

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: December 6, 2019

The following meetings are scheduled for the week of **December 7 – December 13, 2019**

Tuesday, December 10th

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

- Wastewater Capital Finance Options Discussion – Utilities Director Cole
- Electronic Wager Machines Discussion – Lieutenant Deaton
- Review December 17, 2019 Council Agenda
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

Friday, December 13th

6:00 p.m. Annual Awards Banquet

- Gillette College Pronghorn Center

1. **City Administrator Davidson** will be **Out of the Office December 13-16**, **Development Services Director Muzzarelli**, will serve as **Acting City Administrator** in his absence.
2. Attached please find the **current monthly calendar** for **December 2019**.
3. Attached please find **current sales tax data** provided by **Finance Director Henderson**.
4. Attached please find an **Economic Development Update** dated **December 2019** provided by **EnergyCapital Economic Development**.
5. Attached please find **information** regarding the **Campbell County Historical Society Celebrates Suffrage Anniversary** on **December 10, 2019** at **12:15 p.m.** at the **County Elections Office** in the **County Courthouse** provided by **Mary Kelley** with the **Campbell County Historical Society**.
6. Attached please find **information** regarding **Whiskers, Wreaths and Wet Noses Silent Auction** on **December 12, 2019** from **4:00-7:00 p.m.** at the **City/County Animal Shelter** provided by **Communications Manager Palazzari**.
7. Attached please find **Snow Event #10** dated **November 29, 2019** provided by **Public Works Director Wilde**.
8. Attached please find the **agenda** for the **Board of Examiners** dated **December 10, 2019** and **meeting minutes** dated **November 12, 2019** provided by **Chief Building Official Rogers**.

9. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **December 12, 2019** and **meeting minutes** dated **November 14, 2019** provided by **Cam-Plex**.
10. Attached please find a **flyer** regarding **Bruce Hammond's Retirement Party** on **December 12, 2019** at **1:00 p.m.** at the **Wastewater Treatment Plant** provided by **Utilities Director Cole**.
11. Attached please find a **flyer** regarding **Wreaths Across America Ceremonies** in **Campbell County, Wyoming** provided by **Toni Brown** with the **Civil Air Patrol**.

PGD/adw

	Work Session Tuesday, December 10, 2019 Meeting: 6:00 p.m. 2nd Floor Community Room

Agenda Topics:

- Wastewater Capital Finance Options Discussion – Utilities Director Cole
- Electronic Wager Machines Discussion – Lieutenant Deaton
- Review December 17th Council Agenda
- Executive Session

Upcoming Work Session Topics:

December 24 – Canceled

December 31 – Canceled

January 14

- Review January 21st Agenda
- Executive Session

January 28

- Utility Proformas
- Review February 4th Agenda
- Executive Session

February 11

- Review February 18th Agenda
- Executive Session

February 25

- Review March 3rd Agenda
- Executive Session

City/County/Town Budget Meeting

Upcoming Council Pre-Meeting Topics

December 17

- Introduction of Citizen Advisory Board Member
- Audit Presentation
- School Resource Officer Expansion Discussion
- Review December 17th Agenda
- Executive Session

January 7

- Introduction of New Citizen Advisory Board Members
- Review January 7th Agenda
- Executive Session

January 21

- Review January 21st Agenda
- Executive Session

February 4

- Review February 4th Agenda
- Executive Session

February 18

- Review February 18th Agenda
- Executive Session

Upcoming Activities

December 13 – Annual Awards Banquet, 6:00 p.m., Pronghorn Center

December 18 – GALI Luncheon, 12:00 p.m., 2nd Floor Community Room

December 19 – Senior Center Luncheon, 12:00 p.m., Senior Center

Agenda Items for December 17, 2019

1. Council Consideration of a Resolution to Authorize the Mayor to Execute a Fourth Extension Agreement Between the City of Gillette, Wyoming, and Spectrum Pacific West, LLC.

(Other - Consent)

2. Council Consideration of a Street Closure, from 3:00 a.m. to 8:00 p.m., and a Malt Beverage Permit, from 8:00 a.m. to 8:00 p.m., for the First Block of Gillette Avenue on February 8, 2020, for a Curling Event, Requested by Big Lost Meadery.

(New Business – Minute Action)

3. Council Consideration of a Street Closure and Malt Beverage Permit for the First Block of Gillette Avenue on July 4, 2020, from 2:00 p.m. to 8:00 p.m., for a Colonial Celebration, Requested by Big Lost Meadery.

(New Business – Minute Action)

4. Council Consideration of a Street Closure on the 3rd Street Plaza, on July 11, 2020, from 8:30 a.m. to 5:00 p.m. for the Campbell County Master Gardeners' Wagon Raffle Displays and Reception, Requested by Master Gardeners' President Sandi Aberle.

(New Business – Minute Action)

5. Council Consideration for the Issuance of Street Closure Permits and Associated Alcohol Permits, Requested by the Gillette Main Street Committee, for the following 2020 Gillette Main Street Events:

- Open Container Permit for the Historic Building Bender Event, May 2, 2020, from 6:00 p.m. to 9:00 p.m.
- Street Closure Permit and Open Container Permit for the Third Street Plaza, Including Parking Lot B, for Weekly Concerts, Thursdays, July 9, 2020 Thru August 13, 2020, from 12:00 p.m. to 11:00 p.m.
- Street Closure Permit for the Third Street Plaza, Tuesdays, July 14, 2020, Thru September 15, 2020, for Weekly Farmer's Markets, from 3:00 p.m. to 8:00 p.m.
- Street Closure Permit and Malt Beverage Permit for the Third Street Plaza, Including Parking Lot B, for Brewfest, July 18, 2020, from 4:00 p.m. to 8:00 p.m.
- Street Closure Permits and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks), for the Summer Festival and Car Show, August 15, 2020, from 7:00 a.m. to 11:00 p.m.
- Street Closure Permit and Open Container Permit for the Third Street Plaza, for the Community Dinner, September 20, 2020, from 6:00 p.m. to 9:00 p.m.
- Street Closure Permit for the Third Street Plaza, Including Parking Lot B, for Boo-Fest/Trick-or-Treat Main Street, October 31, 2020, from 11:00 a.m. to 4:00 p.m.
- Street Closure Permit and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks) for the Holiday Ice Festival, December 5, 2020, from 11:00 a.m. to 8:00 p.m.
- Parade Permit on Gillette Avenue from 7th Street to 1st Street, for the Parade of Lights, December 5, 2020, Beginning at 5:00 p.m.

(New Business – Minute Action)

6. Council Consideration for the Acceptance of the City's Financial Audit Report for the Fiscal Year 2019.

(New Business – Minute Action)

7. Council Consideration of the Adoption of the 2019 Version of the Joint Campbell County, City of Gillette, and Town of Wright Emergency Operating Plan.

(New Business – Minute Action)

8. Council Consideration of a Bid Award for the Sage Bluffs Park Irrigation Project to G&G Landscaping, Inc., in the Amount of \$199,789.00 (1% Project).

(New Business – Minute Action)

9. Council Consideration of a Resolution Initiating Annexation of a Tract of Land Contiguous to the City of Gillette, Wyoming, Pursuant to W.S. 15-1-403 and 15-1-405, Generally Known as the Aspen Heights II Annexation, and Establishing a Public Hearing Date of January 21, 2020 for the Annexation Public Hearing to Determine if the Proposed Annexation Complies with W.S. 15-1-402.

(New Business – Minute Action)

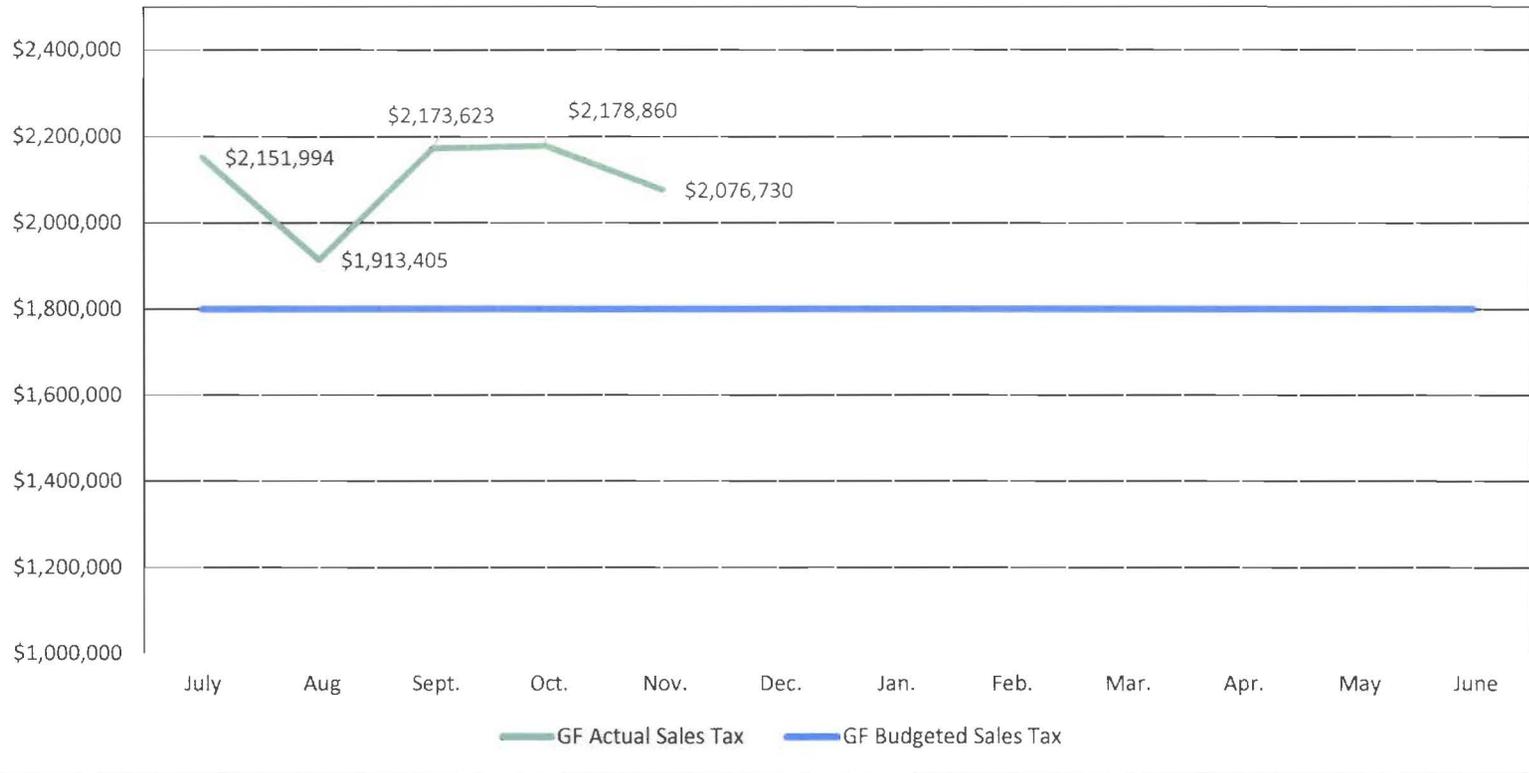
10. Appointment to Citizen Advisory Board
 - Mayor's Art Council

