



# CITY OF GILLETTE

## Administration

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

### MEMORANDUM

TO: Mayor and Members of the City Council  
FROM: Patrick G. Davidson, City Administrator  
RE: General Information  
DATE: February 14, 2020

The following meetings are scheduled for the week of **February 15-21, 2020**

#### Monday, February 17<sup>th</sup>

President's Day Holiday – **City Offices Closed**

#### Tuesday, February 18<sup>th</sup>

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

- Quarterly Updates
  - Cam-Plex - General Manager Jeff Esposito
  - Gillette College – Vice President Janell Oberlander
  - Energy Capital Economic Development – Chief Executive Officer Phil Christopherson
  - Campbell County Convention & Visitor's Bureau – Executive Director Jessica Seders
- Review February 18, 2020 Council Agenda
- Executive Session
- City Hall – 3<sup>rd</sup> Floor Conference Room
- Dinner Served at 5:30 p.m.

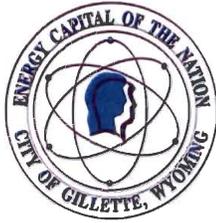
##### 7:00 p.m. City Council Meeting

- City Hall – Council Chambers

1. Attached please find a **news release** regarding **City Offices Closed Monday, February 17<sup>th</sup> for President's Day** dated **February 13, 2020** provided by **Communications Manager Palazzari**.
2. Attached please find a **press release** regarding **Camel Drive Traffic Safety Open House** on **February 24, 2020** in the **City Hall 2<sup>nd</sup> Floor Community Room** from **5:00 p.m. – 7:00 p.m.** provided by **Communications Manager Palazzari**.
3. Attached please find a **news release** regarding a **Citizen Advisory Board Opening** dated **February 12, 2020** provided by **Communications Manager Palazzari**.
4. Attached please find **Snow Event Report #19** dated **February 2, 2020** provided by **Public Works Director Wilde**.
5. Attached please find **Snow Event Report #20** dated **February 6, 2020** provided by **Public Works Director Wilde**.
6. Attached please find **Snow Event Report #21** dated **February 9, 2020** provided by **Public Works Director Wilde**.

7. Attached please find **Snow Event Report #22** dated **February 12, 2020** provided by **Public Works Director Wilde**.
8. Attached please find the **agenda** for the **Campbell County Public Land Board** dated **February 13, 2020** and **meeting minutes** dated **January 9, 2020** and **February 5, 2020** provided by **Cam-Plex**.
9. Attached please find a **flyer** regarding **Advisory Board Spring Training** on **March 25, 2020** from **5:30 p.m. – 8:30 p.m.** and **March 26, 2020** from **1:00 p.m. – 4:00 p.m.** in the **City Hall 2<sup>nd</sup> Floor Community Room** provided by **Community & Governmental Relations Manager Toscana**.

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, February 18, 2020**  
**Dinner Served at 5:30 p.m.**

## Pre-Meeting Topic(s):

- Quarterly Updates
  - Cam-Plex – General Manager Jeff Esposito
  - Gillette College – Vice President Janell Oberlander
  - Energy Capital Economic Development – Chief Executive Officer Phil Christopherson
  - Campbell County Convention & Visitors Bureau – Executive Director Jessica Seders
- Review February 18th Council Agenda
- Executive Session

## **City Offices Closed Monday, February 17th**

### **Presidents Day**

**City offices will be closed for Presidents Day. Offices will open for regular business on Tuesday, February 18th.**

Post Date: 02/13/2020 8:00 AM

City offices will be closed for Presidents Day. Offices will open for regular business on Tuesday, February 18th.

The Solid Waste Division will run a double route on Tuesday to pick up Monday's and Tuesday's trash and recycling. Please have your rollouts to the curb by 7:00 a.m.

For more information contact Communications Manager Geno Palazzari at (307) 686-5393.

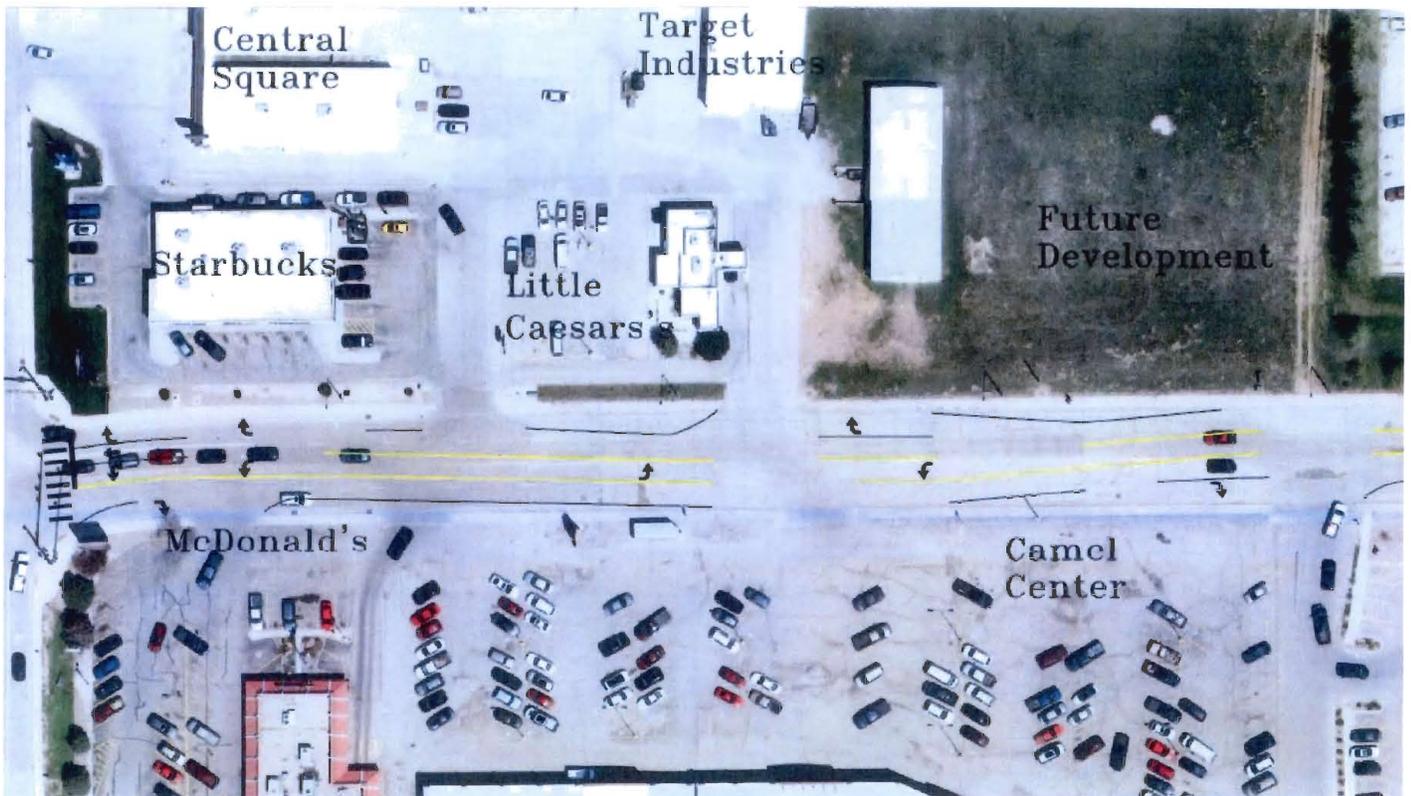
## Camel Drive Traffic Safety Open House

### Seeking Public Comment on Solution for Traffic Congestion

The City of Gillette Engineering Division is hosting an Open House on Monday, February 24th to address the traffic congestion at the west entrance of Camel Drive.

Post Date: 02/13/2020 3:00 PM

The City of Gillette Engineering Division is hosting an Open House on Monday, February 24th to address the traffic congestion at the west entrance of Camel Drive. Engineering staff will be taking public comment on solutions to alleviate the traffic congestion. The current recommendation is to adjust the striping and add signage to clear the left turns into the first driveway east of Highway 59 to the north.



*Proposed striping design for Camel Drive*

Meeting Location:  
City Hall  
2nd Floor Community Room (above Police Department)

Date & Time:  
Monday, February 24th  
5:00 p.m. - 7:00 p.m.

News

## Citizen Advisory Board Openings

### Investment Advisory Committee

**Post Date:** 02/12/2020 2:00 PM

The City of Gillette has an opening on the Investment Advisory Committee. Applications can be picked up in the Administration Office at City Hall or [download here](#). The application deadline is Friday, March 13th by 4:00 p.m.

#### **Investment Advisory Committee – 1 Partial Term expiring 06/30/2021**

Advises the Finance Director and City Administrator on investment matters. Responsibilities will include periodic reviews of the investment policy, making recommendations for the development of an asset portfolio of the investments for the City of Gillette in compliance with Wyoming Statutes that limits risk and provides adequate liquidity in an effort to maximize the rate of return. This committee meets quarterly the third Thursday of each new quarter (January, April, July, and October.)

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

[Return to full list >>](#)

## Snow Event Report #19

Event Start Date: 2/2/2020 Event Start Time: 7:00 p.m.  
Event End Date: 2/4/2020 Event End Time: 8:00 a.m.  
Duration of Event: 37 hours Streets First Responder: Jaime Valencia

### Storm Event Overview:

On Sunday 2/2/2020 the City Administrator called a level 1 snow emergency in preparation for the upcoming storm. On 2/2/2020 at 7:00 p.m. the Streets on-call person called in the night crew due to falling snow and slick roads. The crew began plowing and applying material to priority streets and trouble areas. By 12:30 a.m. the snow started building up, keeping the night crew on priority's and trouble areas. At 3:00 a.m. the snow tapered off. The Streets senior operator called in the Parks crew at 4:00 a.m. to being cleaning subdivisions in one-ton pickups. At 7:00 a.m. the night crew switched out the day crew.

The Streets day crew started back on mains due to continual snow fall. At 11:00 a.m. the Solid Waste Division relieved Parks in the one tons. Parks started working on the school crosswalks and other pathways. Solid Waste continued to work in the subdivisions with one tons. It snowed throughout day shift, keeping the Streets day crew focused on priority routes. Solid Waste plowed subdivisions until 6:30 p.m.

Streets night crew took over at 7:00 p.m. Streets night crew stayed on priorities and trouble routes until 4:00 a.m. due to continual snow fall. At 4:00 a.m. the Streets night crew moved into subdivisions for the rest of the shift.

