Event Report #7

Event Start Date: 11/6/2019 Event Start Time: 3:30 a.m.
Event End Date: 11/6/2019 Event End Time: 3:30 p.m.
Duration of Event: 12 hours Streets First Responder: Dale Warren

Storm Event Overview:

On 11/6/2019 at 3:30 a.m. the Streets on call person and night crew leader were called in to address slick areas. The rest of the night crew was called in at 5:30 a.m. as freezing drizzle was making the streets slick with ice. The night crew applied material to priority, subdivision streets and trouble areas.

Day crew arrived at 7:00 a.m. and both crews worked together using one tons and the remaining plow trucks. Night crew ended their shift at 11:30 a.m. while day crew and some Parks employees worked on the remaining streets and alleys.

Day crew finished up the remaining slick areas by 3:30 p.m. and the event was ended.

Number of Pieces of Equipment Used:

Snow Plows:	<u>9</u>	Blades:	<u>0</u>
1-Tons:	<u>2</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>92,845.13</u>
Scoria lbs:	<u>104,454.13</u>
Brine Gallons:	<u>36</u>
Apogee Gallons	<u>0</u>

Number of Miles Plowed During Event: 1,066

Personnel:

Day Crew – Jeremy Hagen, Leonard Taylor, Melissa Bell, Scott Ostlund, Jessie Lile, Sue Riggle, Jaime Valencia.

Night Crew – Nick Scherry, Garrett Wolf, Toby Fiske, Lonnie Meidinger, Dale Warren, John Carl, Kelli O'Dea.

Parks Crew – Boyd Abelseth, Jeremy Onsgard, Gary Schlekeway, Sarah Hatmaker, Adan Aguilar.

Contractor Work Effort:

N/A

Subdivision Activities:

Crews applied material to all trouble areas and subdivisions.

Parks and Building Maintenance Division Activities:

Assisted with subdivisions and alleys. Clearing City facilities, parking lots and pathways.

Environmental Conditions Present:

Snow: 1/4" Drifting: no Rain: yes Low Temp: 8 Wind: 9-26 N

Equipment Issues:

Unit 40 down ABS system

Incidents:

None

Complaints/Concerns:

None

Items of Interest:

This event was almost completely rain and ice. There was little to no snow accumulation to plow.

During this weather event the Gillette Police Department investigated 9 vehicle crashes. Four of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

Gillette Police Department 2019/2020 Weather Event Crash Report Event #7

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
26828	11/06/2019 - 0726	Boxelder/Overdale	No	Private - > \$1,000 COG - < \$1,000	Yes	Driver #1 lost control of vehicle colliding with street sign.
26829	11/06/2019 - 0728	Ridgecrest/West 4J	No	Private - > \$1,000	No	Vehicle #1 slid through stop sign colliding with vehicle#2.
26838	11/06/2019 - 0846	Doud/Force	No	Private - > \$1,000	Yes	Vehicle #1 slid through stop sign colliding with vehicle#2.
26856	11/06/2019 - 1133	Gurley/9th	Yes	Private - > \$1,000	No	Vehicle #1 slid into vehicle #2 while vehicle #2 was stopped at a stop sign.

November 6, 2019 3:30 a.m. to November 6, 2019 3:30 p.m.

During this weather event the Gillette Police Department investigated 9 vehicle crashes. Four of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



CITY OF GILLETTE

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

Snow Plows

- Unit 25
- Unit 28
- Unit 31
- Unit 44
- Unit 99
- Unit 100
- Unit 157
- Unit 160203
- Unit 160204
- Streets Crash Reports

According to the AVL system, our snowplows drove a total of 684 miles during this event.

Police Report:
 Crashes: 4
 Crashes w/injuries: 1
 Citations: 0
 Personal Property Damage: \$4,000
 City Property Damage: \$1,000

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.