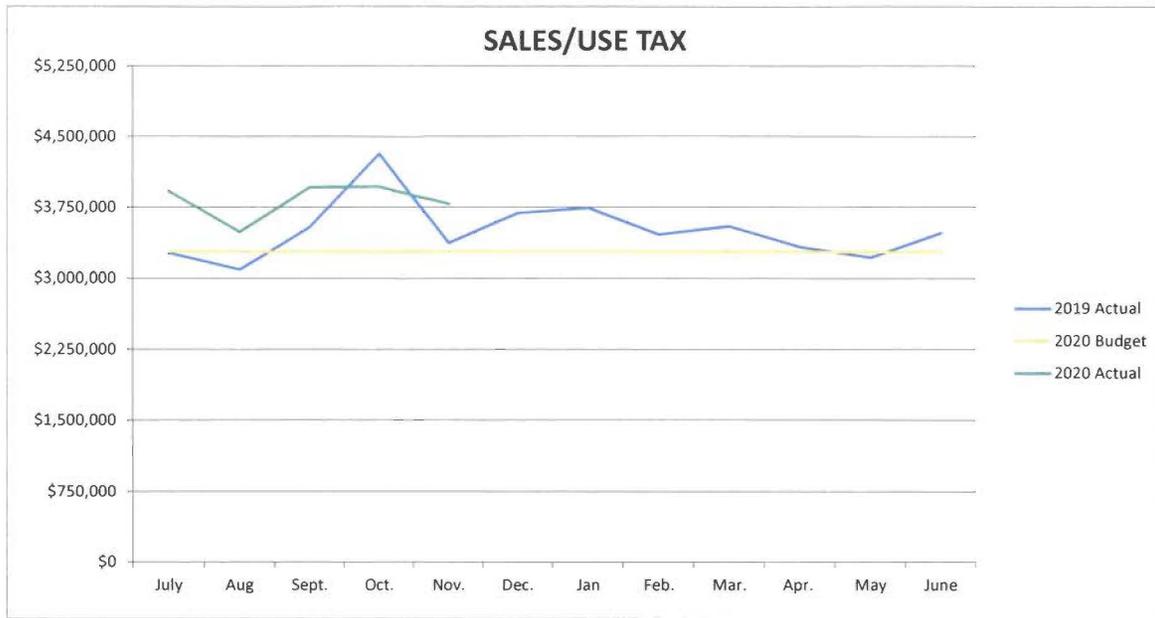
(Appointments)

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Employee / Family Santa Night 6PM City Hall Lobby	3 City Council Pre-Meeting, 6PM- 3rd FL Blessings in a Backpack Presentation Construction Update - ACO & City West City Council Meeting, 7PM, Council Chambers	4	5 Wastewater Plant Tour 9AM - Wastewater Plant	6 Troy Murff Retirement Party 3PM - City West	7
8	9	10 City Council Work Session - 6PM - 2nd FL Wastewater Capital Finance Options Discussion Electronic Wager Machines Discussion	11	12	13 Annual Awards Banquet 5:30 PM Pronghorn Center	14
15	16	17 City Council Pre-Meeting, 6PM- 3rd FL Audit Presentation SRO Expansion Discussion City Council Meeting, 7PM, Council Chambers	18 GALI Luncheon 12:30 PM - 2nd FL	19 Senior Center Luncheon 12PM - Senior Center	20	21
22	23	24 Christmas Eve City Offices Close at Noon	25 Christmas City Offices Closed 	26	27	28
29	30	31 New Year's Eve	1 New Year's Day City Offices Closed 			

GENERAL FUND SALES TAX ACTIVITY-FY 2019/20





	FY 2019 ACTUAL	FY 2020 ACTUAL	% CHANGE
July	\$3,261,749	\$3,917,305	20.10%
Aug.	\$3,088,488	\$3,487,597	12.92%
Sept.	\$3,536,658	\$3,958,803	11.94%
Oct.	\$4,319,280	\$3,969,242	-8.10%
Nov.	\$3,367,186	\$3,778,574	12.22%
Dec.	\$3,684,281		-100.00%
Jan.	\$3,741,139		-100.00%
Feb.	\$3,457,747		-100.00%
Mar.	\$3,547,790		-100.00%
Apr.	\$3,326,785		-100.00%
May	\$3,216,434		-100.00%
June	\$3,473,169		-100.00%
TOTAL	\$42,020,704	\$19,111,520	-54.52%

FY19 YTD	\$17,573,361	8.75%
FY18 YTD	\$14,047,601	36.05%
FY17 YTD	\$11,979,188	59.54%
FY16 YTD	\$17,835,380	7.16%
FY15 YTD	\$24,272,823	-21.26%

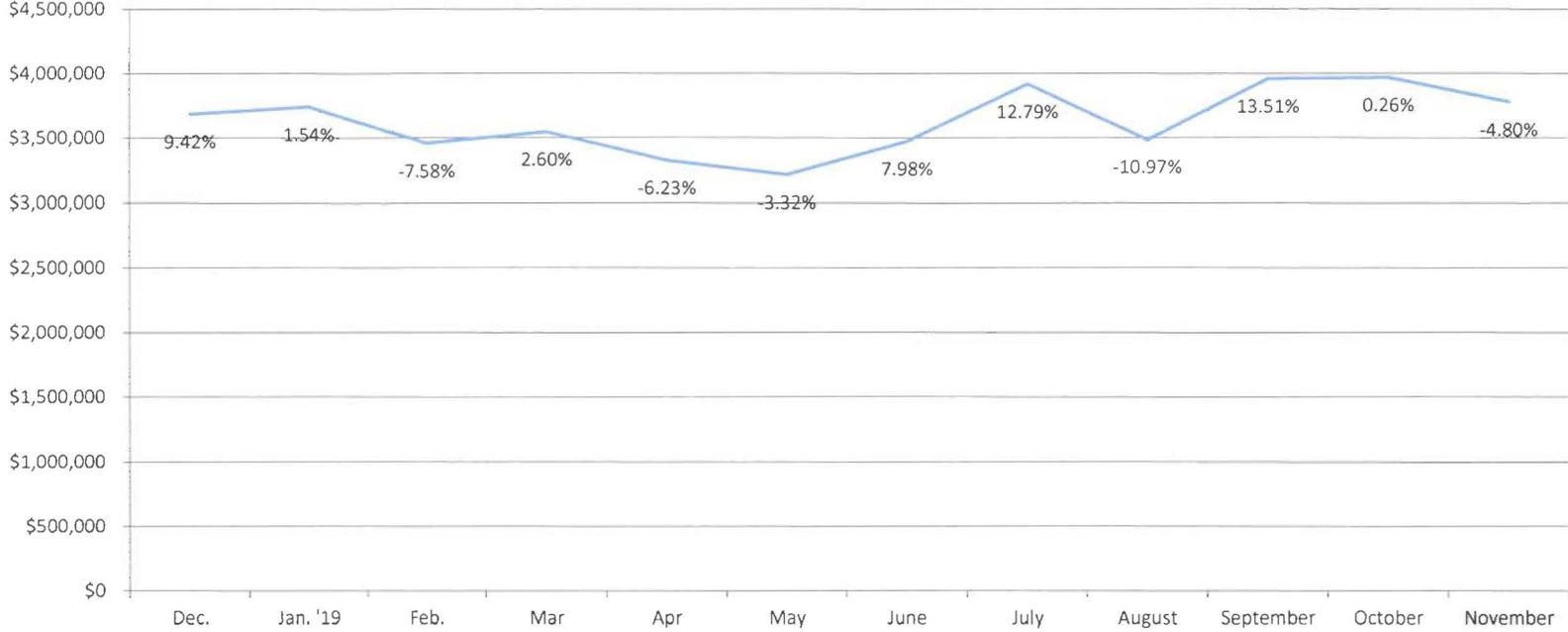
YEAR TO DATE SALES TAX RECEIPTS (November):

FY 2018	FY 2019	FY 2020
\$14,047,601	\$17,573,361	\$19,111,520

YTD BUDGET
\$16,375,000

% Over/(Under) Budget: 16.71%

SALES/USE TAX - 12 MONTH CHANGE HISTORY





Angela Williams <angelaw@gillettewy.gov>

December 2019 Economic Development Update

1 message

Phil Christopherson <info@energycapitaled.com>

Tue, Dec 3, 2019 at 1:34 PM

Reply-To: info@energycapitaled.com

To: angelaw@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 would like to share with you.

S&S Builders, LLC serving Wyoming since 1981

- ◆ **S&S Builders, LLC** ◆
GENERAL CONTRACTORS
S&S Builders, LLC, operates as a general contractor and subcontractor in Gillette and Cheyenne as well as surrounding areas. They have been serving Wyoming since 1981. The employee-owned company boasts personnel who offer diverse backgrounds and various experience to provide a multitude of talent. S&S Builders specialize in commercial and industrial concrete projects, design-build commercial and industrial buildings, and commercial and industrial bid projects. The company also has a service department for HVAC that can handle all residential or commercial needs.

S&S Builders, LLC, is very proud of its safety culture as well as the awards it has won for safety performance. The highest award a company can win through the Wyoming chapter of the Associated General Contractors of America (ACG) is the Safety Achievement Award, which went to S&S Builders, LLC, in 2008. In 2013, S&S Builders, LLC reached a milestone with 1 million hours of work without a lost-time accident. The company stays vigilant by using tactics such as having troopers from Wyoming Highway Patrol come talk to workers about potential job hazards and participating in programs such as

Wyoming/Montana Safety Council's Road Smart safety training program. They are proud to be leading the way in Wyoming for OSHA compliance, training, operator certification programs and other common-sense programs to ensure their employees' safety and reduce risk.

S&S Builders, LLC, has successfully completed many governmental, commercial, and industrial projects. Their success and growth are attributed to quality of workmanship, meeting or beating their clients' completion dates, and the long-term relationships they have developed with their customers and employees. It is a point of pride with them that owners are pleased when they are the successful bidder on a project.

2020 Legislative Reception coming in February

The 2020 legislative session is quickly approaching. Once again, we will be hosting a legislative reception to connect local businesses with legislators from around the state. Every year we have held this reception we have had the governor stop by, legislative leaders, business leaders and community partners. This is a fantastic opportunity to meet one on one with each other, legislators and many government officials. If you have an issue that you want to discuss - this is the place.