Streets day crew took over plowing efforts at 7:00 a.m. for the remainder of the event. The City Administrator ended the level 1 snow emergency on 2/4/2020 at 8:00 a.m. With clear skies and plowing operations finished, the event was ended at 8:00 a.m. on 2/4/2020. The crews then moved into cleanup operations.

### Number of Pieces of Equipment Used:

Snow Plows:	<u>9</u>	Blades:	<u>0</u>
1-Tons:	<u>8</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

### Amount of Material Used:

Ice Slicer lbs:	<u>67,480.40</u>
Scoria lbs:	<u>70,630.40</u>
Brine Gallons:	<u>102.30</u>
Apogee Gallons	<u>0</u>

**Number of Miles Plowed During Event: 4,207**

### Personnel:

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

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

### Contractor Work Effort:

N/A

### Subdivision Activities:

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

**Parks, Solid Waste and Building Maintenance Division Activities:**

The Parks and Solid Waste Divisions assisting in clearing Solid Waste route streets, City parking lots and pathways.

**Environmental Conditions Present:**

Snow: 6" Drifting: Yes Rain: No Low Temp: 1 Wind: 0-29 MPH

**Equipment Issues:**

157 had a check engine light.

**Incidents:**

None

**Complaints/Concerns:**

**Items of Interest:**

During this weather event the Gillette Police Department investigated 10 vehicle crashes. Three of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



## 2019-2020 POUNDS PER LANE MILE SPREADSHEET

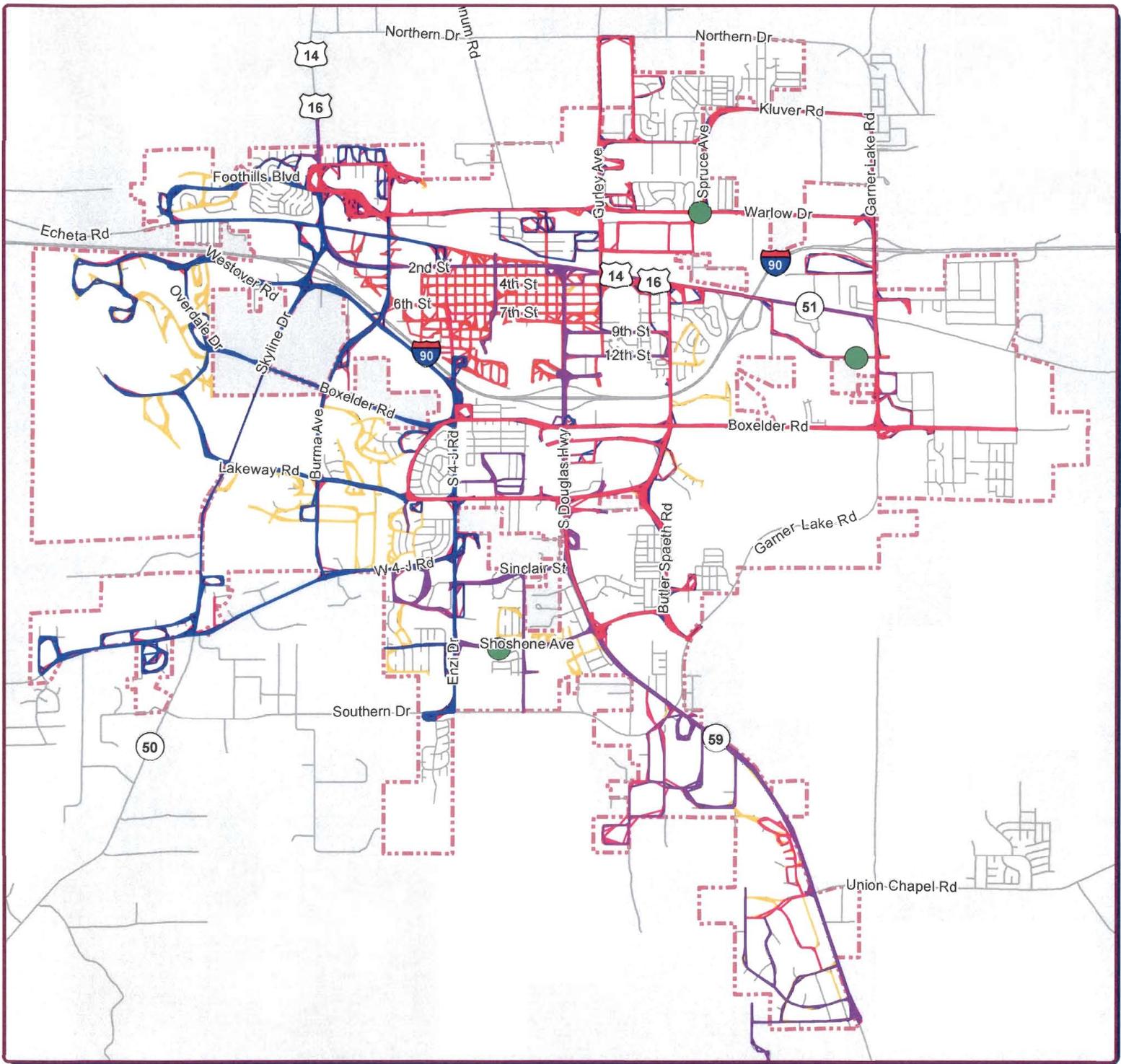
Date of Event	Duration of Event	Temperature	# of Miles Plowed	Pounds Per Lane Mile	Snowfall Total	Emergency Level
10/9-10/2019	20.5 Hours	19 Low Temp	1,581	49.46	1.5	1
10/20/2019	7 Hours	32 Low Temp	573	34.34	2	
10/26-27/2019	19 Hours	17 Low temp	1,554	72	1.5	
10/28-29/2019	21 Hours	4 Low Temp	1,946	63.13	2	
11/1/2019	9.5 Hours	28 Low Temp	698	67	0.5	
11/4/2019	9.5 Hours	28 Low Temp	943	67.2	1	
11/6/2019	12 Hours	8 Low Temp	1,066	87.09	0.25	
11/10-11/2019	16 Hours	minus 8 Low Temp	1,448	69.34	6	
11/20-21/2019	20 Hours	21 Low Temp	1,584	75.99	1.5	
11/29-12/1/2019	55 Hours	7 Low Temp	5,181	43.3	7	1
12/8-9/2019	17 Hours	3 Low Temp	1,341	73.63	1	
12/9-10/2019	20 Hours	3 Low Temp	1,685	38.27	1.5	
12/13/2019	7 Hours	27 Low Temp	495	37.91	0.25	
1/9-10/2020	21 Hours	minus 2 Low Temp	1,426	51.73	2	
1/11/2020	7 Hours	21 Low Temp	477	78.28	1.5	
1/17/2020	5.5 Hours	8 Low Temp	486	62.41	0.25	
1/27-28/2020	18 Hours	16 Low Temp	1,383	95.67	1	
1/29-31/2020	51 Hours	24 Low Temp	2,916	75.97	2	
2/2-4/2020	37 Hours	1 Low Temp	4,207	16.04	6	1
			30,990	60.99	38.75	

## Gillette Police Department 2019/2020 Weather Event Crash Report Event #19

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
2558	2/2/2020 2208	1700 block of Warlow	None	Private - > \$1,000	Yes	Vehicle #1 was travelling west on Warlow when he lost control of his vehicle colliding with a community mailbox in front of the Warlow Drive Apartments.
2566	2/3/2020 0201	Shoshone/Quarterhorse	UNK	Private - UNK COG - > \$1,000	No	Hit and Run - Unknown vehicle crashed into a transformer and light pole and then left the scene.
2567	2/3/2020 02010448	2900 block of Martingale	None	Private - > \$1,000 COG - < \$1,000	Yes	Vehicle #1 was south on Garner Lake when it attempted to pass COG snowplows. Driver #1 lost control and collided with a street sign.

February 2, 2020 7:00 p.m. to February 4, 2020 8:00 a.m.

During this weather event the Gillette Police Department investigated 10 vehicle crashes. Three 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 28
- Unit 31
- Unit 40
- Unit 44
- Unit 99
- Streets Crash Reports

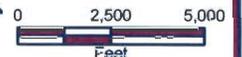
According to the AVL system, our snowplows drove a total of 3,371 miles during this event.

Police Report:  
 Crashes: 3  
 Crashes w/Injuries: 0  
 Citations: 2  
 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.