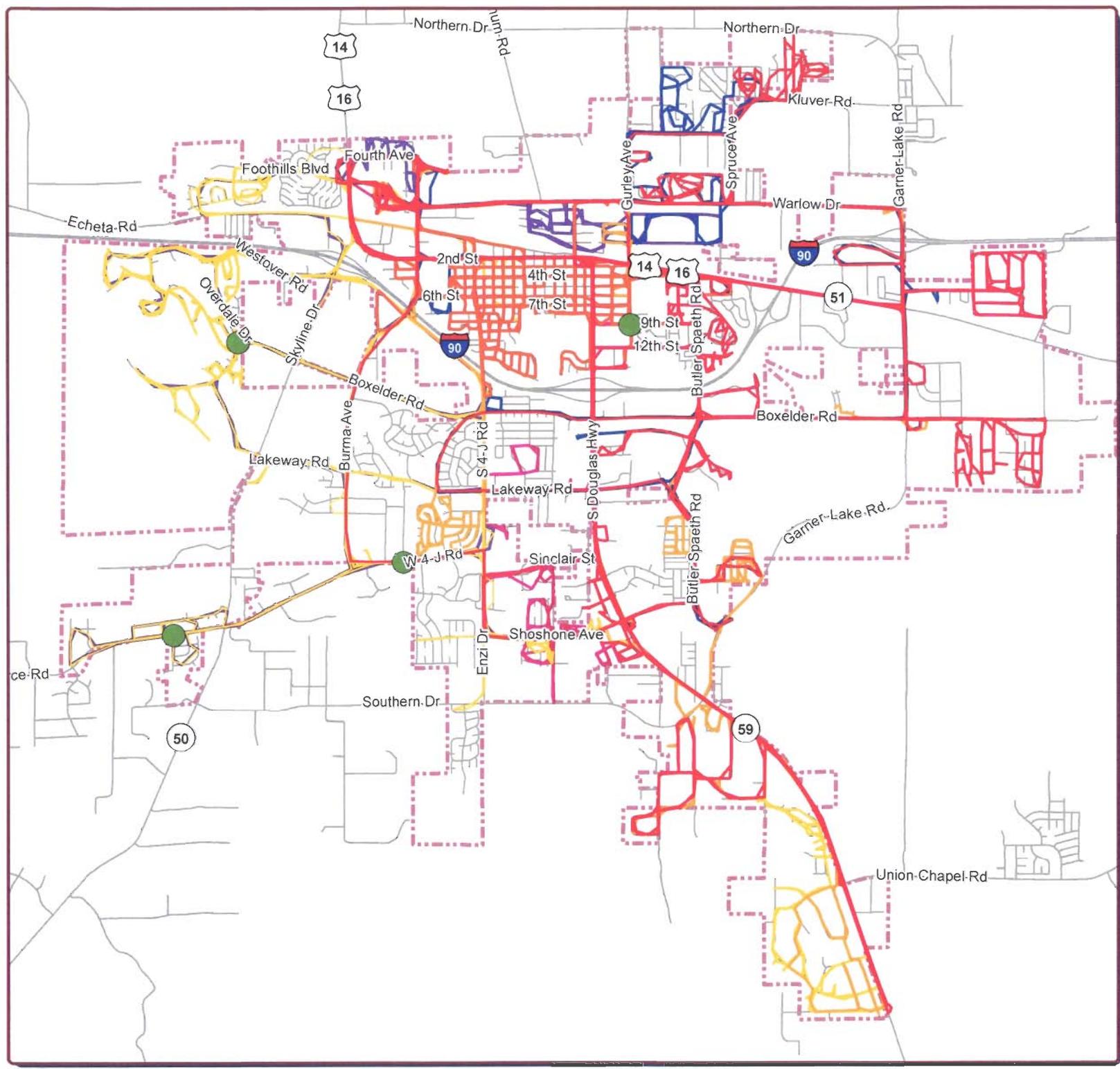


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0 2,500 5,000
Feet

Snowplows
Snow Event Seven
 11/6/2019 3:30:00 AM to
 11/6/2019 3:30:00 PM
 November 07, 2019

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





CITY OF GILLETTE

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

Legend

Unit Title

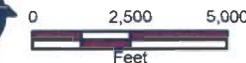
- Unit 1
- Unit 126
- Unit 150055
- Unit 150091
- Unit 168
- Unit 171
- Unit 184

According to the AVL system,
our one ton trucks drove a total
of 418 miles during this event.

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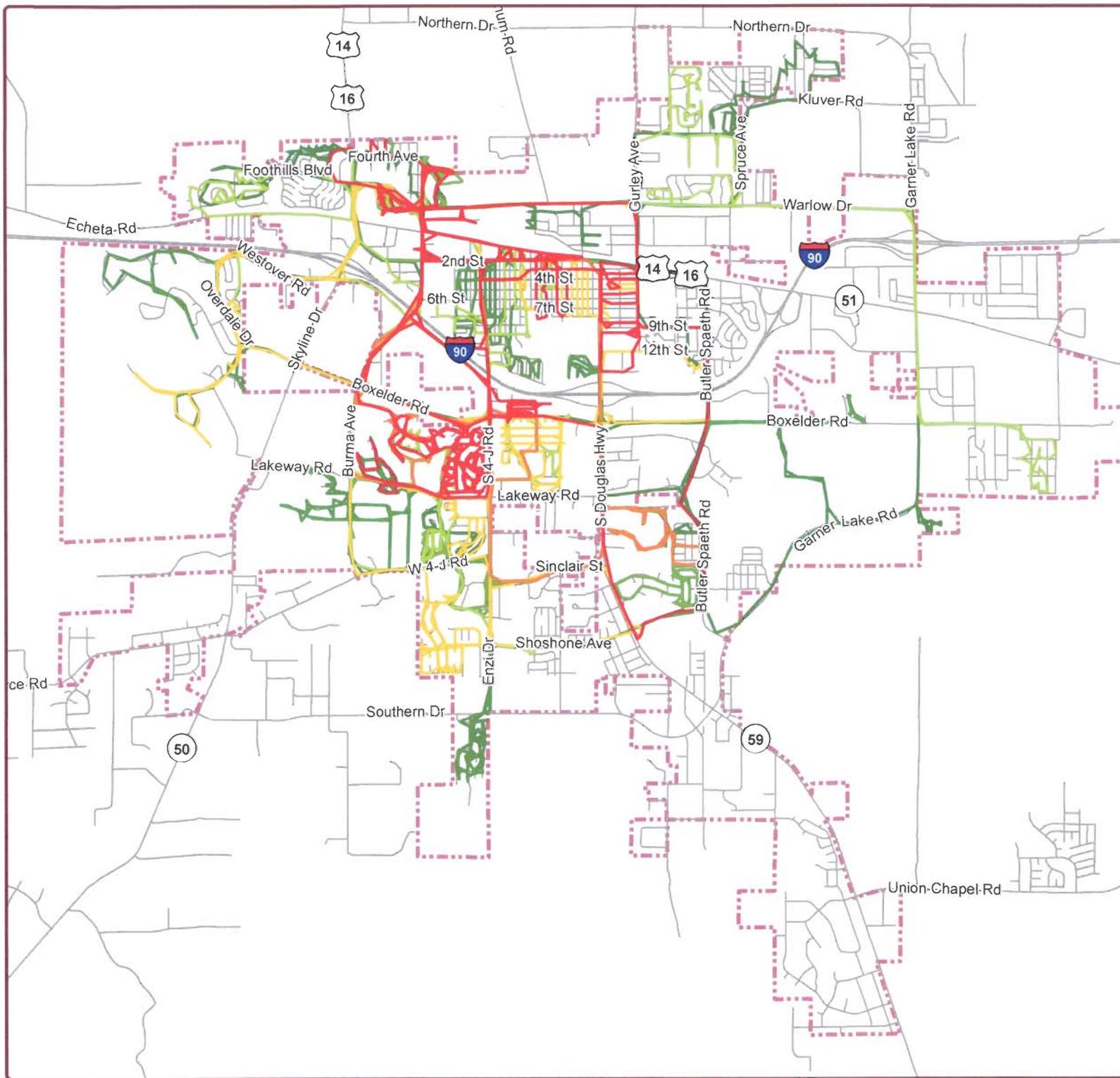