The reception will be held at the Little America in Cheyenne on February 12 from 7pm until 9pm. We expect the same good turnout this year that we have had in past years. If you would like to sponsor the event and have your business name and logo on the invitation, we need to hear from you no later than December 15. If you are attending, we would like to hear from you as soon as possible.

The purpose of the reception is to provide an informal setting to meet and visit with legislators from across the state. This is a perfect opportunity for local leaders and businesses to provide information to our lawmakers about what is happening in Campbell County. It's important to provide local views and experience to our government. It helps them understand what we as Campbell County residents are trying to invest in to impact our long-term future.

The reception is sponsored by the Energy Capital Economic Development, Black Hills Energy, Campbell County, City of Gillette, and the Campbell County Chamber of Commerce. If you would like to be a sponsor and have your logo appear on the invitations and have a table tent with your business name and logo at the event contact us as soon as possible.

If you would like to attend the reception or be a sponsor, please RSVP to Marci@EnergyCapitalED.com or call 686-2603.



2019 Legislative Reception

ACPIC takes one step forward

November 7 was a big day for the Advanced Carbon Product Innovation Center (ACPIC) project. The project took a big step forward when Energy Capital ED purchased the property. This is the first step towards completion of the project as the grants to fund the project required that the first money spent had to be to purchase the property.

The project originated more than three years ago when Dave Spencer, the Wyoming Business Council (WBC) regional director and Phil Christopherson were approached by a number of businesses looking for space to prove out their technology. The University of Wyoming School of Energy Research was contacted and the idea of a facility to host pilot plants for advanced carbon projects was developed. Phil authored a WBC Business Ready Community (BRC) grant requesting \$1.5 million for the project. The grant was approved in June of 2016. The project required additional funding to complete the facility so ECED applied for and ultimately was awarded a federal Economic Development Administration (EDA) grant of \$1.46 million. With these two grants funding the project it was time to purchase the property and move forward. The goal for the facility is to have a dedicated location for developing Advanced Carbon Products (converting coal into products) that will lead to commercial plants manufacturing advanced carbon products such as carbon fiber, graphene or thousands of other products. These new manufacturers in Campbell County will provide good paying jobs to hundreds of employees.

The technology proven at the ACPIC will help diversify our economy with new businesses using Powder River Basin Coal as their raw material. The businesses would not be minerals related and would not experience the boom bust cycle of our existing minerals industry. A second major benefit would be additional demand for coal as a raw material. This will help keep the existing coal mines in operation and provide a diverse customer base.

New FUEL Director Needed



Energy Capital Economic Development is looking for an energetic, committed individual to serve as the volunteer Director of the FUEL Business Incubator. This is a perfect opportunity for a retired

executive or other person with strong business skills to make an impact in the community.

This volunteer works with the incubator Steering Committee to set policies and programs and manage the incubator. The incubator is home to a growing number of start-up businesses that need your help.

If interested, contact Phil Christopherson, CEO, at Phil@EnergyCapitalED.com.

[Visit Our Website](#)



VISIONARY™
Business Class Internet

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

In the **NEWS**

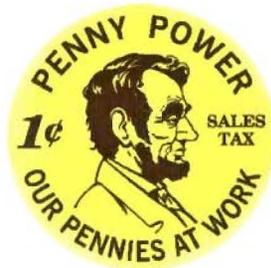
- [Chasing coal plant longevity](#): Lawmakers considering bills to increase coal plant longevity
- [Stag Arms announces move to Cheyenne](#): Gun maker said it's moving to a more "business-friendly" environment
- ["Power Wyoming" is launched](#): Power Wyoming's goal is to provide an accurate analysis of state's future revenue scenarios
- [Spaceship-building engineer now working for Weatherby](#): A UW graduate is innovating the firearms industry

Upcoming Community Events:

- 12/6 - [CCH Holiday Craft Bazaar](#)
- 12/6 - 12/7 - [New Life Wesleyan Ladies Craft Show](#)
- 12/7 - [2nd Annual Downtown Holiday Ice Festival](#)

- 12/7 - [ABATE Toy Parade](#)
- 12/7 - [Gillette Main Street Parade of Lights](#)
- 12/14 - [4th Annual Procrastinator's Holiday Bazaar](#)
- 12/20 - 12/21 - [In the Nick of Time Holiday Trade Show](#)
- 12/31 - [New Year's Eve Buck & Ball](#)

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





| Energy Capital Economic Development | 307.686.2603 | info@EnergyCapitalED.com |
www.EnergyCapitalED.com

Energy Capital Economic Development, P.O. Box 3948, [345 Sinclair St.](#), Gillette, [WY 82718](#)

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FOR IMMEDIATE RELEASE: 12/5/19

CAMPBELL COUNTY HISTORICAL SOCIETY CELEBRATES SUFFRAGE ANNIVERSARY

The Campbell County Historical Society will celebrate the anniversary of the signing of legislation allowing women to vote in Wyoming on Tuesday, December 10, 2019. The event will take place at 12:15 p.m. at the County Elections office in the County Courthouse.

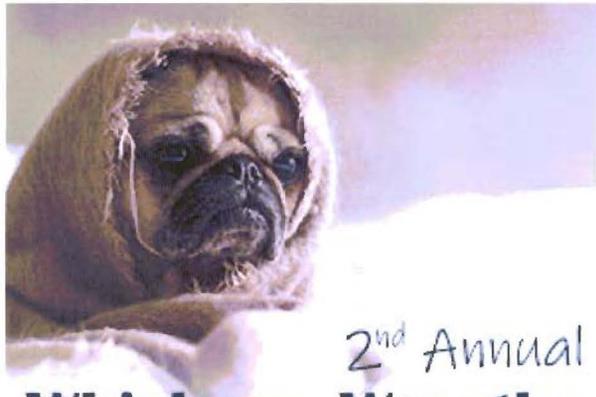
The event will start with Carol Seeger, Commissioners' Administrative Director, reading the actual legislation passed on December 10, 1869 allowing women the right to vote and to hold elected office. The Campbell County Chamber of Commerce Energizers will then hold a ribbon cutting, followed by cake and distribution of small American flags. Charity Stewart, the new Elections Clerk, will have registration forms available for anyone who wants to sign up to vote. We would especially encourage women to register to vote but anyone is welcome.

If you have any questions about this event, please contact Mary Kelley, Campbell County Historical Society, 307.685.1231 or marykelley@vcn.com.

Whiskers, Wreaths and Wet Noses

Silent Auction to Benefit the Animal Shelter

- Date: 12/12/2019 4:00 PM - 7:00 PM
- Location: City/County Animal Shelter
[950 West Warlow Drive](#)
[Gillette, Wyoming 82716](#)



2nd Annual
**Whiskers, Wreaths
& Wet Noses**
Silent Wreath Auction

The City/County Animal Shelter is again hosting the Whiskers, Wreaths and Wet Noses Silent Auction. The auction will be on Thursday, December 12th from 4 p.m. to 7 p.m. at the temporary Animal Shelter at 950 West Warlow Drive. All proceeds will benefit the Animal Shelter. A big thanks to everyone that has donated a wreath for this event. For more information, visit the City/County Animal Shelter on [Facebook](#) or call 686-5249.

Snow Event Report #10

Event Start Date: 11/29/2019 Event Start Time: 6:00 a.m.
Event End Date: 12/01/2019 Event End Time: 1:00 p.m.
Duration of Event: 55 hours Streets First Responder: Day Crew

Storm Event Overview:

On Friday 11/29/2019 at 6:00 a.m. the Streets day crew headed out to address rapidly developing slick areas. Freezing mist and rain were creating icy conditions. The day crew applied material to priority streets and trouble areas. **A level one snow emergency was declared at 8:00 a.m. due to a blizzard warning for the area with anticipated heavy snow totals.**

By 1:30 p.m. temps warmed and roads were wet but no longer slick so the day crew shut down operations. At 4:00 p.m. the light rain and mist began to freeze again and the day crew mobilized to deal with icy roads.

Night crew took over at 7:00 p.m. and continued dealing with slick areas on priority streets. Snow began falling about 8:00 p.m. and night crew started plowing priority and trouble streets. Snowfall increased rapidly and continued through the night dropping nearly six inches of snow. Wind speeds increased causing widespread drifting. Night crew worked on priority streets until morning shift change.

Day crew took over at 7:00 a.m. Saturday morning 11/30/2019. Snowfall and wind continued, keeping day crew busy on priority and trouble areas. Parks and Solid Waste people came in to assist with downtown streets and subdivision trouble spots using one-ton plow trucks. By 4:00 p.m. the snowfall had nearly ended but high winds made drifting snow an ongoing problem.

Night crew took over after 7:00 p.m. shift change and was able to finally keep priority routes open. Night crew then moved into subdivisions and worked through them for the rest of the night.

After 7:00 a.m. shift change Sunday morning 12/01/2019, day crew focused efforts on the remaining subdivision streets. The snow emergency routes were staying clear so the level one snow emergency was ended around 9:00 a.m. Sunshine, lower wind speeds and warmer temperatures helped day crew complete the subdivisions by 1:00 p.m. the snow event was then ended.

Number of Pieces of Equipment Used:

Snow Plows:	<u>11</u>	Blades:	<u>0</u>
1-Tons:	<u>6</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>224,419.60</u>
Scoria lbs:	<u>237,619.60</u>
Brine Gallons:	<u>360.60</u>
Apogee Gallons	<u>0</u>

Number of Miles Plowed During Event: 5,181

Personnel:

Day Crew – Jeremy Hagen, Leonard Taylor, Melissa Bell, Scott Ostlund, Jessie Lile, Sue Riggle, Jaime Valencia, Jeremy Onsgard, Craig Gill, Eric Weltmer, Tyler Steiner, Derek Weinhardt.

Day Crew one-tons - Gary Schlekeway, Lynn Morrison, Ron Dyck, Boyd Abelseth, Naomi Lapota, Steve Layman.

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

Contractor Work Effort:

N/A

Subdivision Activities:

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

Parks, Solid Waste and Building Maintenance Division Activities:

Plowing of Subdivisions, City facilities and alleys.

Environmental Conditions Present:

Snow: 7" Drifting: yes Rain: yes Low Temp: 7 Wind: NW 3-45

Equipment Issues:

157

Incidents:

None

Complaints/Concerns:

Two complaints about plows putting snow back on sidewalks.

Items of Interest:

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

After the event was over, the Streets Division conducted a downtown clean up.