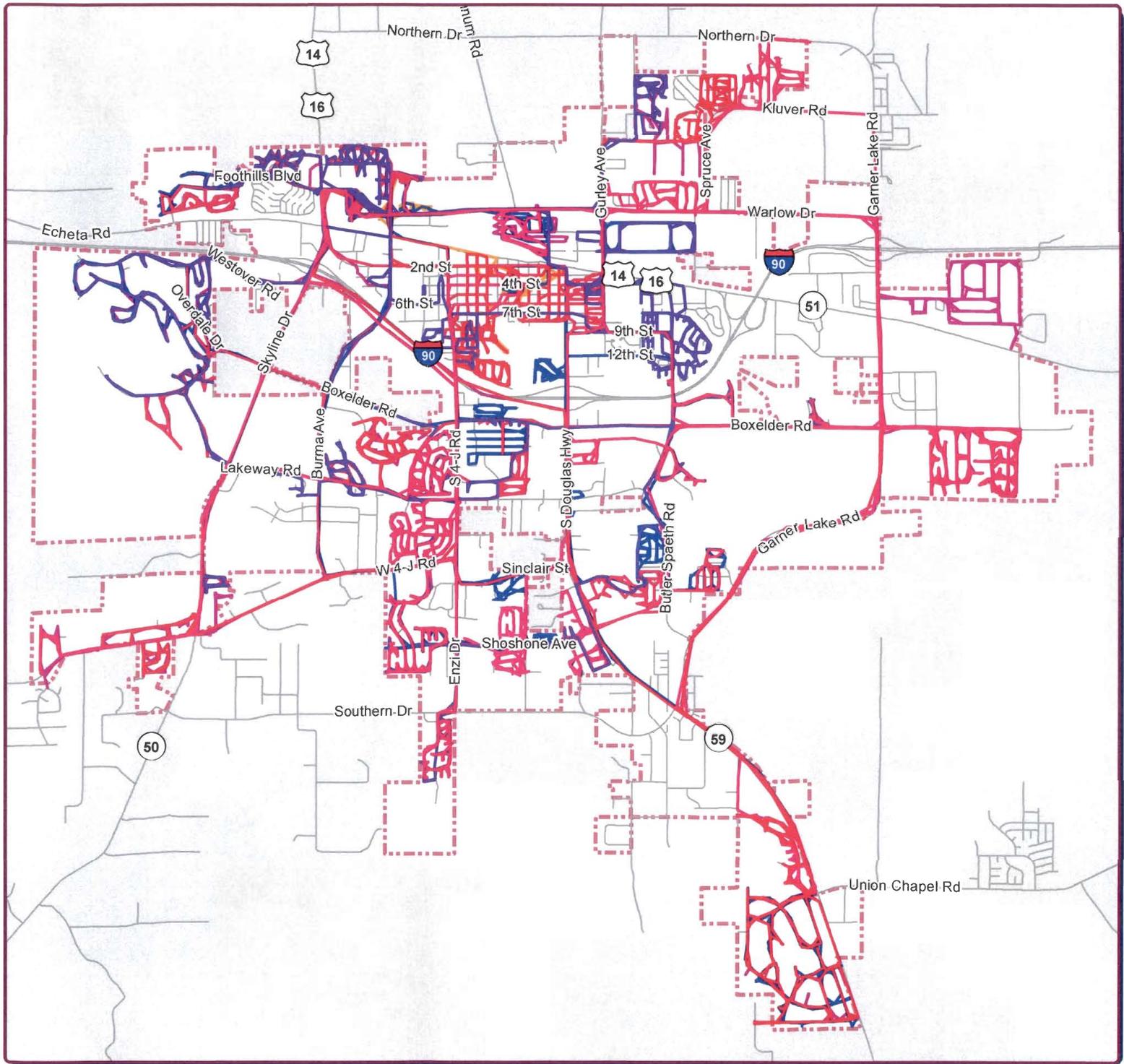


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**Snow Plows**  
**Snow Event Nineteen**  
 2/2/2020 7:00:00 PM to  
 2/4/2020 8:00:00 AM  
 February 06, 2020

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



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 P.O. Box 3003  
 Gillette, Wyoming 82717-3003  
 Phone (307) 686-5364  
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**Unit Title**

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

According to the AVL system, our one ton trucks drove a total of 836 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.



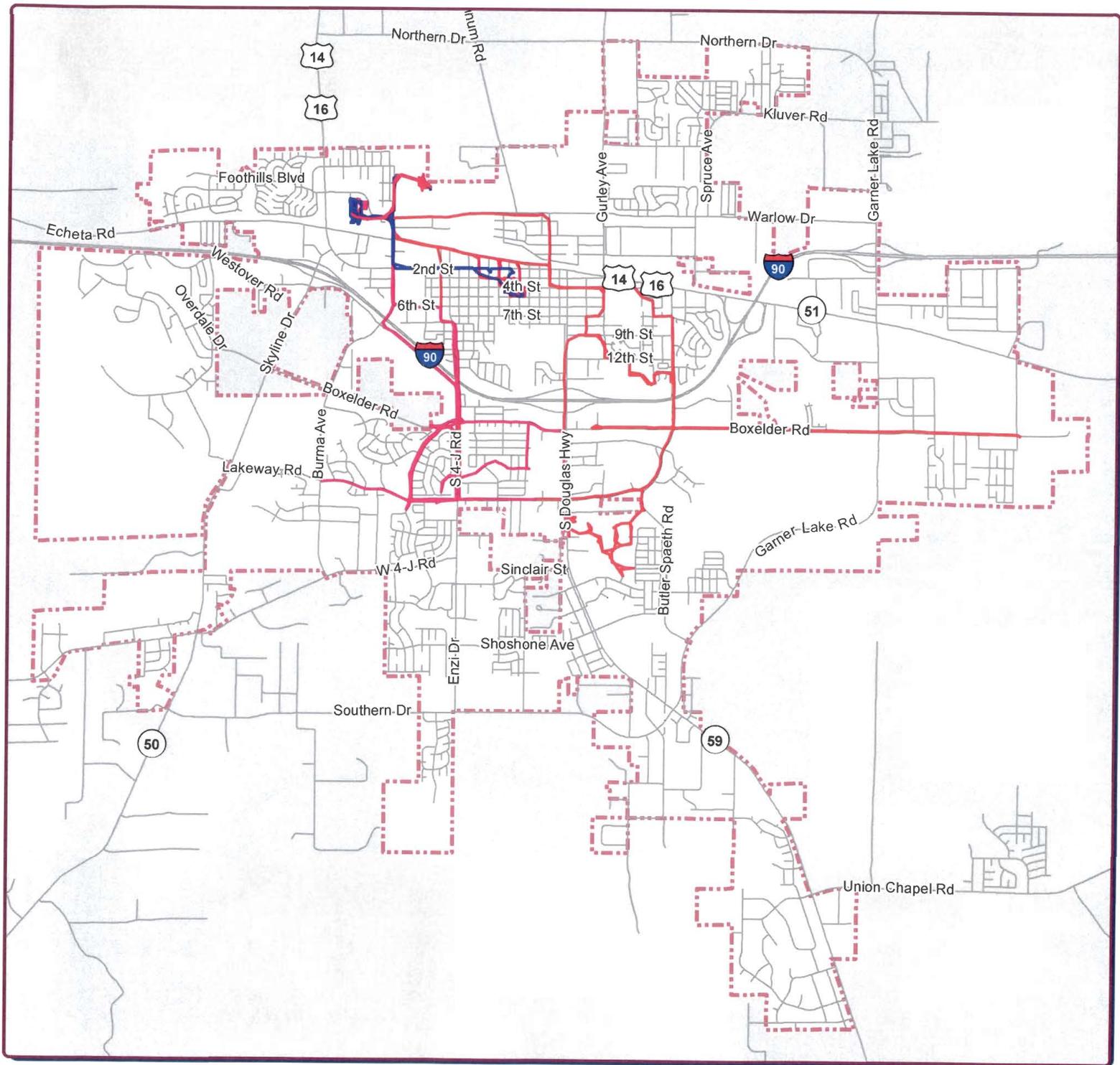
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**One Ton Trucks  
 Snow Event Nineteen  
 2/2/2020 7:00:00 PM to  
 2/4/2020 8:00:00 AM**

February 06, 2020

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



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**Unit Title**

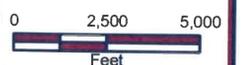
- Unit 150193
- Unit 162
- Unit 180013
- Unit 199
- Unit 76

According to the AVL system,  
 our tractors drove a total  
 of 93 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 Nineteen**  
**2/2/2020 7:00:00 PM to**  
**2/4/2020 8:00:00 AM**  
 February 06, 2020

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

## Snow Event Report #20

Event Start Date: 2/6/2020 Event Start Time: 6:00 a.m.  
Event End Date: 2/7/2020 Event End Time: 12:30 a.m.  
Duration of Event: 18 hours Streets First Responder: Jaime Valencia

### Storm Event Overview:

At 6:00 a.m. on 2/6/2020 the Public Works Department began Snow Event 20. Streets night crew came in early to get trucks ready for the day crew since they didn't get called out during the night. Streets day crew began plowing the priorities and trouble areas, while the night crew went out in one tons from 8:30 a.m.-12:30 p.m. on 2/6/2020, to help the Solid Waste crew. The night crew went home at 12:30 p.m. to prepare for plowing operations at night. Night crew came back in at 8:30 p.m. and plowed mains and trouble routes until 12:30 a.m. The Public Works Department ended the event at 12:30 a.m. on 2/7/2020.

### Number of Pieces of Equipment Used:

Snow Plows: 9 Blades: 0  
1-Tons: 5 Snow Blowers: 0  
Loaders: 1 Liquid Truck: 0

### Amount of Material Used:

Ice Slicer lbs: 44,987.30  
Scoria lbs: 44,987.30  
Brine Gallons: 63.60  
Apogee Gallons: 0

**Number of Miles Plowed During Event: 4,207**

### Personnel:

Night Crew – Jeremy Hagen, Scott Ostlund, Jeremy Onsgard, Jessie Lile, Jaime Valencia

Day Crew - Nick Scherry, Steve Wilcox, Lonnie Meidinger, Amy Berkey, Dale Warren, Kelli O'Dea, John Carl, Toby Fiske

### Contractor Work Effort:

N/A

### Subdivision Activities:

Crews plowed and applied material to all priorities, trouble area.

### Parks, Solid Waste and Building Maintenance Division Activities:

The Parks and Solid Waste Divisions assisting in clearing Solid Waste route streets, City parking lots and pathways.

### Environmental Conditions Present:

Snow: 1.5 Drifting: Yes Rain: No Low Temp: 19 Wind: 0-29 MPH

### Equipment Issues:

N/A

### Incidents:

None

### Complaints/Concerns:

None

**Items of Interest:**

During this weather event the Gillette Police Department investigated 7 vehicle crashes. Three of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