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One Tons
Snow Event Seven
11/6/2019 3:30:00 AM to
11/6/2019 3:30:00 PM
November 07, 2019

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





CITY OF GILLETTE

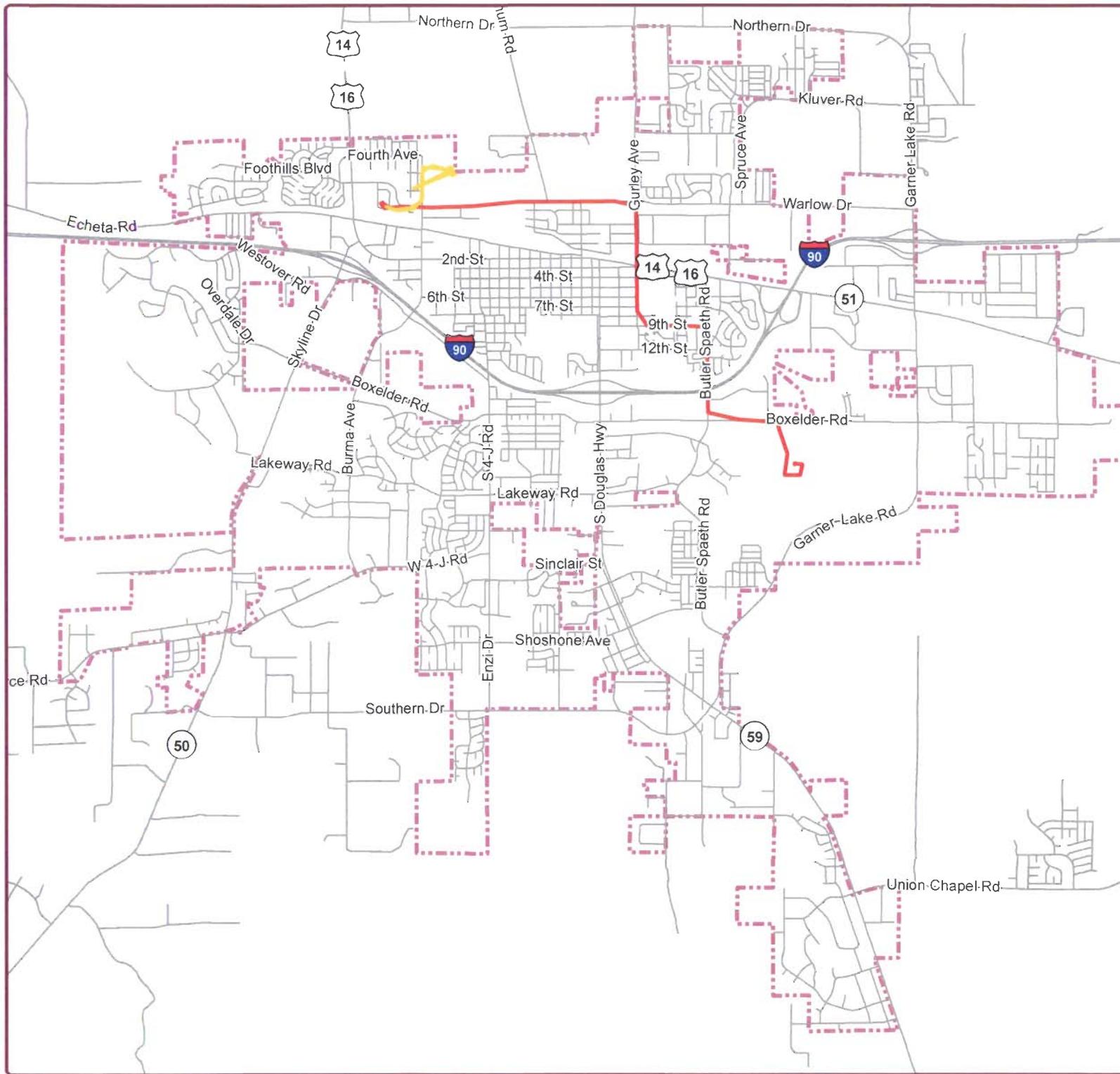
GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

Unit Title

— Unit 150189

— Unit 150193



According to the AVL system,
our tractors drove a total
of 11 miles during this event.

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Tractors

Snow Event Seven
11/6/2019 3:30:00 AM to
11/6/2019 3:30:00 PM
November 07, 2019

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

Snow Event Report #8

Event Start Date: 11/10/2019 Event Start Time: 1:30 p.m.
Event End Date: 11/11/2019 Event End Time: 5:30 a.m.
Duration of Event: 16 hours Streets First Responder: Garrett Wolf

Storm Event Overview:

On 11/10/2019 at 1:00 p.m. the Streets on call person was called in to address slick areas. The rest of the day crew was called in at 1:30 a.m. as snowfall was beginning to increase. The day crew plowed and applied material to priority streets and trouble areas. Snow continued falling through the day with light drifting. The warm road surface underneath caused the snow to freeze to the pavement increasing the slick conditions.

Night crew took over at 7:00 p.m. and continued focusing efforts to keep priority streets cleared. The snow quit around 9:00 p.m. and night crew was able to catch up on clearing priority and trouble streets. Night crew shifted their efforts to subdivision streets at midnight. By 5:30 a.m. the night crew had finished the subdivision streets and the event was ended.