Gillette Police Department 2019/2020 Weather Event Crash Report Event #10

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
28724	11/29/2019 - 0850	2300 block of Dry Fork	None	Private - > \$1,000	No	Vehicle was travelling on Dry Fork and slid into a parked vehicle while attempting to stop.
28727	11/29/2019 - 0921	600 block of Oregon	None	Private - > \$1,000	No	Vehicle was travelling on Oregon and slid into a parked vehicle while attempting to stop.
28731	11/29/2019 - 0955	Gillette/Warlow	Unk	COG - >\$1,000	No	Hit and run, Unknown vehilce slid into solar powered pedestrian crosswalk sign.
28733	11/29/2019 - 1008	Skyline/14-16	Unk	COG - <\$1,000	No	Hit and run, Unknown vehilce slid into do not enter sign.

November 29, 2019 6:00 a.m. to December 1, 2019 1:00 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

Unit Title

- Unit 100
- Unit 157
- Unit 160203
- Unit 160204
- Unit 25
- Unit 28
- Unit 31
- Unit 40
- Unit 44
- Unit 99

● Streets Crash Reports

According to the AVL system, our snowplows drove a total of 4,499 miles during this event.

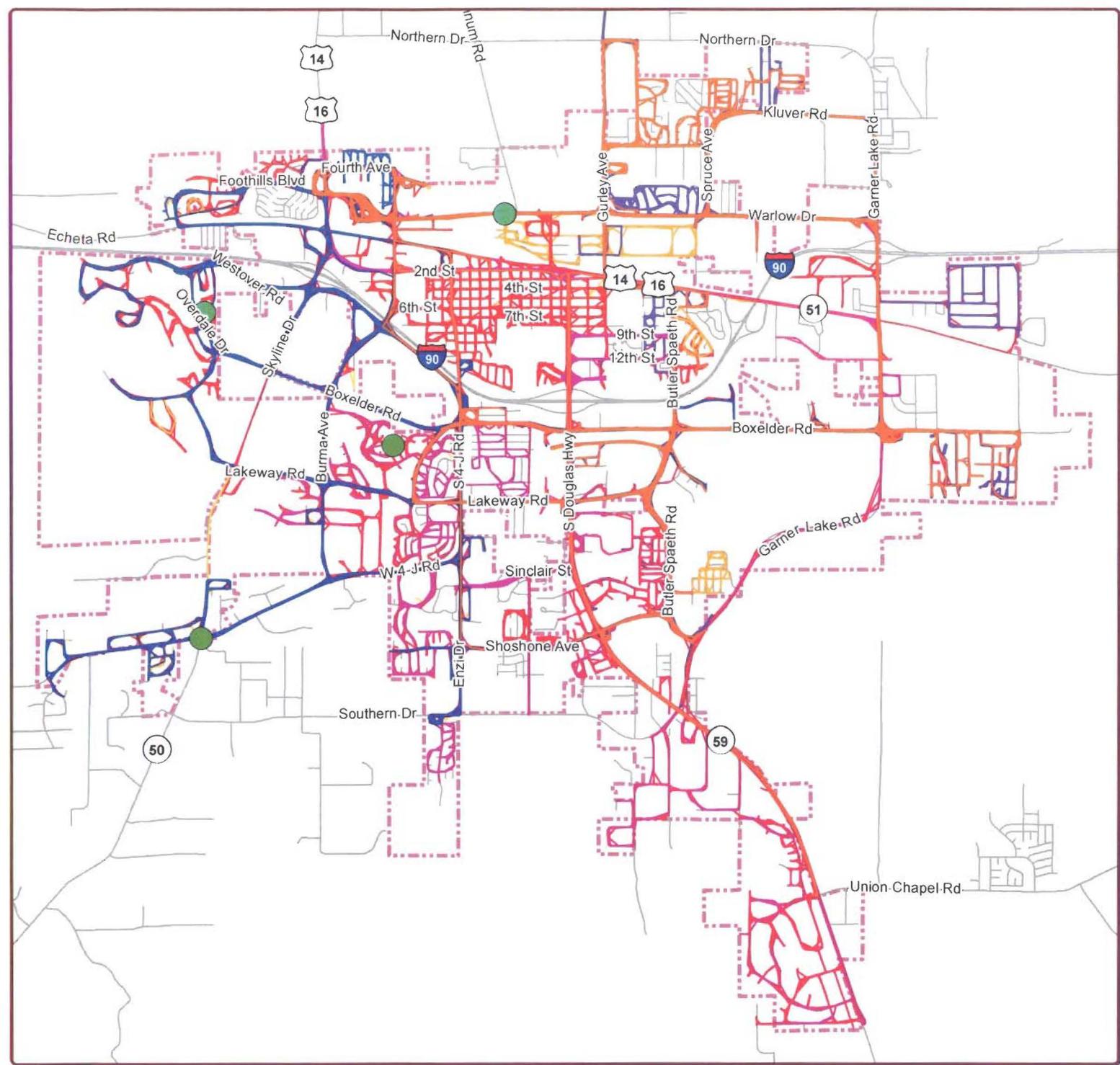
Police Report:
 Crashes: 4
 Crashes w/Injuries: 0
 Citations: 0
 Personal Property Damage: \$2,000
 City Property Damage: \$2,000

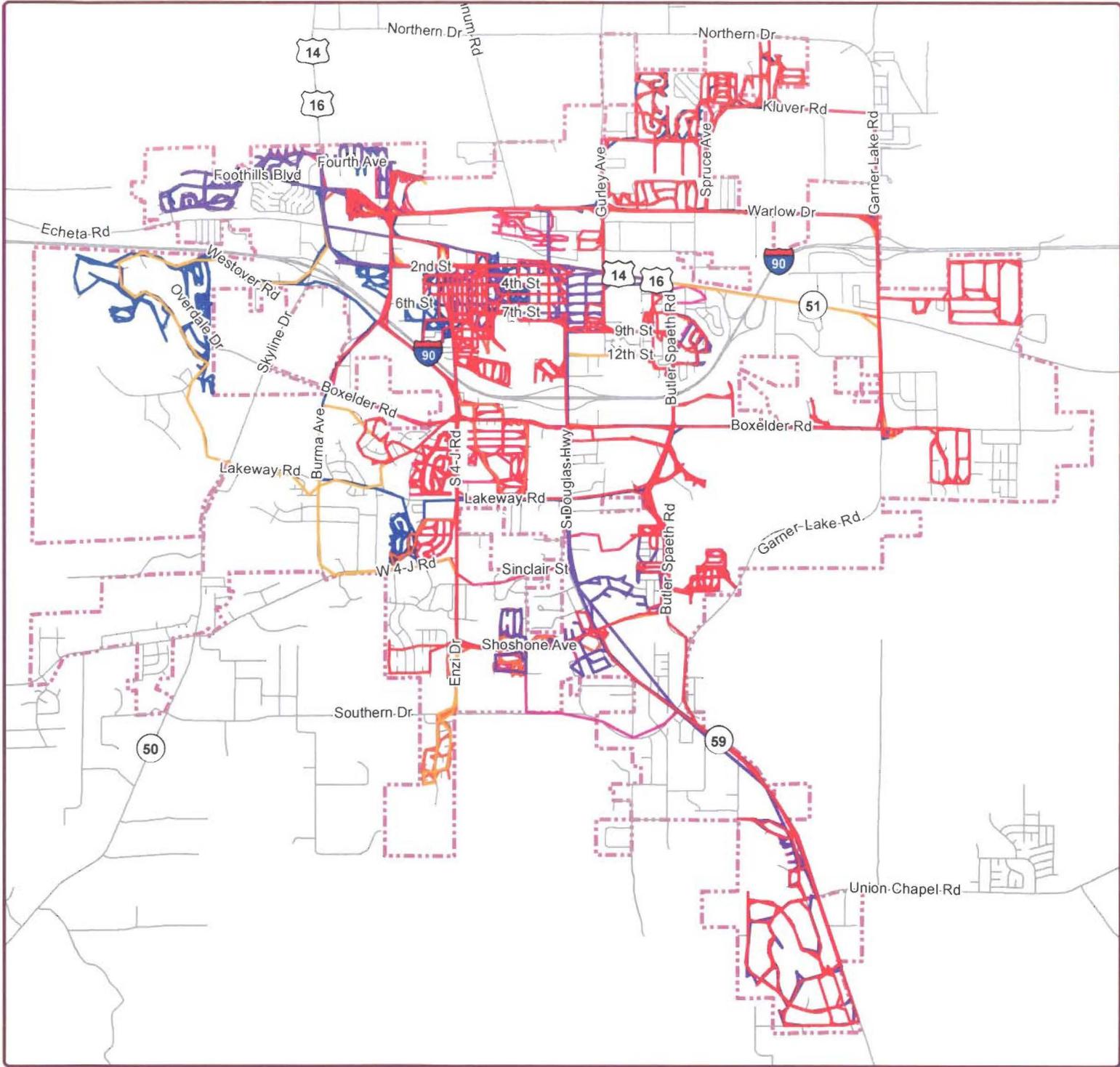
THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



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Snow Plows
Snow Event Ten
 11/29/2019 6:00:00 AM to
 12/1/2019 1:00:00 PM
 December 04, 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

Unit Title

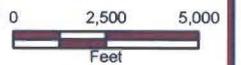
- Unit 1
- Unit 126
- Unit 150055
- Unit 150091
- Unit 163
- Unit 168
- Unit 171
- Unit 184
- Unit 51

According to the AVL system, our one ton trucks drove a total of 682 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.