## 2019-2020 POUNDS PER LANE MILE SPREADSHEET

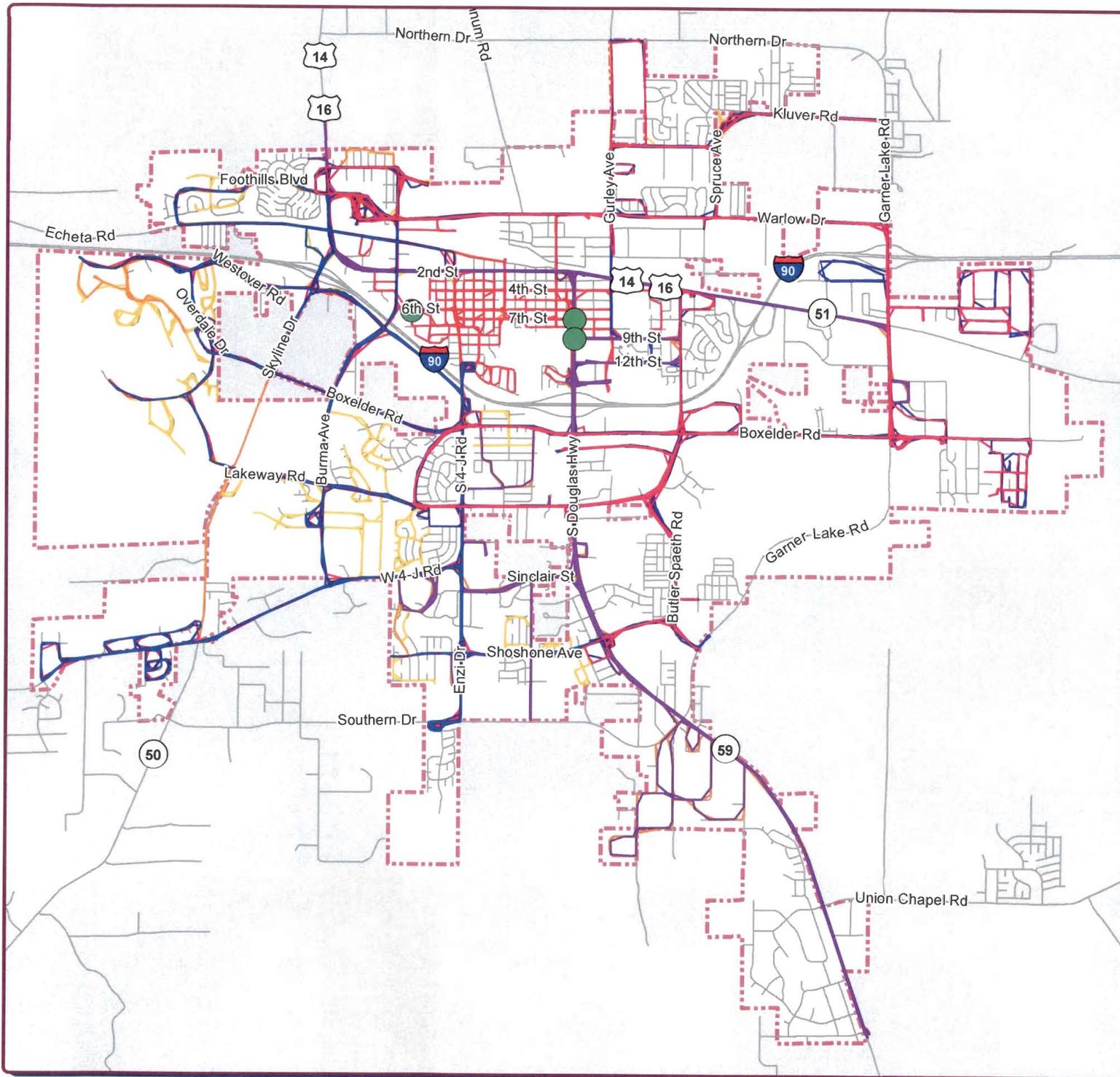
Date of Event	Duration of Event	Temperature	# of Miles Plowed	Pounds Per Lane Mile	Snowfall Total	Emergency Level
10/9-10/2019	20.5 Hours	19 Low Temp	1,581	49.46	1.5	1
10/20/2019	7 Hours	32 Low Temp	573	34.34	2	
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10/28-29/2019	21 Hours	4 Low Temp	1,946	63.13	2	
11/1/2019	9.5 Hours	28 Low Temp	698	67	0.5	
11/4/2019	9.5 Hours	28 Low Temp	943	67.2	1	
11/6/2019	12 Hours	8 Low Temp	1,066	87.09	0.25	
11/10-11/2019	16 Hours	minus 8 Low Temp	1,448	69.34	6	
11/20-21/2019	20 Hours	21 Low Temp	1,584	75.99	1.5	
11/29-12/1/2019	55 Hours	7 Low Temp	5,181	43.3	7	1
12/8-9/2019	17 Hours	3 Low Temp	1,341	73.63	1	
12/9-10/2019	20 Hours	3 Low Temp	1,685	38.27	1.5	
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1/9-10/2020	21 Hours	minus 2 Low Temp	1,426	51.73	2	
1/11/2020	7 Hours	21 Low Temp	477	78.28	1.5	
1/17/2020	5.5 Hours	8 Low Temp	486	62.41	0.25	
1/27-28/2020	18 Hours	16 Low Temp	1,383	95.67	1	
1/29-31/2020	51 Hours	24 Low Temp	2,916	75.97	2	
2/2-4/2020	37 Hours	1 Low Temp	4,207	16.04	6	1
2/6-7/2020	18.5 Hours	19 Low Temp	1,232	36.5	1.5	
			32,222	59.76	40.25	

## Gillette Police Department 2019/2020 Weather Event Crash Report Event #20

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
2810	2/6/2020 0730	7th/Hwy59	None	Private - > \$1,000	Yes	Vehicle #2 was travelling west on 7th street when vehicle #1 slid through a red light colliding with vehicle #2. Vehicle #1 was northbound on Hwy. 59.
2819	2/6/2020 0841	6th/Tyler	None	Private - > \$1,000	Yes	Both vehicles were travelling east on 6th when vehicle #2 stopped in traffic. Vehicle #1 was unable to stop due to the slick conditions and collided with vehicle #2.
2823	2/6/2020 0943	9th/Hwy 59	None	Private - > \$1,000	Yes	Vehicle #2 was stopped in traffic northbound on Hwy 59 when vehicle #1 crashed into vehicle #2. Vehicle #1 was also northbound.

February 6, 2020 6:00 a.m. to February 6, 2020 4:00 p.m.

During this weather event the Gillette Police Department investigated 7 vehicle crashes. Three of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



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**Unit Title**

- Unit 100
- Unit 157
- Unit 160203
- Unit 160204
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- Unit 31
- Unit 40
- Unit 44
- Unit 99
- Streets Crash Reports

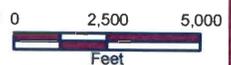
According to the AVL system, our snowplows drove a total of 1,105 miles during this event.

Police Report:  
 Crashes: 3  
 Crashes w/Injuries: 0  
 Citations: 3  
 Personal Property Damage: \$3,000  
 City Property Damage: \$0

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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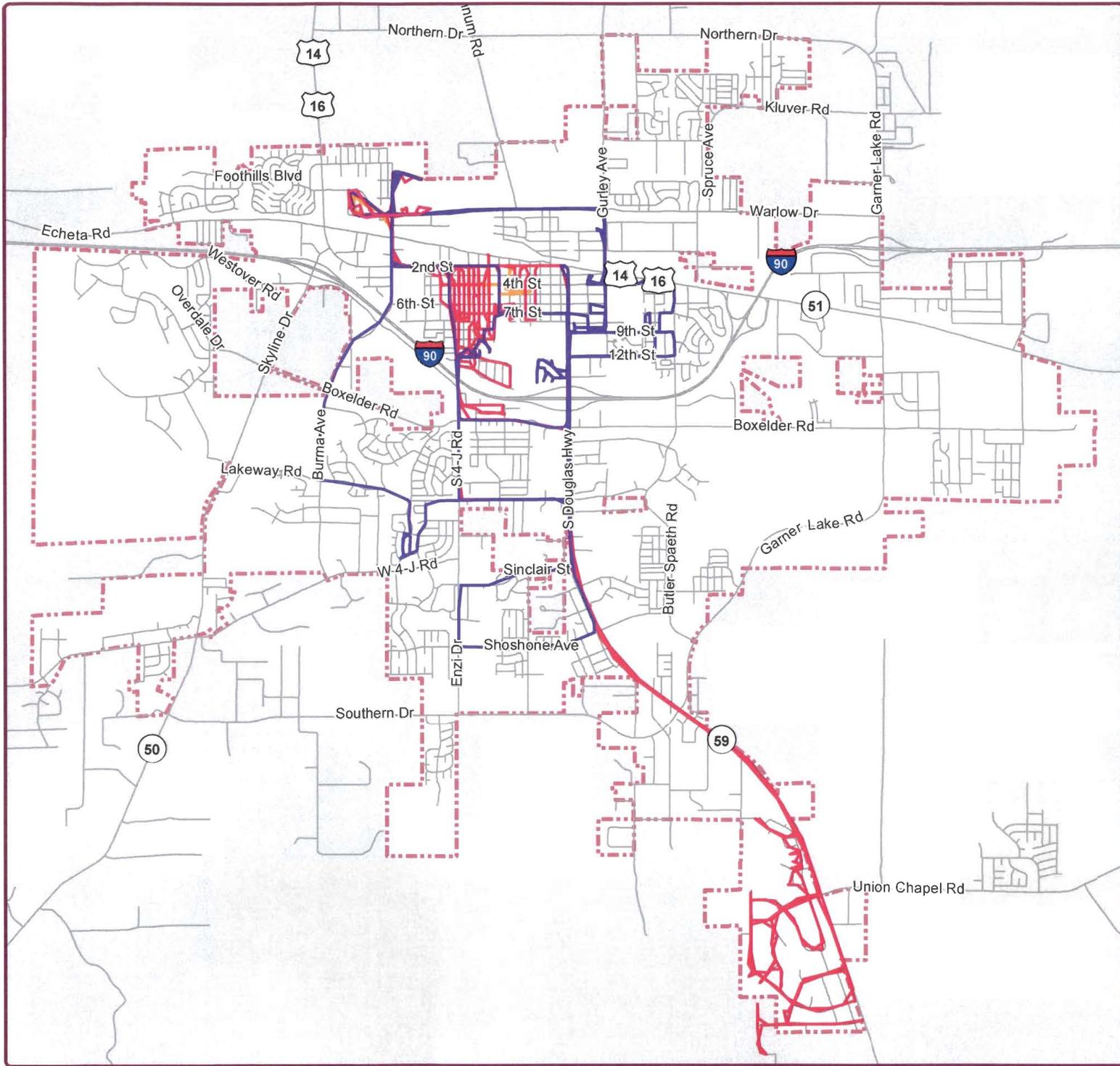


**Snow Plows**  
**Snow Event Twenty**  
**2/6/2020 6:00:00 AM to**  
**2/7/2020 12:30:00 AM**  
 February 10, 2020  
 Service With P.R.I.D.E.  
 Productivity Responsibility Integrity Dedication Enthusiasm



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### Unit Title

- Unit 126
- Unit 163
- Unit 168
- Unit 171
- Unit 184

According to the AVL system, our one ton trucks drove a total of 127 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.