Number of Pieces of Equipment Used:

Snow Plows:	<u>8</u>	Blades:	<u>0</u>
1-Tons:	<u>2</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>100,411.0</u>
Scoria lbs:	<u>132,469.0</u>
Brine Gallons:	<u>173.0</u>
Apogee Gallons	<u>0</u>

Number of Miles Plowed During Event: 1,448

Personnel:

Day Crew – Nick Scherry, Garrett Wolf, Toby Fiske, Lonnie Meidinger, Dale Warren, John Carl, Kelli O'Dea, Steve Wilcox.

Night Crew – Jeremy Hagen, Leonard Taylor, Melissa Bell, Scott Ostlund, Jessie Lile, Sue Riggle, Jaime Valencia, Josh Wright.

Contractor Work Effort:

N/A

Subdivision Activities:

Crews plowed and applied material to all trouble areas and subdivision streets.

Parks and Building Maintenance Division Activities:

Post storm cleanup of City facilities and pathways.

Environmental Conditions Present:

Snow: 6" Drifting: yes Rain: no Low Temp: -8 Wind: 3-30 NW

Equipment Issues:

Unit 40 down ABS system

Incidents:

None

Complaints/Concerns:

None

Items of Interest:

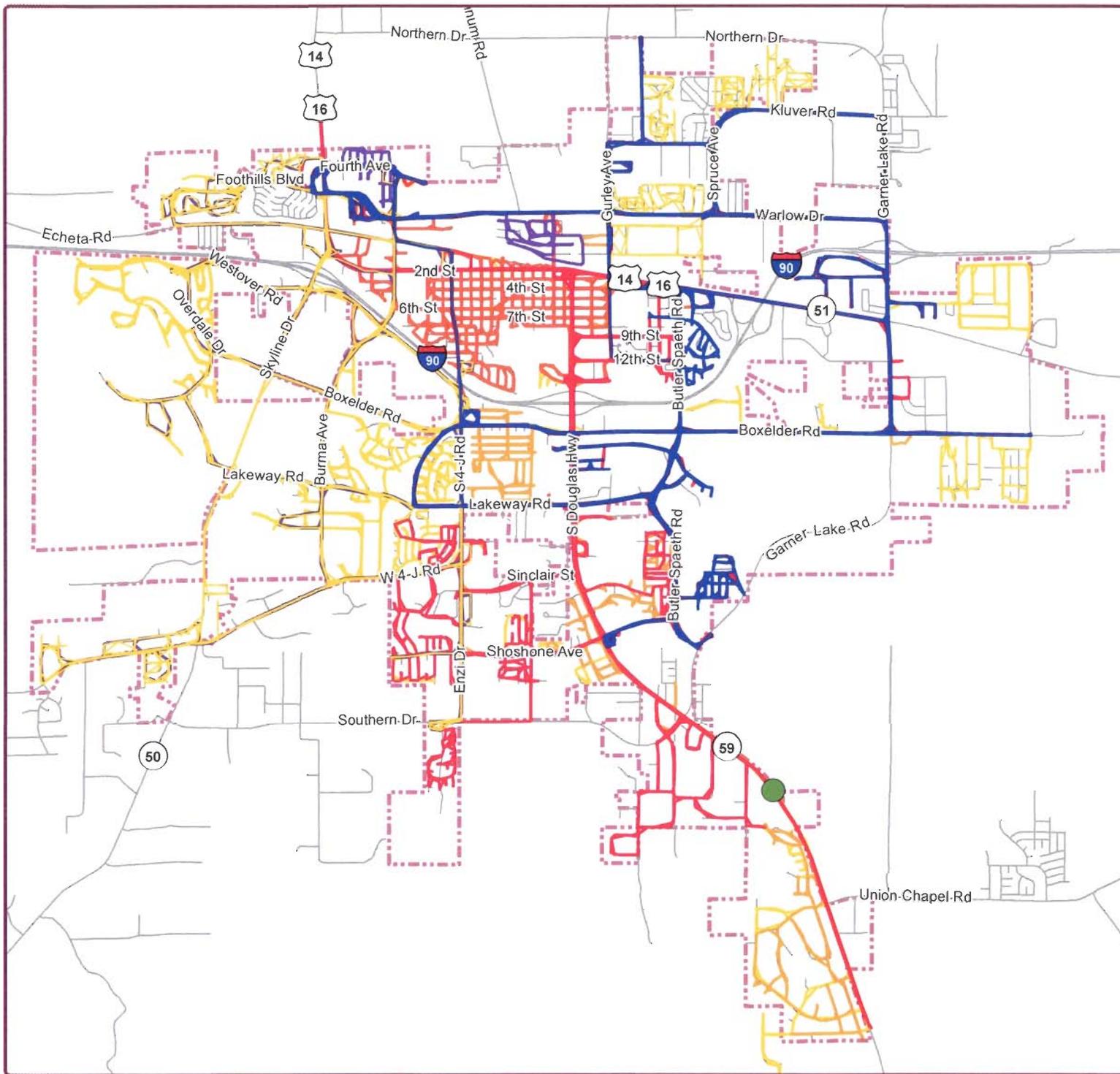
During this weather event the Gillette Police Department investigated five vehicle crashes. One of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

Gillette Police Department 2019/2020 Weather Event Crash Report Event #8

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
27185	11/10/2019 - 1638	6100 block of S. Douglas Hwy.	Minor	Private - > \$1,000	Yes	Driver #1 (16 YOA) was following 2 snowplows north on Hwy. 59 and there was low visibility. Vehicle #2 was south and both vehicles had a glancing head on collision.

November 10, 2019 1:30 p.m. to November 11, 2019 5:30 a.m.