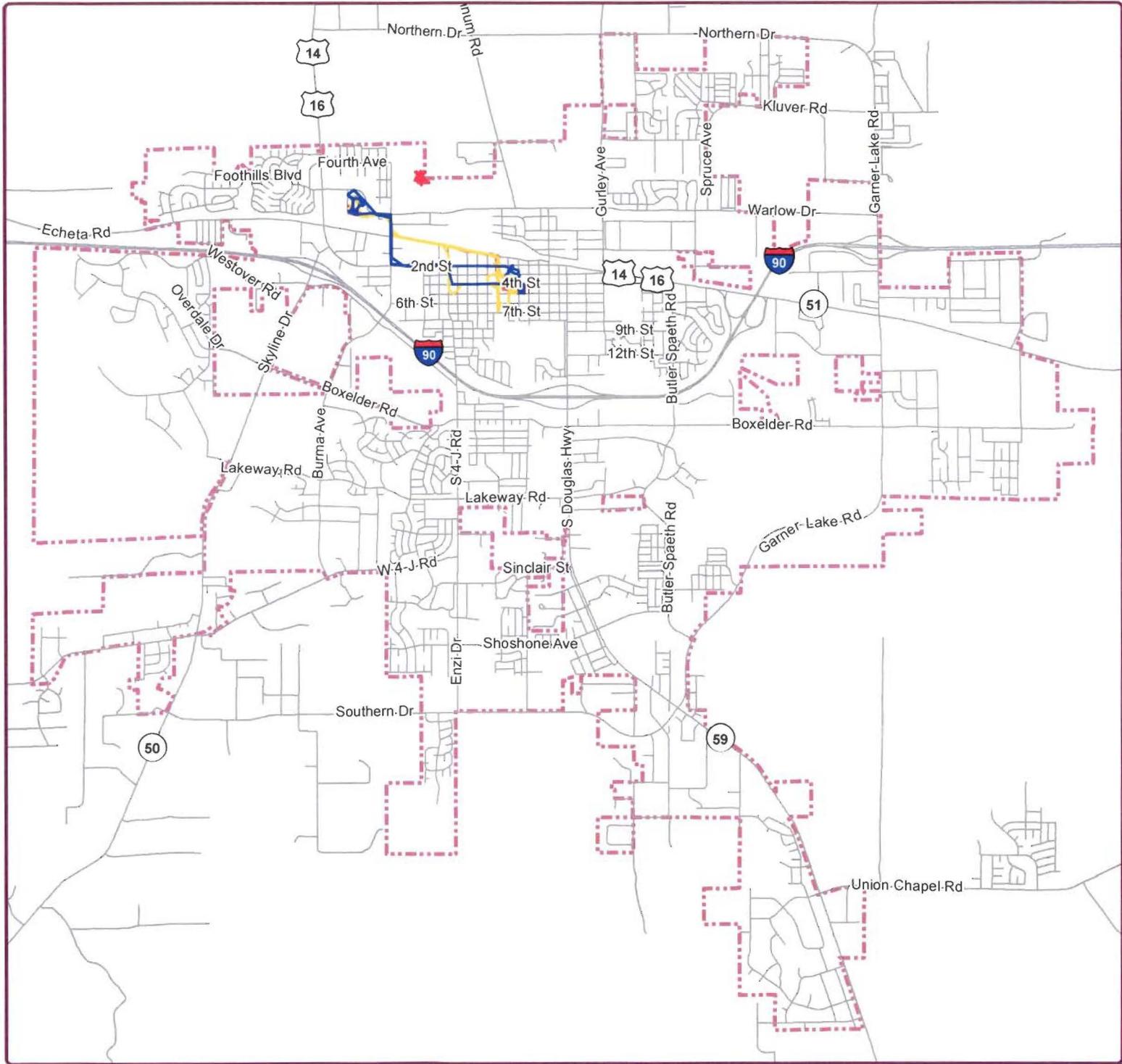


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One Ton Trucks
Snow Event Ten
 11/29/2019 6:00:00 AM to
 12/1/2019 1:00:00 PM
 December 04, 2019

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

Unit Title

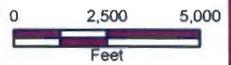
- Unit 150054
- Unit 150193
- Unit 162
- Unit 180013
- Unit 76

According to the AVL system,
 our tractors drove a total
 of 45 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.



\\file-w cog citywork\GIS Work\Public Works\PublicWorksAdmin\SnowFollowup\2019-20\01\SnowPlows.mxd



Tractors
Snow Event Ten
 11/29/2019 6:00:00 AM to
 12/1/2019 1:00:00 PM
 December 04, 2019

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



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 – December 10, 2019

DATE: December 5, 2019

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, December 10, 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

**December 10, 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 November 12, 2019
Unfinished Business	
New Business	Discussion on Possible Ordinance Change for the Requirement of ICC Certification
Approval of Contractor License Applications	Individual Trade License Applications Contractor License Applications (Class A, B, C, D, F and R)
Announcements	The next Regular Meeting will be on Tuesday, January 14, 2020.
Adjournment	

BOARD OF EXAMINERS
MEETING MINUTES

Regular

November 12, 2019

12:30 p.m.

Board Members present: Chairman Chad Renken, Dale Phipps, Scott Heibult, Todd Newlin, and Chris Weight.

Board Members absent: Vice Chairman Dean Thompson, Weston Scott, Bill Currie, and Chris Mittleider.

Staff Members present: Ken Rogers, Chief Building Official; and Kim King, Administrative Assistant.

Staff Members absent: Ry Muzzarelli, Development Services Director and Jim Brown, Deputy Building Official.

Chad Renken, Chairman, called the meeting to order.

Approval of Minutes

Chairman Renken called for approval of the October 8, 2019, Regular Meeting Minutes. It was moved by Chris Weight, seconded by Todd Newlin to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: Phipps, Heibult, Newlin, Weight, and Chairman Renken. Motion carried.

Unfinished Business

There was none.

New Business

There was none.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

ANDERSON, DIRK of GILLETTE, WY • JOURNEYMAN HVAC TECH, COMFORT SYSTEMS HEATING & AC Lic# 2744
ANDERSON, VAUGHN of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, CSI ELECTRICAL LLC Lic# 2135
BELL, RICK of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 2152
BRITTON, ALFRED of GILLETTE, WY • MASTER ELECTRICIAN, CSI ELECTRICAL LLC Lic# 2175
BURTON, JAMES of RAPID CITY, SD • JOURNEYMAN GAS PIPEFITTER, **LICENSE ACTIVE ONLY** Lic# 3040
BURTON, JAMES of RAPID CITY, SD • JOURNEYMAN PLUMBER, **LICENSE ACTIVE ONLY** Lic# 3041
CRANSTON, KENT of GILLETTE, WY • MASTER ELECTRICIAN, CRANSTON ELECTRIC LLC Lic# 2748
CULP, DANIEL of GILLETTE, WY • MASTER HVAC TECH, PROPERTY REHAB LLC Lic# 2200
EVENSON, DOUG of GILLETTE, WY • MASTER PLUMBER, **LICENSE ACTIVE ONLY** Lic# 2220

GASKINS, ROBERT of GILLETTE, WY • MASTER GAS PIPEFITTER, BOB'S PLUMBING Lic# 3519
 GASKINS, ROBERT of GILLETTE, WY • MASTER PLUMBER, BOB'S PLUMBING Lic# 3520
 GREEN, JOHN of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BROWNING ELECTRIC COMPANY INC Lic# 3756
 HAIGHT, SHAWN of GILLETTE, WY • MASTER GAS PIPEFITTER, ACCURATE PLUMBING Lic# 3290
 HAIGHT, SHAWN of GILLETTE, WY • MASTER PLUMBER, ACCURATE PLUMBING Lic# 3291
 HANSULD, BEN of CASPER, WY • MASTER ELECTRICIAN, CASPER ELECTRIC INC Lic# 2318
 HOFFMAN, EDGAR R of GILLETTE, WY • MASTER ELECTRICIAN, PROELECTRIC INC Lic# 2335
 JUBY, CURTIS E of GILLETTE, WY • MASTER ELECTRICIAN, PROELECTRIC INC Lic# 2349
 MADSEN, DALLEN of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BROWNING ELECTRIC COMPANY INC Lic# 3757
 METTLER, AUSTIN of GILLETTE, WY • APPRENTICE PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 3276
 METTLER, AUSTIN of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, LONG'S PLUMBING & HEATING INC Lic# 3401
 MINICK, LORRAN of GILLETTE, WY • MASTER HVAC TECH, EASTERN WYOMING MECHANICAL Lic# 1615
 TIKKA, WILLIAM of MOORCROFT, WY • APPRENTICE GAS PIPEFITTER, CLEARWATER X-SPURTS INC Lic# 3754
 TIKKA, WILLIAM of MOORCROFT, WY • APPRENTICE PLUMBER, CLEARWATER X-SPURTS INC Lic# 3755
 TOWNLEY, RYAN of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2766
 TOWNSEND, RYAN of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3744
 URICH, JEREMY of GILLETTE, WY • MASTER GAS PIPEFITTER, **LICENSE ACTIVE ONLY** Lic# 1972
 URICH, JEREMY of GILLETTE, WY • MASTER PLUMBER, **LICENSE ACTIVE ONLY** Lic# 1973
 WACKER, JASON of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & A/C Lic# 3292
 WACKER, JASON of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3293
 WINTERHOLLER, RICHARD R of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R & G ELECTRIC INC Lic# 2043

It was moved by Dale Phipps, 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: Newlin, Weight, Phipps, Heibult, and Chairman Renken. Motion carried.

Contractor License Applications

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

307 CONSTRUX LLC of NEWCASTLE, WY • JASON WEBBER, DRYWALL
 A & B BUILDINGS AND SUPPLIES of SHERIDAN, WY • JOSHUA SMITH, GENERAL CONTRACTOR
 ACCURATE PLUMBING of GILLETTE, WY • SHAWN HAIGHT, GAS PIPEFITTER
 ACCURATE PLUMBING of GILLETTE, WY • SHAWN HAIGHT, PLUMBING
 AIR SOLUTIONS LLC of GILLETTE, WY • BRAD REED, MISCELLANEOUS
 ALLIANCE ROOFING INC of AURORA, CO • DAVE LASECKE, GENERAL ROOFING
 ASSOCIATED GLASS INC of GILLETTE, WY • CASEY BARNES, MISCELLANEOUS
 ASSOCIATED GLASS INC of GILLETTE, WY • CASEY BARNES, WIND SIDING GUTTER GARAGE DOOR
 BARNUM INC of BUFFALO, WY • BEN BARNUM, EXCAVATION & GRADING
 BOB'S PLUMBING of GILLETTE, WY • ROBERT GASKINS, GAS PIPEFITTER
 BOB'S PLUMBING of GILLETTE, WY • ROBERT GASKINS, PLUMBING
 BUILDER SERVICES GROUP INC of DAYTONA, FL • JOSHUA WOLITZKY, INSULATION
 CAMPBELL COUNTY of GILLETTE, WY • CURTIS WENDLING, ELECTRICAL
 CASPER ELECTRIC INC of CASPER, WY • BEN HANSULD, ELECTRICAL
 CLAUS LLC of GILLETTE, WY • WADE BURR, MISCELLANEOUS
 CONCRETE STABILIZATION TECHNOLOGIES INC of DENVER, CO • DAMIEN ARCHEY, NONSTRUCTURAL CONCRETE
 CORPORATE PROTECTIVE SERVICES INC of CHEYENNE, WY • QUINN MATHEWS, FIRE ALARM SYSTEMS
 CRANSTON ELECTRIC LLC of GILLETTE, WY • KENT CRANSTON, ELECTRICAL
 CREWMAX LLC of PORTLAND, OR • JONATHON LEMLEY, GENERAL ROOFING
 CSI ELECTRICAL LLC of GILLETTE, WY • ALFRED BRITTON, ELECTRICAL
 FIELDTURF USA INC of MONTREAL, QC • LISA LANTAU, EXCAVATION & GRADING
 FIELDTURF USA INC of MONTREAL, QC • LISA LANTAU, MISCELLANEOUS
 FULL CONTACT CONCRETE LLC of CASPER, WY • BRANDON JOHNSON, NONSTRUCTURAL CONCRETE
 HERNANDEZ SNOW REMOVAL of GILLETTE, WY • JULIA HERNANDEZ, EXCAVATION & GRADING
 HIGHWAY IMPROVEMENT INC of SIOUX FALLS, SD • BRETT MEADORS, NONSTRUCTURAL CONCRETE