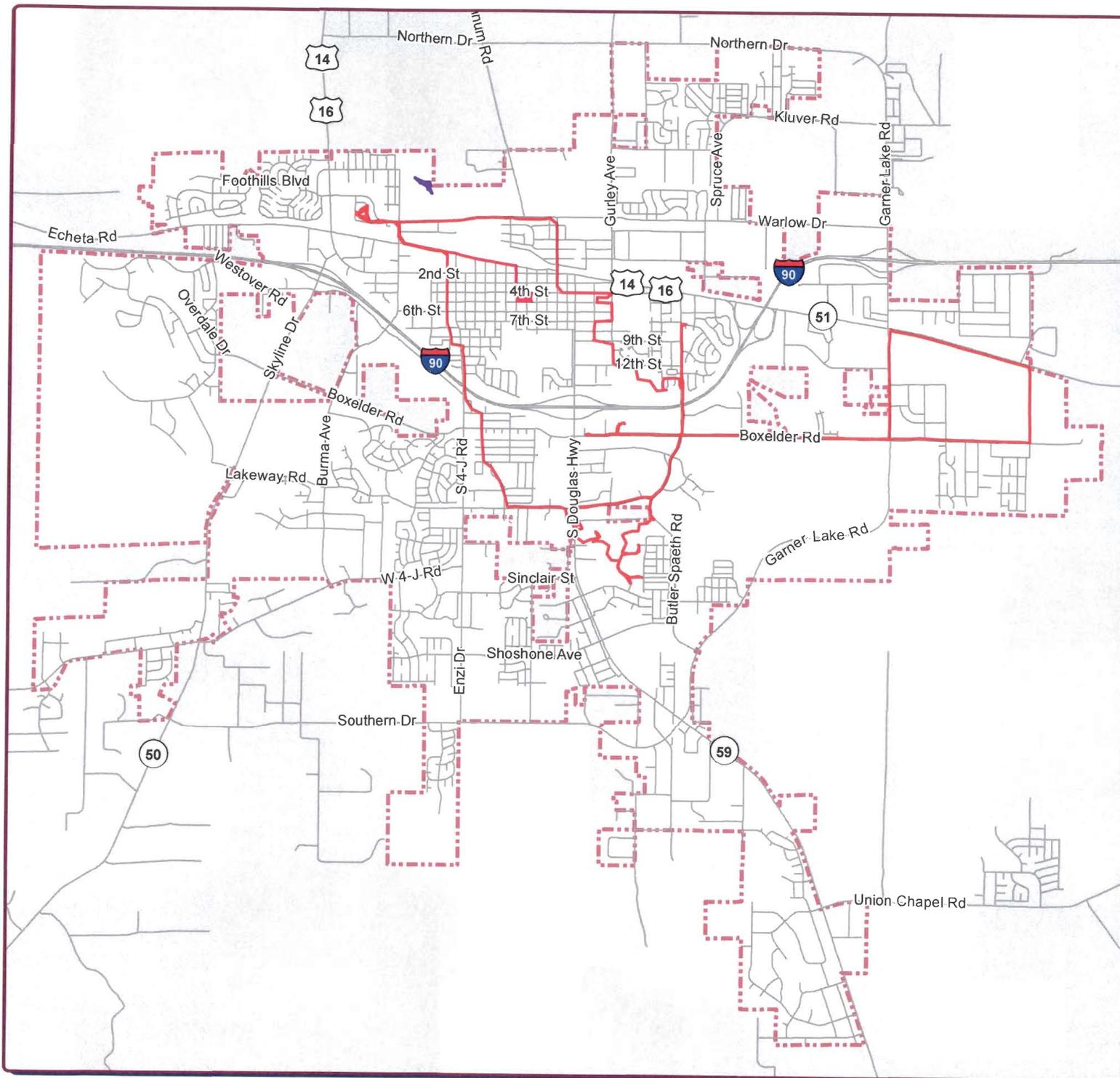


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**One Ton Trucks  
Snow Event Twenty**  
2/6/2020 6:00:00 AM to  
2/7/2020 12:30:00 AM  
February 10, 2020

Service With P.R.I.D.E.  
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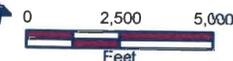
- Unit 162
- - - Unit 76
- Unit 96

According to the AVL system, our tractors drove a total of 28 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 Twenty**  
**2/6/2020 6:00:00 AM to**  
**2/7/2020 12:30:00 AM**  
 February 10, 2020

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

## Snow Event Report # 21

Event Start Date: 2/9/2020 Event Start Time: 12:00 a.m.  
Event End Date: 2/9/2020 Event End Time: 3:30 p.m.  
Duration of Event: 15.5 hours Streets First Responder: Night Crew

### Storm Event Overview:

On 2/9/2020 at 12:00 a.m. the Streets night crew headed out in their trucks to handle slick and snowy areas caused by freezing rain and snow. Snowfall created snow packed and icy road conditions as the temperature dropped. The Streets night crew plowed and applied material to priority streets and trouble areas until 7:00 a.m. shift change.

The day crew started at 7:00 a.m. plowing and applying material to the remaining slick and snowy areas on the priority streets. The snow had ended and about 11:30 a.m. the Streets day crew moved into subdivision streets. The crew was able to get through all the subdivisions by 3:30 p.m. and the day crew finished their operation. Many of the streets were beginning to melt as the sun came out.

Since there was another snowstorm forecast to hit that night the event was suspended but held open. By the next day 2/10/2020, no more snow had fallen so the snow event was closed as of 3:30 p.m. 2/9/2020.

### Number of Pieces of Equipment Used:

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

### Amount of Material Used:

Ice Slicer lbs:	<u>71,056.40</u>
Scoria lbs:	<u>71,156.40</u>
Brine Gallons:	<u>94.70</u>
Apogee Gallons:	<u>0</u>

**Number of Miles Plowed During Event: 1,447**

### Personnel:

Night Crew – Jeremy Hagen, Leonard Taylor, Melissa Bell, Scott Ostlund, Sue Riggle, Jeremy Onsgard, Jessie Lile, Amy Berkey, Jaime Valencia.

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

### Contractor Work Effort:

N/A

### Subdivision Activities:

Crews plowed and applied material to trouble area and subdivision streets.

### Environmental Conditions Present:

Snow: 1" Drifting: Yes Rain: Yes Low Temp: 19 Wind: 6-20 MPH

### Equipment Issues:

Units 25 and 99 were in for repairs.

### Incidents:

None

**Complaints/Concerns:**

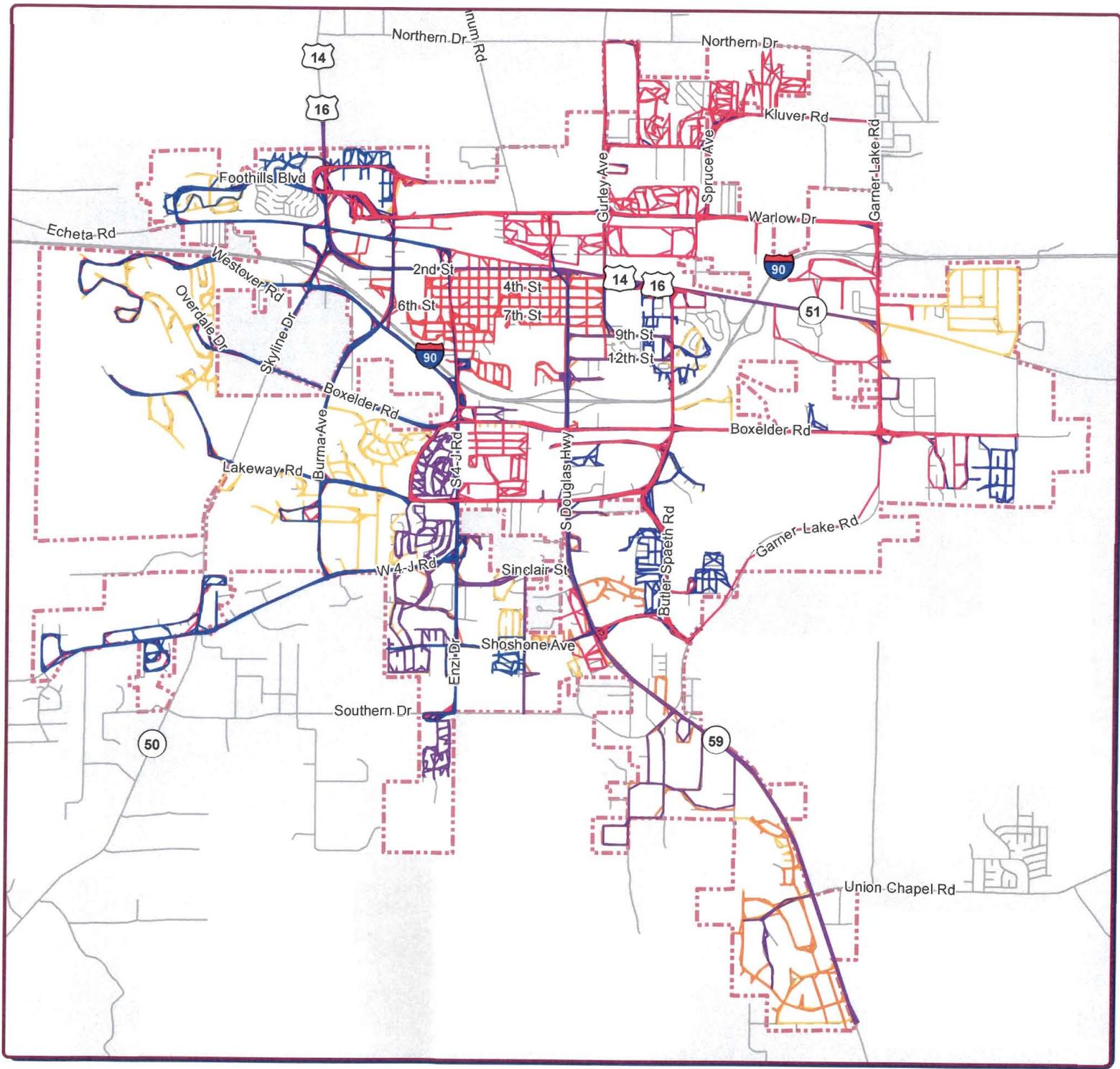
None

**Items of Interest:**

Gillette P.D. reported there were no crashes during this event.







**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 28
- Unit 31
- Unit 40
- Unit 44

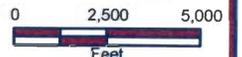
According to the AVL system, our snowplows drove a total of 1,440 miles during this event.

Police Report:  
 Crashes: 0  
 Crashes w/Injuries: 0  
 Citations: 0  
 Personal Property Damage: \$0  
 City Property Damage: \$0

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.