During this weather event the Gillette Police Department investigated 5 vehicle crashes. One of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



CITY OF GILLETTE

GIS Division
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
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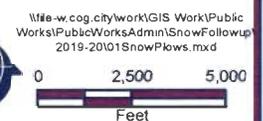
Snow Plows

- Unit 25
- Unit 28
- Unit 31
- Unit 44
- Unit 99
- Unit 157
- Unit 160203
- Unit 160204
- Streets Crash Reports

According to the AVL system, our snowplows drove a total of 1406 miles during this event.

Police Report:
 Crashes: 1
 Crashes w/Injuries: 1
 Citations: 1
 Personal Property Damage: \$1,000.00
 City Property Damage:

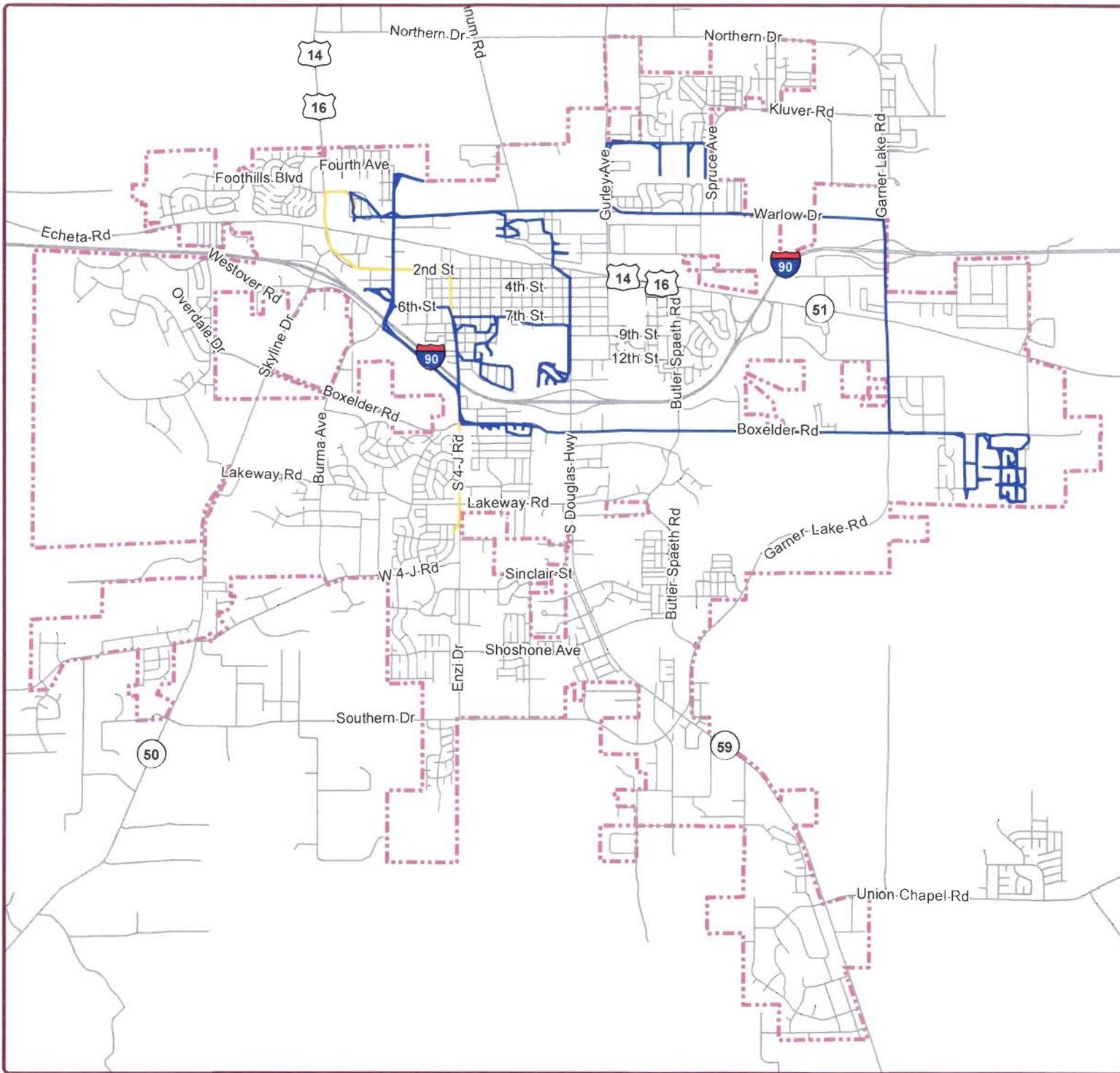
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Snow Plows
Snow Event Eight
 11/10/2019 1:30:00 PM to
 11/11/2019 5:30:00 PM
 November 12, 2019

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



CITY OF GILLETTE

GIS Division
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
 Phone (307) 685-5364
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Unit Title

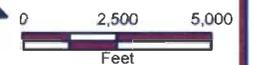
- Unit 168
- Unit 51

According to the AVL system, our snowplows drove a total of 42 miles during this event.