ISEC, INCORPORATED of GREENWOOD VILLAGE, CO • BRANDEN DERKS, TRIM CARPENTRY PAINT FLOORING
JDP HANDY PEOPLE of GILLETTE, WY • JOSEPH PETTIT, TRIM CARPENTRY PAINT FLOORING
JE FLOORING of GILLETTE, WY • JONATHAN EHREDT SR, TRIM CARPENTRY PAINT FLOORING
JOHN'S CUSTOM CARPET & TILE of GILLETTE, WY • JONATHAN EHREDT JR, TRIM CARPENTRY PAINT FLOORING
JW SERVICES LLC of SUNDANCE, WY • JOSH FRANZEN, EXCAVATION & GRADING
JW SERVICES LLC of SUNDANCE, WY • JOSH FRANZEN, NONSTRUCTURAL CONCRETE
JW SERVICES LLC of SUNDANCE, WY • JOSH FRANZEN, WATER & SEWER PIPELAYER
LIECHTY HOMES INC of JAMESTOWN, ND • CURTIS LIECHTY, MANUFACTURED HOME INSTALLATION
MEISNER DRYWALL INC of LEWISTON, ID • DUSTIN MEISNER, DRYWALL
MEISNER DRYWALL INC of LEWISTON, ID • DUSTIN MEISNER, FRAMING
MH CONSTRUCTION & PAINTING LLC of NORTH GLENN, CO • RICHARD MILLS, BUILDING CONTRACTOR
N L ROOFING of GILLETTE, WY • JUAN GUAJARDO, SHINGLE ROOFING
N L ROOFING of GILLETTE, WY • JUAN GUAJARDO, WIND SIDING GUTTER GARAGE DOOR
O'LEARY HOME REPAIR/HOME SYSTEMS of GILLETTE, WY • WAYNE SCHNEIDER, FRAMING
OPIE'S MOBILE HOME TRANSPORT of SHERIDAN, WY • JEFFREY O'BRIEN, MANUFACTURED HOME INSTALLATION
OVERHEAD DOOR CO OF CASPER of CASPER, WY • ROY PARMELY, WIND SIDING GUTTER GARAGE DOOR
PROELECTRIC INC of GILLETTE, WY • CURTIS JUBY, ELECTRICAL
PROELECTRIC INC of GILLETTE, WY • CURTIS JUBY, SIGNAGE
PROPERTY REHAB LLC of GILLETTE, WY • JASON TAYLOR, EXCAVATION & GRADING
PROPERTY REHAB LLC of GILLETTE, WY • JASON TAYLOR, INSULATION
PROPERTY REHAB LLC of GILLETTE, WY • JASON TAYLOR, LANDSCAPING & FENCING
PROPERTY REHAB LLC of GILLETTE, WY • JASON TAYLOR, TRIM CARPENTRY PAINT FLOORING
PROPERTY REHAB LLC of GILLETTE, WY • JASON TAYLOR, WIND SIDING GUTTER GARAGE DOOR
PROPERTY REHAB LLC of GILLETTE, WY • DANIEL CULP, MECHANICAL
R & R ENTERPRISES/CWC PAINTING of GILLETTE, WY • RAYMOND RAMIREZ, TRIM CARPENTRY PAINT FLOORING
RUBY DRILLING CO INC of GILLETTE, WY • CLINT RUBY, MISCELLANEOUS
S2M CONSTRUCTION INC of GLENWOOD SPRINGS, CO • SCOTT MILLER, STRUCTURAL CONCRETE
SUPERIOR SEAMLESS GUTTERS of GILLETTE, WY • JESSE RILEY, WIND SIDING GUTTER GARAGE DOOR
TRACK UTILITIES LLC of MERIDIAN, ID • RON RYAN, EXCAVATION & GRADING
TRI MOUNTAIN CONSTRUCTION INC of GILLETTE, WY • JOHN ALT, GENERAL CONTRACTOR
VAZQUEZ GARAGE DOOR SERVICES of GILLETTE, WY • LUIS VAZQUEZ, WIND SIDING GUTTER GARAGE DOOR
WESTERN WATER CONDITIONING INC of GILLETTE, WY • MARK MARLENEE, MISCELLANEOUS
WILLISTON FIRE & SAFETY LLC of WILLISTON, ND • JAN BARELA, CHEMICAL FIRE SUPPRESSION
WILSON WELDING INC of GILLETTE, WY • JOEL WILSON, MISCELLANEOUS
WYOPRO INSULATION LLC of SHERIDAN, WY • MATTHEW LOUCKS, INSULATION

It was moved by Weston Scott, seconded by Dale Phipps, to approve the above Contractor License Applications. Roll was called on the motion with the following results. Board Members voting aye: Heibult, Newlin, Weight, Phipps, and Chairman Renken. Motion carried.

Announcements

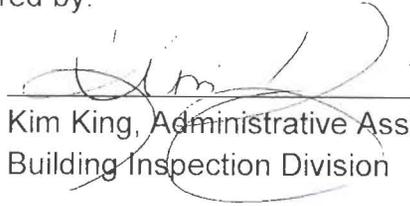
Ken Rogers stated he had spoken with Mark Young at the State Fire Marshal's office and he told Ken they were adopting the 2020 National Electric Code at the first of the year. He stated the City would adopt the 2020 Code sometime later in the year.

The next regularly scheduled meeting will be Tuesday, December 10, 2019.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:39 p.m.

Prepared by:



Kim King, Administrative Assistant
Building Inspection Division

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

DECEMBER 10, 2019

1	ANDERSON, BRANDON of GILLETTE, WY • MASTER GAS PIPEFITTER, ANDERSON PLUMBING LLC Lic# 3022
2	ANDERSON, BRANDON of GILLETTE, WY • MASTER PLUMBER, ANDERSON PLUMBING LLC Lic# 3023
3	BAYNE JAMES P of GILLETTE, WY • MASTER GAS PIPEFITTER, JIM'S HEATING, A/C & REFRIGERATION Lic# 1481
4	BAYNE JAMES P of GILLETTE, WY • MASTER HVAC TECH, JIM'S HEATING, A/C & REFRIGERATION Lic# 1482
5	BONE, CODY of GILLETTE, WY • MASTER GAS PIPEFITTER, BONES PLUMBING Lic# 1617
6	BONE, CODY of GILLETTE, WY • MASTER PLUMBER, BONES PLUMBING Lic# 1618
7	CARRUTH, MICHAEL of MILLS, WY • MASTER ELECTRICIAN, ITC ELECTRICAL TECHNOLOGIES Lic# 2193
8	DOWDY, LUKE of UPTON, WY • MASTER GAS PIPEFITTER, LG PLUMBING LLC Lic# 1535
9	DOWDY, LUKE of UPTON, WY • MASTER PLUMBER, LG PLUMBING LLC Lic# 1536
10	ELLSWORTH, ROY of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3312
11	HAGUE, TRAVIS of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 3329
12	HAGUE, TRAVIS of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3330
13	HERMANSON, BRYAN of RAPID CITY, SD • MASTER HVAC TECH, HERMY'S HEATING & A/C LLC Lic# 2794
14	HIEB, JASON of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3314
15	MITTLEIDER, CHRIS of GILLETTE, WY • MASTER GAS PIPEFITTER, AIR-TECH HEATING & A/C INC Lic# 3531
16	MITTLEIDER, CHRIS of GILLETTE, WY • MASTER HVAC TECH, AIR-TECH HEATING & A/C INC Lic# 3532
17	OCHELTREE, DEREK of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3321
18	PFLEGER, KELLAN of RAPID CITY, SD • JOURNEYMAN ELECTRICIAN, TEMPERATURE TECHNOLOGY INC Lic# 2119
19	PLATO, ALAN of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3318
20	RIVES, RANDALL of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3316
21	RUBY, JESSE of BUFFALO, WY • MASTER ELECTRICIAN, RUBY ELECTRIC LLC Lic# 3392
22	SMITH, GARR of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3317
23	SUNDQUIST, CHARLENE of GILLETTE, WY • MASTER ELECTRICIAN, HIGH PLAINS ELECTRIC Lic# 1919
24	SUNDQUIST, ERIC of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, HIGH PLAINS ELECTRIC Lic# 1920
25	VENSTAD, LANCE of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 3331
26	VENSTAD, LANCE of GILLETTE, WY • JOURNEYMAN REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3332
27	WALKER, RYAN of GILLETTE, WY • MASTER REFRIGERATION TECH, POWDER RIVER HEATING & A/C Lic# 3315

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS
DECEMBER 10, 2019**

1	307 CONSTRUX LLC of NEWCASTLE, WY • JASON WEBBER, WIND SIDING GUTTER GARAGE DOOR
2	ACCENT MASONRY of GILLETTE, WY • SCOTT BENNETT, MASONRY (STRUC)
3	ADVANCED SYSTEM INTEGRATIONS of GILLETTE, WY • DAVID GERWE, LOW VOLTAGE
4	B & L OILFIELD SERVICE INC of GILLETTE, WY • BARRY STEEG, LANDSCAPING & FENCING
5	B & L OILFIELD SERVICE INC of GILLETTE, WY • BARRY STEEG, EXCAVATION & GRADING
6	CAMPBELL COUNTY of GILLETTE, WY • CLINTON ELLIS, PLUMBING
7	CAMPBELL COUNTY of GILLETTE, WY • CLINTON ELLIS, GAS PIPEFITTER **
8	CHAMPION WINDOWS CO of LOVELAND, CO • SCOTT LENZ, RESIDENTIAL CONTRACTOR
9	CITY OF GILLETTE of GILLETTE, WY • TIM GALES, PLUMBING
10	CND SERVICES INC of GILLETTE, WY • DALE BRITTON, EXCAVATION & GRADING
11	CONRAD'S BIG C SIGNS of RAPID CITY, SD • DANIEL ANDERSON, ELECTRICAL
12	FIXER of GILLETTE, WY • MARK MELICK, TRIM CARPENTRY PAINT FLOORING **
13	G M NORTHRUP CORPORATION of PRIOR LAKE, MN • JEFF JOHNSON, GENERAL CONTRACTOR
14	GILLETTE CONSTRUCTION COMPANY LLC of GILLETTE, WY • CHRIS PARKS, INSULATION
15	HERMY'S HEATING & A/C LLC of RAPID CITY, SD • BRYAN HERMANSON, MECHANICAL
16	HIGH PLAINS ELECTRIC of GILLETTE, WY • CHARLENE SUNDQUIST, ELECTRICAL
17	HOLLAND PAVING INC of WICHITA, KS • GEORGE HOLLAND, NONSTRUCTURAL CONCRETE
18	HORSLEY SPECIALTIES INC of RAPID CITY, SD • GARY CHALK, MISCELLANEOUS
19	INFINITY BUILDERS LLC of GILLETTE, WY • MICHAEL KUGLIN, WATER & SEWER PIPELAYER
20	INNOVATIVE BUILDERS of GILLETTE, WY • JOE LAHR, GENERAL CONTRACTOR
21	JIM'S HEATING, A/C & REFRIGERATION of GILLETTE, WY • JIM BAYNE, MECHANICAL
22	JIM'S HEATING, A/C & REFRIGERATION of GILLETTE, WY • JIM BAYNE, GAS PIPEFITTER
23	JR & CO INC of KANSAS CITY, KS • JONATHAN SCHILLING, GENERAL ROOFING **
24	KINGDOM HANDYMAN LLC of GILLETTE, WY • ANDREW YOUNGS, RESIDENTIAL CONTRACTOR **
25	LIFE SAFETY SOLUTIONS OF SHERIDAN INC of SHERIDAN, WY • JD GAMBLE, SPRINKLER SYSTEMS **
26	MCKINNON FLOORING of GILLETTE, WY • KATHY KOTTRABA, TRIM CARPENTRY PAINT FLOORING
27	MILLER ROOFING & SHEET METAL of GILLETTE, WY • DOUG MILLER, GENERAL ROOFING