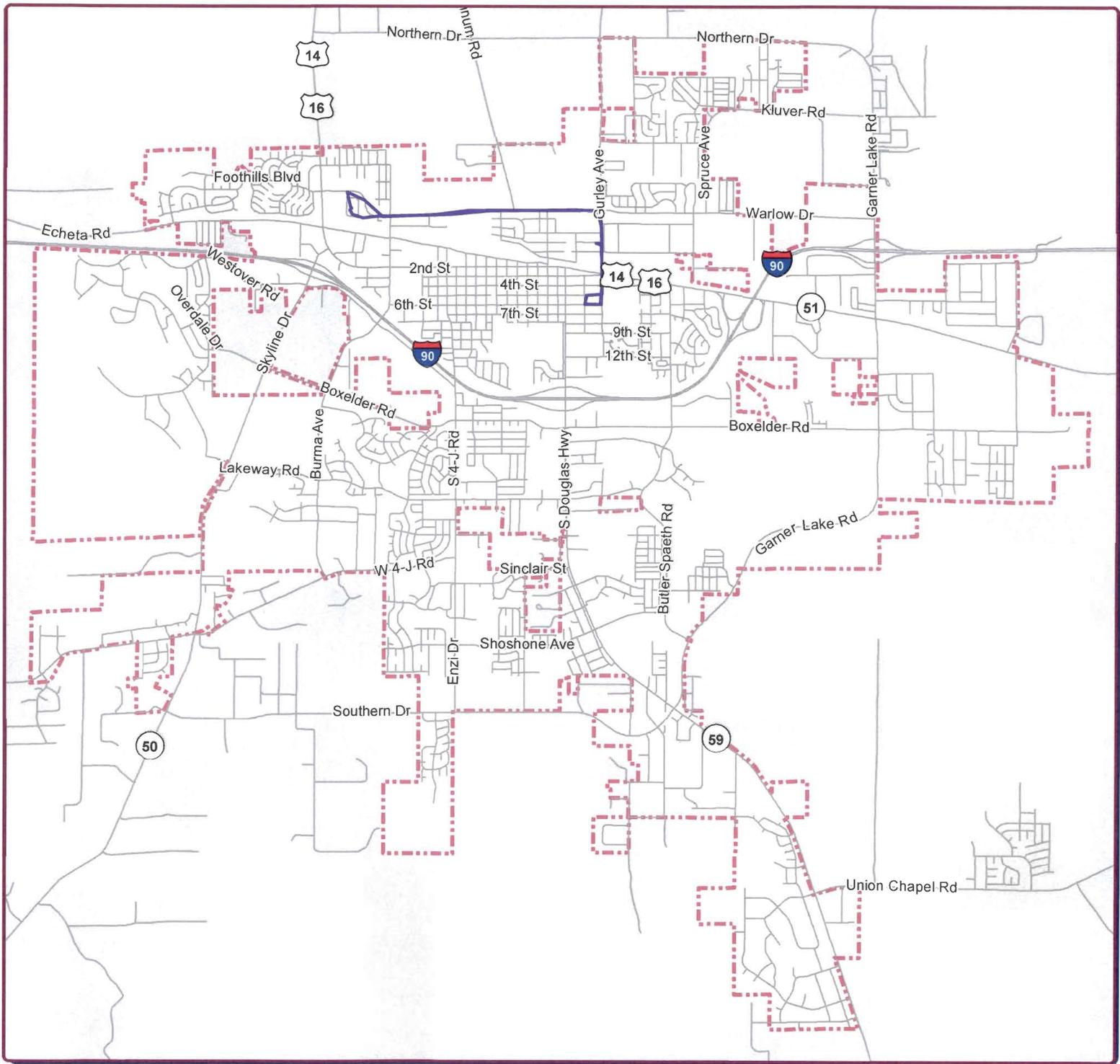


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**Snow Plows**  
**Event Twenty One**  
 2/9/2020 12:00:01 AM to  
 2/9/2020 3:30:00 PM  
 February 10, 2020

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 Productivity Responsibility Integrity Dedication Enthusiasm



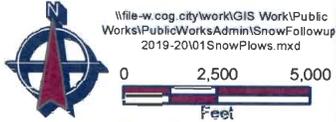

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**Unit Title**  
 — Unit 168

According to the AVL system,  
 our one ton trucks drove a total  
 of 7 miles during this event.

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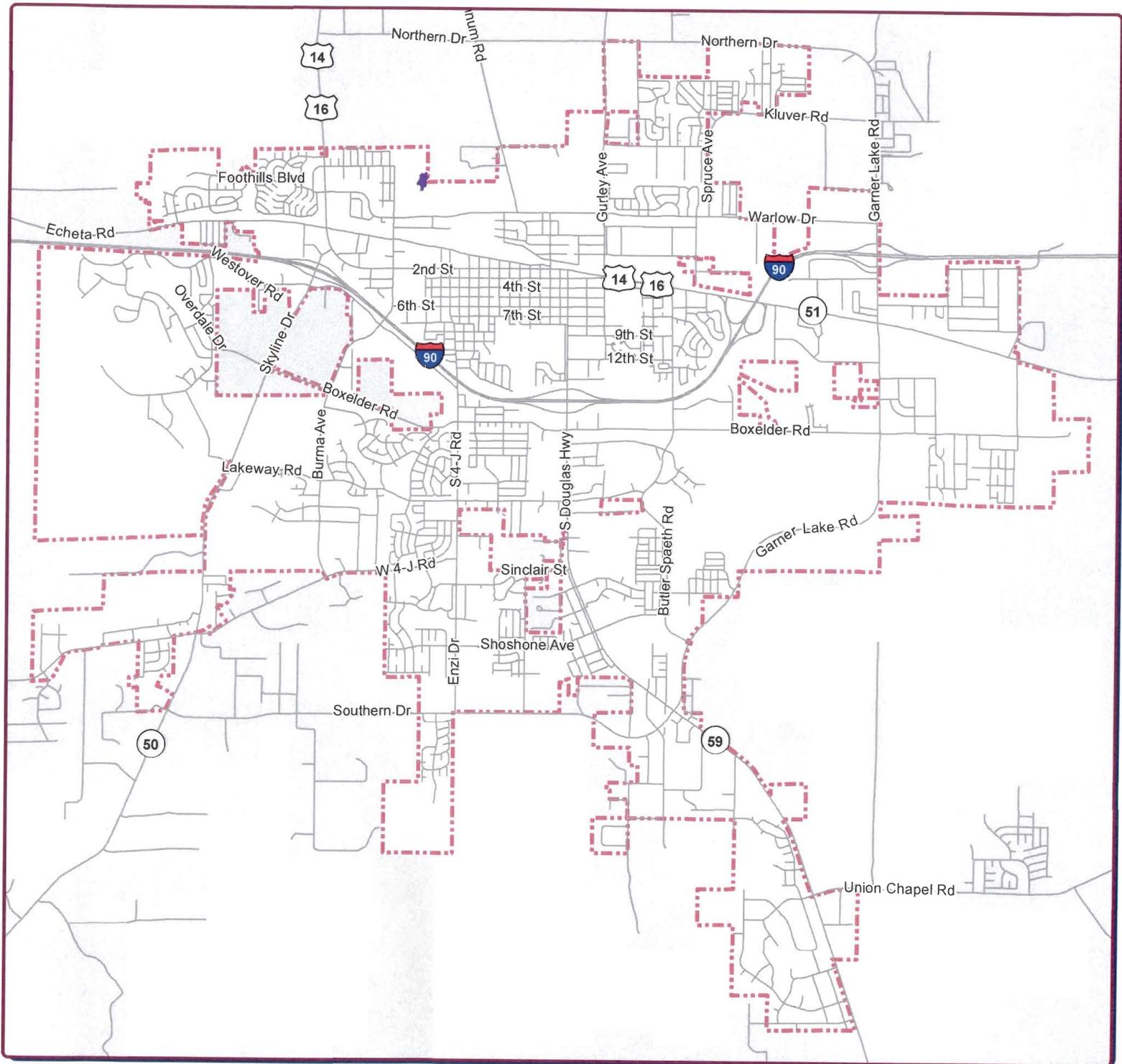
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0 2,500 5,000  
 Feet

**One Ton Trucks  
 Event Twenty One**  
 2/9/2020 12:00:01 AM to  
 2/9/2020 3:30:00 PM  
 February 10, 2020

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**Unit Title**

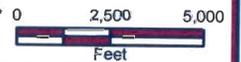
— Unit 96

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

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**Tractors**  
**Event Twenty One**  
**2/9/2020 12:00:01 AM to**  
**2/9/2020 3:30:00 PM**  
 February 10, 2020

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## Snow Event Report # 22

Event Start Date: 2/12/2020 Event Start Time: 12:00 a.m.  
Event End Date: 2/13/2020 Event End Time: 4:00 a.m.  
Duration of Event: 28 hours Streets First Responder: Night Crew

### Storm Event Overview:

On 2/12/2020 at 12:00 a.m. the Streets night crew headed out in their trucks to handle slick and snowy areas caused by snow and blowing snow. Snowfall created slick, snowy and some drifted road conditions.

The streets night crew plowed and applied material to priority streets and trouble areas until 7:00 a.m. shift change.

The day crew started at 7:00 a.m. plowed and applied material to slick and snowy areas on the priority streets. The snow continued on and off through the day falling heavily at times, with the winds gusting, causing areas to drift over. The day crew worked on priority areas, trouble routes and subdivision streets until 7:00 p.m. shift change when night crew took over. Part of the Solid Waste Crew helped in subdivision alleys and streets to prepare for their next day's routes.

Cold temperatures caused the scoria and ice slicer that was wet with snow to freeze into chunks. This was plugging the sanders so the night crew had to empty the sanders and work the material over with the loader so it would spread properly.

The night crew was able to get through all the remaining subdivisions by around midnight. A short time later another heavy burst of snow came through and night crew had to re-work many of their streets. The night crew finished their areas about 4:00 a.m. and the weather cooperated with clearing skies, and the event was ended.

### Number of Pieces of Equipment Used:

### Amount of Material Used:

Snow Plows:	<u>9</u>	Blades:	<u>0</u>	Ice Slicer lbs:	<u>123,709.15</u>
1-Tons:	<u>9</u>	Snow Blowers:	<u>0</u>	Scoria lbs:	<u>124,109.15</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>	Brine Gallons:	<u>151.40</u>
				Apogee Gallons	<u>0</u>

### Number of Miles Plowed During Event: 2,782

### Personnel:

Night Crew – Jeremy Hagen, Leonard Taylor, Melissa Bell, Scott Ostlund, Sue Riggle, Jeremy Onsgard, Jessie Lile, Amy Berkey, Jaime Valencia.

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

Solid Waste Drivers: Walter Lapota, Lynn Morrison, Ron Dyck, Randy Capicotto, Tyler Steiner

### Contractor Work Effort:

N/A

**Parks and Building Maintenance activities:**

Plowing City owned parking lots, sidewalks and school area pathways. Also assisting with subdivision streets and cul de sacs.

**Subdivision Activities:**

Crews plowed and applied material to trouble area and subdivision streets and some alleys.