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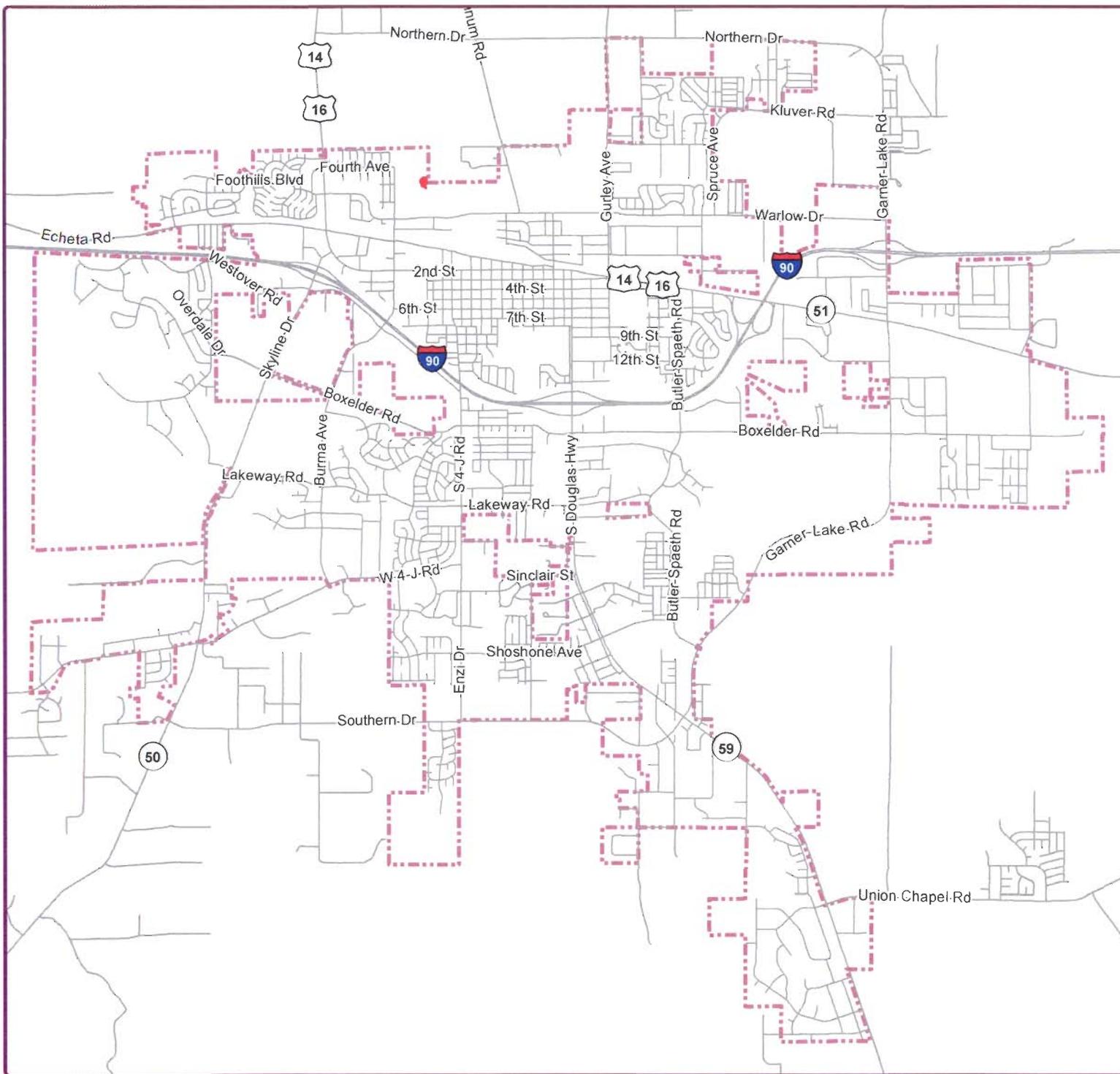


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1 Ton Trucks
 Snow Event Eight
 11/10/2019 1:30:00 PM to
 11/11/2019 5:30:00 PM
 November 12, 2019

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



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Unit Title

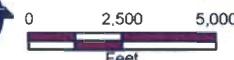
— Unit 150193

According to the AVL system,
 our snowplows drove a total
 of 5 miles during this event.

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.



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Tractors
 Snow Event Eight
 11/10/2019 1:30:00 PM to
 11/11/2019 5:30:00 PM
 November 12, 2019

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



Campbell County Public Land Board Meeting

Agenda

DATE: Thursday, November 14th, 2019

TIME: 6:30 PM

AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. October 10th, 2019 Board meeting (ATTACHMENT "A")
4. CONSENT AGENDA
 - A. Approval of Warrants (ATTACHMENT "B")
5. CITIZEN INPUT
6. CONSTRUCTION REPORT/UPDATE
 - A. CMAR Report
 - B. Heritage Center items for review (ATTACHMENT "C")
 - i. Mechanical Room floor drain
 - ii. Water valve replacement
7. BOARD PROCESS
 - A. FY 2020-2021 Budget Meetings
 - i. **Annual Board Meeting:** Suggested dates are December 4th, 5th, 6th, at 11:30 am in the Board Room. Lunch will be provided
 - ii. **Annual Board/Staff Planning:** Suggested dates are February 3rd, 5th, & 6th, at 5:00 pm in the Wyoming Center Frontier Hall Lobby. Dinner will be provided.
 - iii. **Annual Board/Manager Budget Meeting:** ReNae will provide information to help determine dates.
8. OPERATIONS REPORT/UPDATE
 - A. Items GM Jeff Esposito and team will discuss:
 - i. General Managers Report (ATTACHMENT "D")
 - a. Events – Janell
 - b. Operations department update – Will
 - c. Finance – ReNae
9. EXECUTIVE SESSION - Personnel
10. MATTERS FOR NOTING
 - A. CORRESPONDENCE:
 - i. None
 - B. BOARD CALENDAR
 - i. **Upcoming Board Meetings**
 - a. December 12, 2019 at 6:30 PM (Quarterly Meeting with Commissioners 6:00 PM)
 - b. January 9, 2019 at 6:30 PM (Workshop at 6:00 PM)
 - ii. **Other Meetings/Events**
 - a. None
11. Adjournment



CCPLB MEETING MINUTES: October 10, 2019

CALL TO ORDER

Campbell County Public Land Board Meeting was held on October 10, 2019, at CAM-PLEX. The meeting began at 6:30 PM and was presided over by Mr. Don Hamm, with Ms. Charlene Camblin as secretary.