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS
DECEMBER 10, 2019**

28	MILLER ROOFING & SHEET METAL of GILLETTE, WY • DOUG MILLER, WIND SIDING GUTTER GARAGE DOOR
29	NORTH STAR CONSTRUCTION INC of SPEARFISH, SD • MATT POLICH, EXCAVATION & GRADING
30	POPULAR PRICED FENCING LLC of CHEYENNE, WY • ROBERT HORSLEY, LANDSCAPING & FENCING **
31	R T CONSTRUCTION of GILLETTE, WY • RAUL TORRES, STRUCTURAL CONCRETE
32	RAPID FIRE PROTECTION INC of RAPID CITY, SD • MATTHEW HAMMON, CHEMICAL FIRE SUPPRESSION
33	RAPID FIRE PROTECTION INC of RAPID CITY, SD • MATTHEW HAMMON, SPRINKLER SYSTEMS
34	RAPID FIRE PROTECTION INC of RAPID CITY, SD • MATTHEW HAMMON, FIRE ALARM SYSTEMS
35	REAL ESTATE SYSTEMS of GILLETTE, WY • ROGER BOSCHEE, GENERAL CONTRACTOR
36	RENEGADE PLUMBING HEATING & A/C of GILLETTE, WY • MIKE BAUGHMAN, GAS PIPEFITTER
37	RENEGADE PLUMBING HEATING & A/C of GILLETTE, WY • MIKE BAUGHMAN, PLUMBING
38	RUBY ELECTRIC LLC of BUFFALO, WY • JESSE RUBY, ELECTRICAL
39	SMITH CONSTRUCTION INC of GILLETTE, WY • TERRY SMITH, GENERAL CONTRACTOR
40	SMITH CONSTRUCTION INC of GILLETTE, WY • TERRY SMITH, WATER & SEWER PIPELAYER
41	STRAND'S LAWN CARE of GILLETTE, WY • ETHAN STRAND, EXCAVATION & GRADING
42	TBN BUILDERS LLC of WRIGHT, WY • TROY NOEL, RESIDENTIAL CONTRACTOR
43	WESTERN SERVICES LLC of GILLETTE, WY • DOUG COX, NONSTRUCTURAL CONCRETE
	** Indicates new licensee



Campbell County Public Land Board Meeting

Agenda

DATE: Thursday, December 12th, 2019

TIME: 6:30 PM

AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. November 14th, 2019 Board meeting (**ATTACHMENT "A"**)
 - B. Executive Session Minutes, November 14, 2019
4. CONSENT AGENDA
 - A. Approval of Warrants (**ATTACHMENT "B"**)
5. CITIZEN INPUT
6. CONSTRUCTION REPORT/UPDATE
 - A. CMAR Report
7. BOARD PROCESS
 - A. Major Insurance Claim
 - B. FY 2019-2020 Budget Meetings
 - i. CCPLB/Staff Planning
 - ii. CCPLB/Manager Budget Meeting
 - C. Public Records Policy (**ATTACHMENT "C"**)
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. MATTERS FOR NOTING
 - A. CORRESPONDENCE:
 - i. Community grant application from Wyoming Reads
 - B. BOARD CALENDAR
 - i. Upcoming Board Meetings
 - a. January 9th, 2019 at 6:30 PM (Workshop at 6:00 PM)
 - b. February 13th at 6:30 PM (Workshop at 6:00 PM)
 - ii. Other Meetings/Events
 - a. None
10. Adjournment



CCPLB MEETING MINUTES: November 14, 2019

CALL TO ORDER

Campbell County Public Land Board Meeting was held on November 14, 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, Robert Quintana, Heidi Gross, Troy Allee, Kevin Couch

MEMBERS ABSENT: Skyler Pownall

LEGAL COUNSEL: Frank Stevens

STAFF: Brandi Brockmoller, ReNae Keuck

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

Meeting called to order @ 6:31 pm

1. APPROVAL OF CCPLB AGENDA

The November 14, 2019 agenda as amended adding Executive Meeting minutes (2A) and Personal meetings.

Motion: To approve the agenda as amended

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passed unanimously

2. APPROVAL OF MINUTES

A. To approve October 10, 2019 minutes.

Motion: To approve October 10, 2019 minutes as presented.

Moved: Ms. Camblin

Second: Mr. Couch

Vote: Motion passed and Mr. Quintana abstained

B. To approve the September 12, 2019, Executive Meeting minutes.

Motion: To approve the September 12, 2019 minutes as presented.

Moved: Mr. Couch

Second: Ms. Camblin

Vote: Motion passed unanimously

C. To approve the October 10, 2019, Executive Meeting minutes.

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

Moved: Ms. Gross

Second: Mr. Couch

Vote: Motion passed, Mr. Quintana abstained.

3. CONSENT AGENDA; APPROVAL OF WARRANT

The Warrants for the November 14, 2019 meeting were reviewed.

- October 2019 Accounts Payable Voucher Numbers 49077 - 49165 (General Fund/Special Events) in the amount of \$69,065.10.

- October 2019 Manual Purchase Order Numbers 10315 - 10343 in the amount of \$417,610.26.
- October 2019 Payroll Warrants in the amount of \$111,600.88 for the period of 9/22-10/19/2019.

DISCUSSION: None

Motion: To approve the November 14, 2019 warrants as presented.

Moved: Ms. Gross

Second: Mr. Quintana

Vote: Motion passed unanimously.

4. CITIZEN INPUT

DISCUSSION: 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. Energy Hall's main restroom framing, mechanical, and rough-ins are complete. Next week the drywall will be complete. The plan is to have these restrooms complete first. As construction moves forward, the office restrooms will be taken down and the Energy Hall restrooms will replace them until the office restrooms are finished. Energy Hall is still getting soffits and rough-ins for can lights. These will be done by the end of the month. Other areas in Energy Hall are ready for drywall next week. The majority of the underground plumbing is complete in the basement and have started in the main set of restrooms in the Heritage Center. The west side hall to the stage on is complete and they are ready to pour slabs back in. No new surprises or issues have been uncovered. The moveable wall company was here to assess the panels in Energy Hall. The panels have been discontinued but parts can be refurbished and repairs made. They will come back with the cost of the refurbishing and then will move forward with the refinishing of the coverings. Trevor hopes to have prices by next week and present it to the board at next month's meeting. Next Trevor reviewed change orders with the board.

- Change request three is valve replacements. These valves are no longer functioning due to rusting. The price presented is to fix current valves and add valves for easier maintenance. The attached diagram shows where they need to be replaced or added. BV1-9 is a necessity to replace, BV10-19 is a recommendation (to separate certain areas in place of shutting down the main water supply). Trevor asked for board approval with provisions based on staff recommendations as staff deemed necessary. Mr. Quintana asked if the new valves will come with maintenance recommendations to avoid future issues. Mr. Larson said yes.
- Change request four is the floor drains in the boiler room. In the basement of the Heritage Center, in two rooms, the floor drains were eliminated originally for budget purposes. The main is now exposed and Trevor is requesting the floor drains be replaced due to condition and exposure. These drains will help with water drainage of condensation.
- Change request five is a drain in the HVAC room. This room has only one drain and is separate from the main, but has a lift station. It is the CMAR recommendation that one be added. It could be added at any time, but since they are already in construction mode, it would cost less at the construction phase.
- Change request six is repair to drains in the mechanical pit. This room has two floor drains that catch water from the exterior and are currently clogged up. They do not tie into anything and act like a French

Drain to keep water from the basement. No repair at this time, but need jetted out to remove debris and become functional.

DISCUSSION: Mr. Quintana asked what is the total for these repairs. Trevor said about \$30,000. Ms. Gross asked for confirmation regarding the valves, 1-9 are needed, and the rest are a suggestion of the CMAR? Trevor said yes and to consider this a number not to exceed. He would like to talk with staff and see what they deem necessary based on what they need to service. Ms. Camblin expressed that she feels doing these repairs now makes the most sense. She asked for guidance from Trevor for the drains. Trevor reported they are not in great shape, but they are already down there and it is the best time to make these repairs, if they fail, there is no place for that water to go. Mr. Couch recommends approval of the changes including the recommendation of staff. Chairman Hamm suggested General Manager, Mr. Esposito, will make the final approval based on staff recommendation. Chairman Hamm requested the opinion of Mr. Allee and he concurred with Mr. Couch.

Motion: To approve CMAR change orders with staff recommendations.

Moved: Ms. Camblin

Second: Mr. Couch

Vote: Motion passed unanimously

6. BOARD PROCESS

A. FY 2020-2021 Budget Meetings

- i. **Annual Board Meeting – tabled for discussion until January.**
- ii. **Annual Board/Staff Planning – tabled for discussion until December based on input from ReNae.**
- iii. **Annual Board/Manager Budget Meeting – tabled for discussion until December based on input from ReNae.**

B. Personnel Meetings

DISCUSSION: Mr. Quintana asked that the Board/GM personnel meetings be discontinued and schedule only as needs arise. It is the consensus of the board these meetings be changed to “as the needs arise”.