**Environmental Conditions Present:**

Snow: 2" Drifting: Yes Rain: No Low Temp: 6 Wind: 0-30 MPH

**Equipment Issues:**

Unit 28 developed a hydraulic leak.

**Incidents:**

One of the large plow trucks slid into a parked pickup truck causing minor damage to the pickup.

**Complaints/Concerns:**

None

**Items of Interest:**

During this weather event the Gillette Police Department investigated 13 vehicle crashes. Two of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



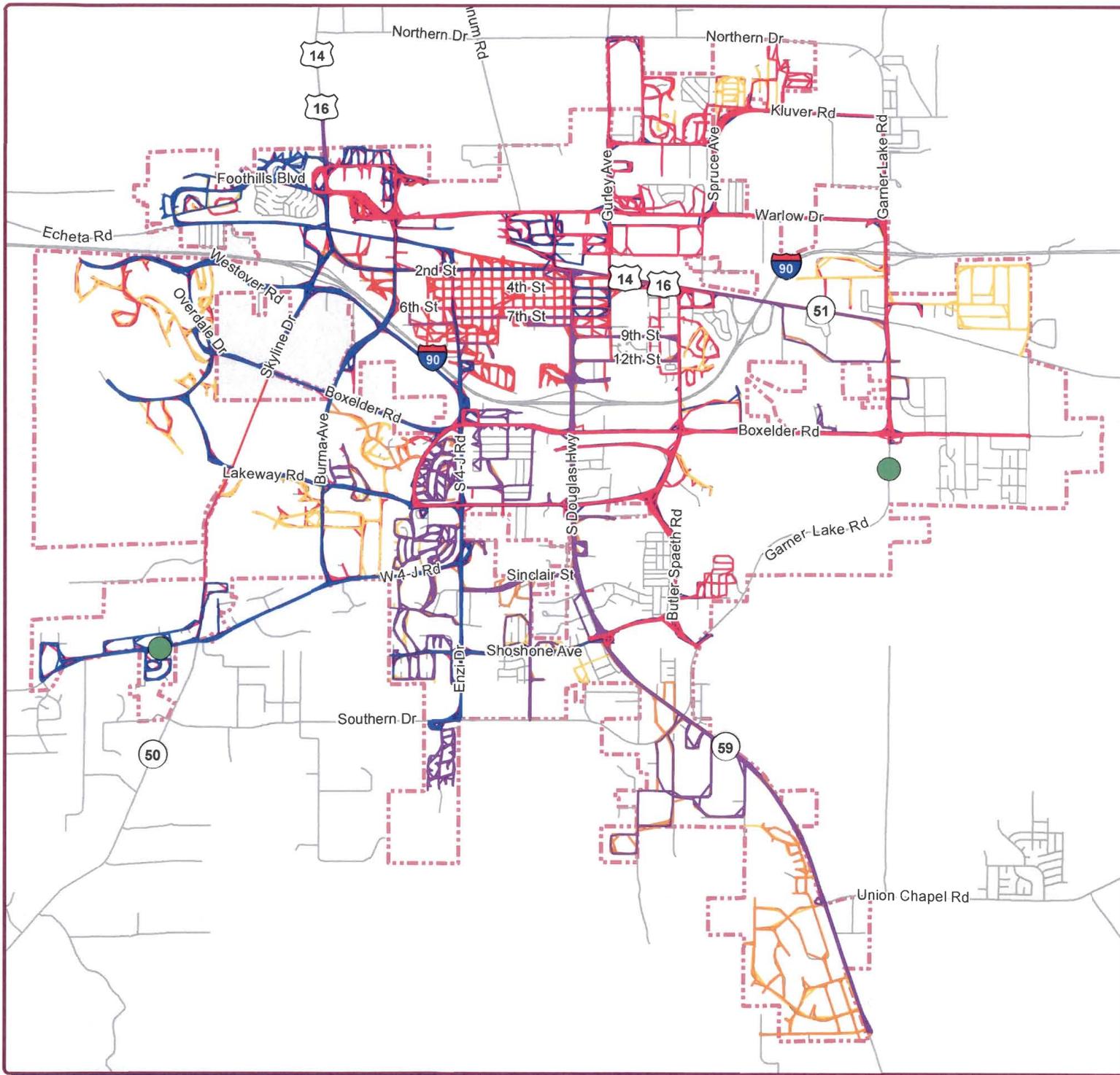


## Gillette Police Department 2019/2020 Weather Event Crash Report Event #22

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
3227	2/12/2020 0416	Wilson Way/Force Rd.	None	Private - > \$1,000	Yes	Vehicle #1 was travelling on Wilson Way approaching a stop sign at Force Rd. when it was unable to stop due to the slick conditions. Vehicle #2, travelling on Force Rd. also attempted to stop however, was unable to due to slick conditions. Both vehicles collided at the intersection.
3260	2/12/2020 1348	3100 block of Garner Lake Rd.	Yes	Private - > \$1,000 COG - > \$1,000	Yes	Vehicle #1 lost control sliding off the roadway colliding with a light pole.

February 12, 2020 12:00 a.m. to February 13, 2020 4:00 a.m.

During this weather event the Gillette Police Department investigated 13 vehicle crashes. Two of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



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- Unit 100
- Unit 157
- Unit 160203
- Unit 160204
- Unit 25
- Unit 28
- Unit 31
- Unit 40
- Unit 44
- Streets Crash Reports

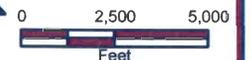
According to the AVL system,  
 our snowplows drove a total  
 of 2,434 miles during this event.

Police Report:  
 Crashes: 2  
 Crashes w/Injuries: 1  
 Citations: 2  
 Personal Property Damage: \$2,000  
 City Property Damage: \$1,000

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 GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR  
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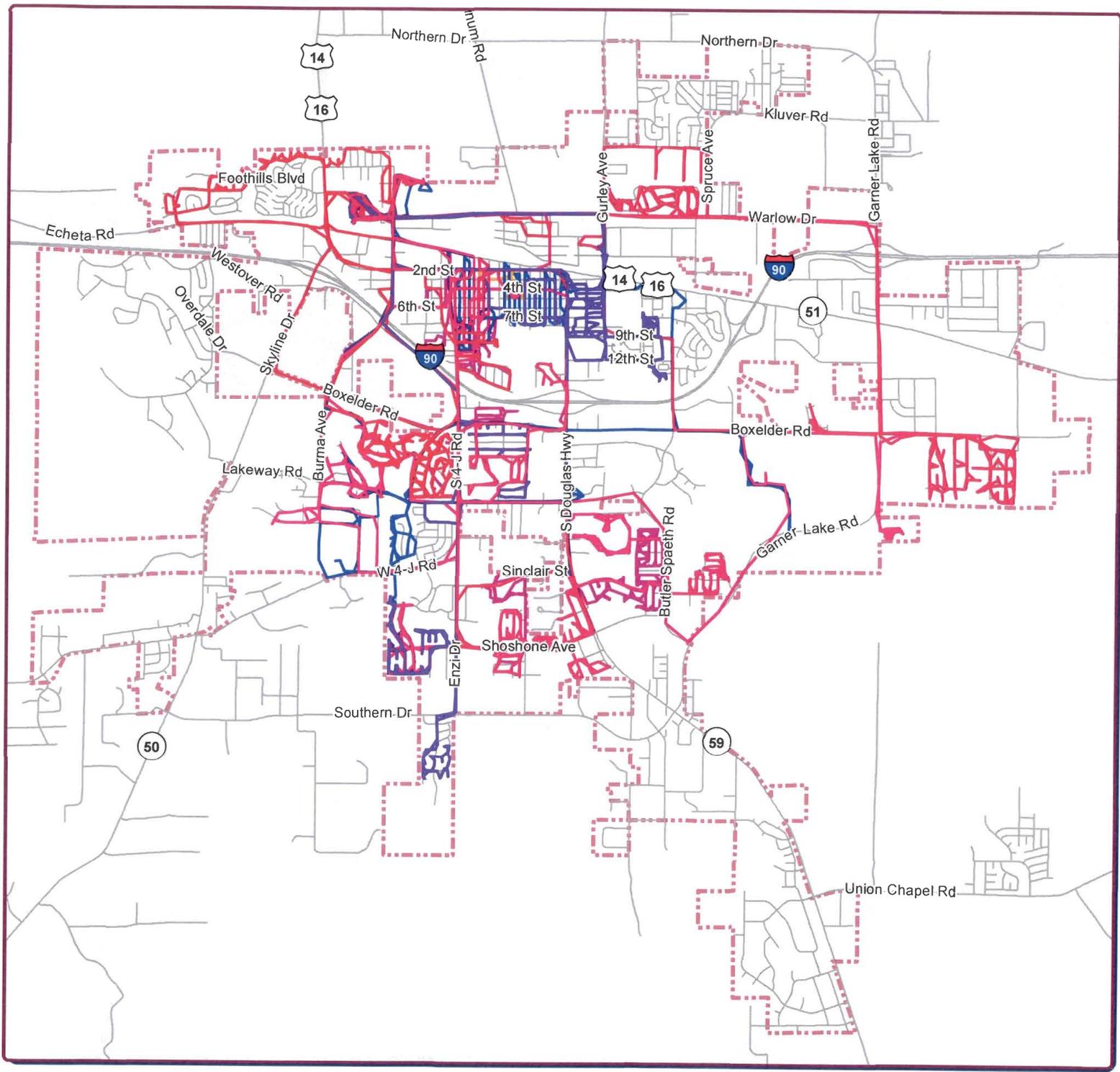


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**Snow Plows**  
**Event Twenty Two**  
 2/12/2020 12:00:01 AM to  
 2/13/2020 4:00:00 AM  
 February 13, 2020

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**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 348 miles during this event.