ATTENDEES

MEMBERS PRESENT: Don Hamm, Charlene Camblin, Skyler Pownall, Heidi Gross, Troy Allee, Kevin Couch

MEMBERS ABSENT: Robert Quintana

LEGAL COUNSEL: Frank Stevens

STAFF: Jeff Esposito, Heather Kuhrt, Will Hastreiter, Janell Paris, ReNae Keuck

GUESTS: Nathan McLeland *City Liason*, Gregory Hasman *News-Record*, Trevor Larson *Van Ewing*

Meeting called to order at 6:30 PM.

1. APPROVAL OF CCPLB AGENDA

The October 10, 2019 agenda was reviewed and revised.

Motion: To approve the agenda as amended and add an executive session for personnel at the end of the meeting.

Moved: Mrs. Charlene Camblin

Second: Mrs. Heidi Gross

Vote: Motion passed unanimously.

2. APPROVAL OF MINUTES

To approve the September 12, 2019 minutes.

Motion: To approve September 12, 2019 minutes as revised.

Moved: Mr. Troy Allee

Second: Mrs. Charlene Camblin

Vote: Motion passed unanimously.

3. CONSENT AGENDA; APPROVAL OF WARRANT

The Warrants for the October 10, 2019 meeting were reviewed.

- September 2019 Accounts Payable Voucher Numbers 48988 - 49076 (General Fund/Special Events) in the amount of \$67,403.09.

- September 2019 Manual Purchase Order Numbers 10289 - 10314 in the amount of \$173,644.73.

- September 2019 Payroll Warrants in the amount of \$101,635.31 for the period of 8/25 – 9/21/2019.

DISCUSSION: Mr. Pownall requested clarification on the following:

- Warrant PO Number 10314: Ungerboeck Software, \$47,310. The Board approved this purchase at the September Board Meeting, but a price was not specified. There were some additional costs with adding mobile access and an additional license.
- ADECCO EMPLOYEMENT SERVICES: \$463.32. This is contract labor used for event techs or custodial departments when needed.

- CAM-PLEX EMPLOYEE FUND: \$684.00. These are funds that the employees contribute to each paycheck. Funds are distributed quarterly.
- CAMPBELL COUNTY MEMORIAL HOSPITAL: \$1,022.25. This was ambulance services used during PGI.
- CRUM ELECTRIC SUPPLY COMPANY: \$99.68. This was for the Sawyer Brown concert for extra stage supplies during the remodel. Part of this was budgeted and part was grant funded.
- GW CONSTRUCTION, LLC: \$700.00. This is a suspense account hold for the fire hydrant that was broke during fair.
- ROURKE, MICHAEL: \$1,915.00. This is a service/equipment rental to do motor grading and use his large loader. He also helped move some connex trailers.

Motion: To approve the October 10, 2019 warrants as presented.

Moved: Mr. Skylar Pownall

Second: Mr. Kevin Couch

Vote: Motion passed unanimously.

4. CITIZEN INPUT

None

5. CONSTRUCTION REPORT/UPDATE

A. Monthly update from Trevor Larson of Van Ewing Construction:

DISCUSSION: Mr. Trevor Larson of Van Ewing Construction provided an update on the construction.

- When looking at construction updates they are a lot of the same activity we have seen. Some new activities are plumbing replacements are coming up to date. In Energy Hall the concrete has been poured back in from the kitchen to the restrooms. They did come into some support issues with the chase wall in the women's restroom after taking the plumbing out. They will remove this wall and frame it instead; visually it won't look any different because it will be tiled. They have also started framing around the track of the partition walls throughout the building.
- Underground plumbing updates are underway in the basement of the Heritage Center. Most of the demolition of the concrete is complete. The approved \$40,433.00 to reroute the sewer lines has now been cut down to about a \$5,000 fix. Their original plan was changed as they ran into a grease trap that was abandoned. Since this was approved, they have maintained a paper trail for used funds.
- HVAC and electric lines will be updated after concrete is filled back in. Things are tracking well for the estimated schedule.

4. BOARD PROCESS

None

7. OPERATIONS REPORT/UPDATE

A. General Managers Report – Mr. Jeff Esposito

- Due to weather the Northwest Barrel Racing Association Finals was cancelled. In an effort to make up lost revenue, CAM-PLEX Staff has scheduled roller derby, soccer, junior football, and marching band practices.

- The letter of support to host the Cowboy State Games was a success. They will be coming to CAM-PLEX January 25-26, 2020. The tournament will include indoor softball, pickle ball, and darts.
- The movable walls in the Wyoming Center were leveled after having complications with them getting stuck. S/D Inc. had a cost of \$3460.80, will be funded from the Wyoming Center Trust Fund. It will be paid through the interest instead of the principal. There will be additional costs for the walls they were not able to get to.

Motion: To approve the S/D Inc. expenditure be funded from the Wyoming Center Trust Fund.

Moved: Mrs. Charlene Camblin

Second: Mrs. Heidi Gross

Vote: Motion passed unanimously.

- One employee is currently on workers comp. He injured his neck while pulling a pump. Mr. Pownall asked the staff look into a deductible program with workers comp through the state.

i. Events

Marketing Manager, Janell Paris gave an update to current and upcoming events.

- Keith Howard is working on expanding our sports segment by bidding for the Cowboy State Games, pickleball tournaments, and a National Vintage Snowmobile Show. He also has booked some drone trainings in the Wyoming Center that could provide the opportunity to have drone races in the future.
- The BEAM has been installed in Central Pavilion right now. It has interactive games that projected onto the floor. It will be used for family and children's events that CAM-PLEX hosts, as well as rentable for other events.
- The Marketing team has started the onboarding process with the new Ungerboeck software.

ii. Operations

Operations Manager, Will Hastreiter, gave an operational update.