7. OPERATIONS REPORT/UPDATE

A. General Managers Report:

- a. Mr. Esposito was not present, the board was presented with his monthly report.
- b. **Events – Janell**
Marketing Manager, Ms. Janell Paris, not present.
- c. **Operations – Will**
Operations Manager, Mr. Will Hastreiter, not present.
- d. **Finance - ReNae**
Comptroller, Ms. ReNae Keuck, explained they are still moving forward with the Tyler software, and still on track for a July live date. Gina and ReNae are in Tyler training every Tuesday through Thursday for the next 3 months. She provided the quarterly report to the board and told them to feel free to reach out with any issues.

9. EXECUTIVE SESSION

The board entered executive session at 6:40 pm

Motion: To enter executive session to discuss personnel

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed unanimously

Executive session ended and meeting resumed at 7:18 pm

Motion: To reconsider the motion for General Manager, Jeff Esposito's merit raise in October.

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed 4-2, Ms. Gross and Mr. Couch vote no.

Motion: To give General Manager, Jeff Esposito, a 3% merit increase in place of the former 2%.

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed 3-2, Ms. Gross and Mr. Couch vote no.

8. MATTERS FOR NOTING

A. Correspondence:

None

B. Board Calendar:

- i. Upcoming Board Meetings:
 - a. December 12, 2019, at 6:30 pm (Quarterly Meeting with Commissioners at 6:00 pm)
 - b. January 9, 2019 (Workshop at 6:00 pm)
- ii. Other meetings/events:
 - a. None

ADJOURNMENT

Meeting adjourned at 7:38 pm

MINUTES PREPARED BY

Brandi Brockmoller, November 18, 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.

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Section 15 Public Records

The General Manager for the Campbell County Public Land Board (CCPLB) is hereby designated as the person to receive public records requests pursuant to W.S. §16-4-201 et. seq.

Public records of CCPLB are open to inspection and copying as follows:

1. Written requests to inspect and/or copy public records must identify:

- The specific records sought, and
- The name and method of contact (address, e-mail, or phone number) of the person requesting the public records.

2. If CCPLB is not in possession of the public records requested, or if CCPLB maintains that the public records requested should not legally be released to the public, the General Manager shall notify the applicant within seven (7) business days from the date of acknowledged receipt of the request of the unavailability of the records sought unless good cause exists preventing a response within such time period.

3. The public records will only be made available during regular business hours. Inspection will be allowed upon request if the record is readily available and providing the request would not impair or impede CCPLB's ability to discharge its regular duties, such as when the request would require some extensive staff time to compile or locate the records. If the records being requested are in active use, in storage, or otherwise not readily available without interference of the staff's ability to discharge their regular duties, the applicant shall be notified within seven (7) business days from the date of acknowledged receipt of the request unless good cause exists preventing a response within such time. The applicant shall be notified as to approximately when the records can be made available. Absent good cause for a delay, the records will be released within 30 days after the date of acknowledged receipt of the public records request.

4. Nothing in this policy will limit or otherwise restrict the powers of the CCPLB with respect to public records as authorized in state and federal statutes.

5. All public records requests are subject to the following:

Definitions:

- a. "Applicant" is the person that is making the public records request.
- b. "Clerical/support staff" are employees who generally perform office or administrative support duties. Clerical/support staff employees include secretaries and administrative assistants.
- c. "Electronic public record" is a public record that is primarily or solely stored in an electronic format. Typically, the CCPLB will only be able to produce a copy of the

original electronic public record due to the native format, security, and integrity of the original data or electronic record.

- d. "Information technology staff" are employees who perform duties relating to retrieving, compiling, constructing, formatting, or extracting electronic public records located on computer systems, software, servers, or networks. Information technology staff employees may also perform computer programming or other computer services relating to electronic public records.
- e. "Professional staff" are employees who are not clerical/support or information technology staff as defined herein. Professional staff employees perform administrative, managerial, or professional duties.
- f. "Supervise copying" occurs if someone other than CCPLB is allowed under W.S. 16-4-204(b) to make copies, printouts, or photographs. Under W.S. 16-4-204(b), CCPLB is authorized to charge a reasonable fee to supervise the copying, printing out, or photographing if someone other than CCPLB makes the copies, printouts or photographs. The supervision fee shall be the hourly rates stated herein. For instance, if clerical/support staff is required to supervise the copying, printing out or photographing, the hourly rate will be \$15.50.

Electronic Public Records:

- a. Production and Construction Costs – Under W.S. 16-4-202(d)(i) CCPLB shall charge an applicant the reasonable costs of producing and constructing a copy of an electronic public record for inspection and copying. This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the electronic public record, as well as activities required to create or construct a new electronic public record from existing sources and all associated programming and computer services.
- b. Minimum Requirements to Charge Costs - Production and construction costs will be charged only if they exceed \$10.00 ("the base"). If the costs exceed the base, only the amount over the base will be charged to the applicant. If electronic production and/or construction costs for a request are less than or equal to the base, the applicant will not be charged any costs for production and/or construction of said electronic records. The base is a credit upon the total amount charged for the production and/or construction of electronic records. Applicants may not use multiple record requests to evade the base threshold. CCPLB has the discretion to consolidate public records requests that it reasonably believes have been drafted and submitted to evade the base threshold.
- c. Production and Construction Costs – Production and construction costs for electronic public records shall be as follows:
 - i. \$15.50/hour for clerical staff time.
 - ii. \$30.00/hour for information technology staff time.

- iii. \$40.00/hour for professional staff time.
 - iv. Actual cost of programming and computer services.
 - v. Actual cost of necessary legal fees incurred to review documents to ensure protection of information that is classified as confidential by law.
- d. Payment – CCPLB must provide the applicant with an estimate of the reasonable costs of production and construction of the electronic public records. The applicant must pre-pay the estimated costs before CCPLB produces or constructs the electronic public records or provides any copies for inspection. Payment shall be made to CCPLB. If CCPLB reaches the limit of the payment by the applicant, CCPLB will produce the records that are ready and available at that point and will provide an additional estimate pursuant to this subsection prior to continuing with the request.
- e. Refund – If CCPLB estimates and receives costs exceeding the actual time required to produce and construct the electronic public records, CCPLB shall refund the excess charge as soon as possible.
- f. Inspection – CCPLB shall notify the applicant in writing when copies of the electronic public records are produced and available for inspection. The applicant shall have one month from the time CCPLB provides notification to come to CCPLB's designated location to inspect the records. After the one-month time period, the request shall be officially closed.
- g. Costs for Producing Copies – The fee schedules described in Sections 3 (b), (d), and (e) apply to electronic public records.

Non-Electronic Public Records:

- a. Inspection – CCPLB shall notify the applicant in writing when copies of the non-electronic public records are produced and available for inspection. The applicant shall have one month from the time CCPLB provides notification to come to CCPLB's designated location to inspect the records. After the one-month time period, the request shall be officially closed.
- b. Fees for Copying Non-Electronic Public Records – Under W.S. 16-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows:
- i. \$0.10/page for standard (8.5 x 11 inch) black and white copy.
 - ii. \$0.60/page for standard (8.5 x 11 inch) colored copy.
 - iii. \$0.25/page for legal (8.5 x 14 inch) black and white copy.
 - iv. \$1.00/page for legal (8.5 x 14 inch) colored copy.
 - v. Actual cost of other sheet size.
 - vi. Actual cost of photograph.
 - vii. Actual cost of utilization of an outside vendor for copying.
 - viii. Actual cost of CCPLB's fee to supervise copying.

- ix. Actual cost for special instances, i.e., film.
- c. Payment – The applicant shall pre-pay the fees provided for herein before CCPLB provides the copies, if requested. Payment shall be made to CCPLB.
- d. Costs for Producing Electronic Copies – An applicant may obtain an electronic copy of a non-electronic public record upon payment as follows.
 - i. Scanning non-electronic public records
 - ii. Electronic media (disk, thumb drive, etc.)
- e. Fees for Transmitting Public Records – CCPLB may charge the following fees for transmitting non-electronic public records:
 - i. Mailing, including cost of the shipping container
 - ii. Facsimile

ADOPTION DATE:

LEGAL REFERENCE(S): Freedom of Information Act; Wyoming Public Records Act
W.S. 16-4-201 through 16-4-205

CAM-PLEX Management Report

December 5, 2019

Events

- CAM-PLEX won the bid for the Discovery Owners International Association National RV Rally August 16-21, 2021. They will rent Energy Hall all week along with 150-200 RV sites. There will be early arrivals for the pre-conference, and we offer extended stays as well.

Estimated direct expenditures from Discovery RV: assuming 175 motor coaches at two people per coach for a total of 350 people. They will stay for five nights. Using the study by the Wyoming Office of Tourism we calculate per person direct expenditure for campground stays in Campbell County at \$77 per person, per day. The direct local expenditure of this event at (350 people x 5 nights x \$77 per person) is \$134,750.

- The annual Festival of Trees event recently completed in the Wyoming Center. Construction activity displaced the event from Energy Hall. On the surface, both buildings are just a blank canvas, yet the amount of work the move caused the local committee is significant. From redesign, sound, lighting, coordinating logistics, flow of people, etc. I wanted to acknowledge their work along with all the events who moved as well as the effort from the CAM-PLEX team.

Construction

- The project remains on schedule to finish by June 20, 2020. The project is within available funds.
- The December Board Meeting Agenda asks you to consider replacing the wastewater pipes in Energy Hall Kitchen.

Facilities

- Nothing to report.

Human Resources

- We have an opening for one full-time maintenance technician.

Financial and Productivity

- Tyler Update – ReNae is still working with the team to complete the Chart of Accounts. Gina is working with the Change Management Team.
- 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 December Board meeting.

Community

- Drumline Holiday Spectacular was attended by 875 people. This would have just about sold out the 919 seat Heritage Center Theater. It was a very successful Christmas show. The show was possible by a grant from the Wyoming Cultural Trust and we appreciate their support.

Thank you.

Congratulations Bruce Hammond!



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of Service to the
City of Gillette

Join us for
Cake & Ice
Cream as we
celebrate
Bruce's
Retirement



Thursday, December 12, 2019
1:00 PM
Wastewater Treatment Plant





CAMPBELL COUNTY, WYOMING
DECEMBER 2019

“EVERYONE PLAYS A PART”

CAMPBELL COUNTY SCHEDULE:

Gillette – Mt. Pisgah Reception Rooms, Sat. Dec. 14 - 11 am

Wright - WJSHS, Monday, Dec. 16 -3:00 pm

Recluse Elementary School, Tuesday, Dec. 17 - 8 am

When you order online at WreathsAcrossAmerica.org, please remember to use the **Location Code WYMPCG** so your wreaths are delivered to Gillette. Also remember to include the **Group Sponsor Code WY0003P** so the CAP cadets receive credit for your support. Contact Toni Brown: 307-660-8592 – tcbrown27@gmail.com

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