- It has been a struggle to keep up with cleaning stalls, we have looked into some alternatives. They have taken an old industrial leaf blower and mechanically updated it with some new parts created by Powder River Heating & Air Conditioning. It is able to suck up all debris. It has cut cleaning time down from 45 minute to 8 minutes. It completes two stalls at a time, with 4 people working it.
- Mechanic, Tony White has fixed the dump truck with some new hydraulics.

iii. Finance

Comptroller, ReNae Keuck explained financial updates.

- She is continuing training on the Tyler project. Currently they are loading accounts, so they can start with data input. They are having a demo to help make the decision of running all four entities on one database or to have four separate databases. Once accounts are loaded, they will start the process of training employees.
- The auditors worked with Gina Carpenter and we will have another clean audit year.

8. MATTERS FOR NOTING

A. Correspondence:

- i. Thank you letter from Paul E. Smith, Pyrotechnics Guild International, Inc.
- ii. CCPLB Letter of Support to the Cowboy State Games

B. Board Calendar:

- i. Upcoming Board Meetings:
 - a. November 14, 2019 at 6:30 PM (Workshop at 6:00 PM)
 - b. December 12, 2019 at 6:30 PM (Quarterly Meeting with Commissioners at 6:00 PM)
- ii. Other Meetings/Events
 - a. TBD – Planning Meeting w/ Managers

9. EXECUTIVE SESSION

The Board entered executive session at 7:07 PM.

Motion: To enter executive session to discuss personnel.

Moved: Mr. Troy Allee

Second: Mrs. Charlene Camblin

Vote: Motion passed unanimously.

Executive session ended and the meeting resumed at 7:28 PM.

Motion: To approve a 2% merit increase for General Manager, Jeff Esposito.

Moved: Mr. Skylar Pownall

Second: Mrs. Heidi Gross

Vote: Motion passed unanimously.

ADJOURNMENT

Meeting adjourned at 7:31 PM.

MINUTES PREPARED BY

Heather Kuhrt, October 11, 2019

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

Cam-Plex Management Report

November 7, 2019

Events

- Cam-Plex is host to the Cowboy State Games on January 25-26, 2020. The events include indoor softball, pickleball, and darts. We are partnered with the CVB, TBH Athletics, and USA Pickleball.
- CAM-PLEX won the bid for the Discovery Owners International Association National RV Rally August 16-21, 2021. They will be renting Energy Hall all week as well as 150-200 RV sites in Reata and Marquee Campgrounds. There will be early arrivals for the pre-conference, and we will offer extended stays as well. They have already paid their building rental fees upfront.
- NTEC, who bought Cloud Peak, confirmed their MSHA training at Cam-Plex. The group also expressed interest in continuing whatever sponsorship Cloud Peak historically provided.
- We are hosting drone training classes. Chris Leatherman, CEO of Arial Solutions, is conducting the class. Chris conducts similar classes for graduate students at UW and DU. We are happy to see this opportunity in Gillette and looking into possibilities for larger events.
- Janell and Jessica attended the International Entertainment Buyers Association Conference in Nashville. This is where we connect with performance event promoters. The trip was reported as definitely worthwhile, specifically a great source of concert leads and a way to meet new event promoters.

Construction

- Nothing to report.

Facilities

- Nothing to report.

Human Resources

- One employee on worker's comp. I was asked if we offered the employee light-duty work. In this case we are not at that point yet. However, we would consider light duty restrictions when there is a job available which aligns with the restrictions.
- I participated in the meeting with Segal Waters, the County HR consultant.

Financial and Productivity

- Auditors requested that we ask for direction from legal counsel on a Public Records person to serve as point of contact for CCPLB. Mr. Stevens will assist in drafting a policy. The policy will be presented at the November Board meeting.

- Gina and ReNae continue with the County's implementation of the Tyler software package.

Community

- After more than 40 years the Powder River Collector's Club Antique and Craft Show has ended. The show promoters wish to fully retire. Shelley has worked on the event for years and shared some interesting details. The show is currently headed by Pat Zweber and Fred Donald. The event started in the soup kitchen building, which at the time belonged to the Fair. The first show had 14 vendors, grew to about 60 vendors, and had 40 vendors for the past several years. The club regularly used event proceeds to give scholarships to local high-school students. Each year they donated about \$3,500. The estimated impact is approximately 200 students and more than \$140,000.
- As part of our community linkage effort, each week Keith Howard backfills all unused indoor spaces with local sports teams and marching band practice.

Thank you.

LOST MONEY



NOVEMBER 21 | 8:00AM - 12:00PM

THE **STATE OF WYOMING** IS HOLDING OVER **\$90 MILLION** IN **LOST MONEY**.

UNCLAIMED PROPERTY STAFF WILL BE **ASSISTING** VISITORS **CLAIM** THEIR **LOST MONEY!**

ON THURSDAY, NOV. 21, FROM 8AM - 12PM IN THE **CAMPBELL COUNTY COURTHOUSE**,
LOCATED AT 500 S. GILLETTE AVE. IN GILLETTE

LEARN MORE ABOUT UNCLAIMED PROPERTY
AT WWW.MYCASH.WYO.GOV



UNCLAIMED PROPERTY
WYOMING STATE TREASURER

To the City of Gittlee Mayor
and Council,

I would like to say thank you
for having this program and
funding it. (DUI adult cart). I
was on a collision course to
killing someone or myself. I
have been given the tools to
overcome the pain and hurt
I have had and using the
alcohol to numb the fear.

I am now so humbled,
full of love and can
enjoy being the man and
dad I need so dearly to
become. I have found
God and seen some of
the most amazing people
such as yourself who
cared enough to give
me a path to success
Thank you
Kullin Orcutt