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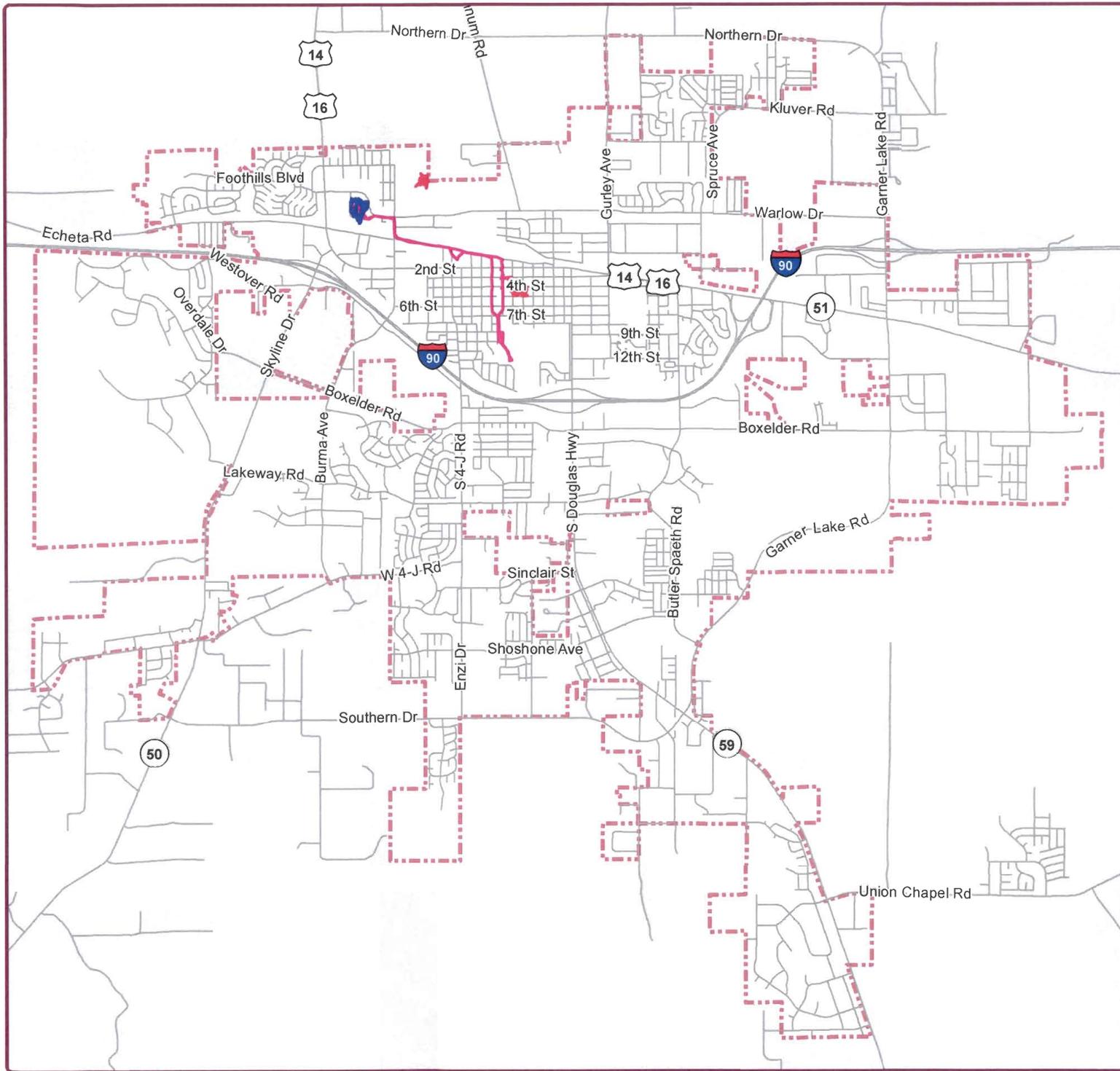


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**One Ton Trucks**  
**Event Twenty Two**  
 2/12/2020 12:00:01 AM to  
 2/13/2020 4:00:00 AM  
 February 13, 2020

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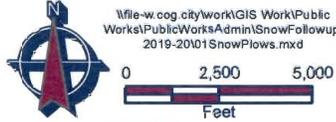
**Unit Title**

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

According to the AVL system,  
 our tractors drove a total  
 of 32 miles during this event.

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0 2,500 5,000  
 Feet

**Tractors**  
**Event Twenty Two**  
 2/12/2020 12:00:01 AM to  
 2/13/2020 4:00:00 AM  
 February 13, 2020

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## Campbell County Public Land Board Meeting

### Agenda

DATE: Thursday, February 13, 2020

TIME: 6:30 PM

#### AGENDA

1. CALL TO ORDER/ATTENDANCE
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
  - A. January 9, 2020 Board meeting (**ATTACHMENT "A"**)
  - B. February 5, 2020 Board/Staff planning meeting (**ATTACHMENT "B"**)
4. CONSENT AGENDA
  - A. Approval of Warrants (**ATTACHMENT "C"**)
5. CITIZEN INPUT
6. CONSTRUCTION REPORT/UPDATE
  - A. CMAR Report
7. BOARD PROCESS
  - A. Major Insurance Claim
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. Thank you letter from Wyoming Reads
    - ii. Open Container Permit renewal
  - B. BOARD CALENDAR
    - i. **Upcoming Board Meetings**
      - d. March 12, 2020 at 6:30 PM (Quarterly Commissioners meeting at 6 PM)
      - e. April 9, 2020 at 6:30 PM (Workshop begins at 6 PM)
    - ii. **Other Meetings/Events**
      - a. CCPLB/Manager budget meeting, March 19, 2020 at 5 PM (WC, Equality Hall Conf. Rm)
      - b. Budget Review (County/City), April 16, 2020 at 5:15 PM (GAMB, Cottonwood Rm)
10. Adjournment



## CCPLB MEETING MINUTES: January 9, 2019

### CALL TO ORDER

Campbell County Public Land Board Meeting was held on January 9, 2019, at CAM-PLEX. The meeting began at 6:35 PM. A quorum was present and was presided over by Chairman Don Hamm, with Ms. Charlene Camblin as secretary.

### ATTENDEES

**MEMBERS PRESENT:** Don Hamm, Charlene Camblin, Robert Quintana, Troy Allee, Heidi Gross

**MEMBERS ABSENT:** Kevin Couch, Skyler Pownall

**LEGAL COUNSEL:** Frank Stevens

**STAFF:** Brandi Brockmoller, Jeff Esposito, Will Hastreiter, ReNae Keuck

**GUESTS:** Trevor Larson *Van Ewing*, Gregory Hashman *News Record*, Ryan Eastin *Bartlett Roofing*, Doug Bartlett *Bartlett Homes & Roofing*, Ryan Sadler *Bartlett Roofing*, Bob Maul *Commissioner CCPLB Liaison*, Nathan McLeland *City Council CCPLB Liaison*, Colleen Heeten *GALI*, Doug Camblin

Meeting called to order @ 6:35 pm

### 1. APPROVAL OF CCPLB AGENDA

The January 9, 2019 agenda as amended to add item 6C; under Board Process, Construction Change Order Request and item 6E Van Lease.

Motion: To approve the agenda as amended.

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed unanimously

### 2. APPROVAL OF MINUTES

**A. To approve December 12, 2019 minutes.**

Motion: To approve December 12, 2019 minutes as amended changing item 1A moved by Ms. Camblin instead of Mr. and

Second by Mr. Quintana instead of Ms.

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passed unanimously

### 3. CONSENT AGENDA; APPROVAL OF WARRANTS

The Warrants for the January 9, 2020 meeting were reviewed.

- January 2020 Accounts Payable Voucher Numbers 49255 - 49343 (General Fund/Special Events) in the amount of \$311,931.04

- January 2020 Manual Purchase Order Numbers 10368 - 10396 in the amount of \$311,581.31

- January 2020 Payroll Warrants in the amount of \$113,486.06 for the period of 11/17-12/14/2019.

### 4. CITIZEN INPUT

DISCUSSION: Owner, Doug Bartlett, of Bartlett Homes (Boise, ID) was present and introduced himself and his team. They are looking at the damage to our roofs from the July 2019 hail storm. Mr. Bartlett shared that his family-owned business has over 28 years of experience and he feels they have the expertise with the damages and the experience working with insurance companies. The Bartlett Homes team would love the opportunity to work on the project and are available for any questions you might have.

## 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 drywall is finished minus the overhead door as they are still waiting on the new door. Energy Hall painting is nearing completion. Heritage Center soffits are complete and the crew is moving to the center gallery ceiling. Fire sprinkler lines are being moved. The Energy Hall restroom ceiling grid is complete, they are hanging lights, and the tile was delivered today. Crews will start tiling next week. Barton Construction has started installing the concrete masonry walls in the Energy Hall restrooms. Vents are also complete. Crews have gone back downstairs in the Heritage Center to finish the basement underground plumbing. Crews are also hanging and finishing drywall in the Heritage Center Lobby. Electricians are finishing up the electrical and lighting. Heather is still working with Van Ewing for color selections like carpet and acoustical curtains in the Energy Hall. Trevor then spoke to the board about the following change orders:

- A Change Order to replace the moveable panel walls, Energy Hall. An assessment was done on the existing panels in Energy Hall. The assessment identified deficiencies in the panels that can not be fixed. The original budget was to recover and repair the existing panels at a cost of \$238,550. 50 panels of 209 panels have structural issues, there are another 50 panels that are bowed or ballooned and can not be fixed and if attempted, would still have issues. Trevor presented two options.
  - Option 1: Refurbish existing panels with a required additional cost of \$81,000, Total cost \$315,000. The option will leave visible and continued issues in 100 of the 209 panels and no warranty to any corrections or refurbishings.
  - Option 2: Replace with new panels and use the existing trolleys and tracks to save money and all the ceiling construction that is already complete. This option will require an additional \$415,291.35, Total cost \$629,100.00. Unlike option 1, option 2 replaces every panel and comes with a warranty.
- Change Order in Heritage Center galleria ceiling waterfall lighting. The original drawing was cut short by two meters in order to complete the lighting out to the end of the wall, it would require an additional \$2700.00. The lighting is really for aesthetics and was not originally drawn incorrectly. Adam and the architect think the board should extend the lighting. ReNae suggested asking Heather her opinion.
- Change order for countertop in the Energy Hall restrooms for \$2272.00. The countertops in the Energy Hall restrooms were originally designed as plastic laminate. The Heritage Center restroom countertops were designed with Corian solid surface with an under-mount sink. The CMAR is proposing to the board to use the proposed laminate counters in Energy Hall restrooms instead of in the Heritage Center dressing room makeup area. Allowing the CMAR to use a solid surface Corian in the Energy Hall

restrooms. The CMAR feels this area needs that type of counter as those surfaces are used more and will hold up longer.

## 6. BOARD PROCESS

### A. Major Insurance Claim

DISCUSSION: Mr. Esposito spoke to the board regarding damages from the July hail storm. Staff and Mr. Esposito have just met with two companies and have one other company lined up. He would like the board to allow him to present his findings at the February board meeting and get action from the board allowing the project to be underway in the Spring. Board agreed.

### B. FY 2019-2020 Budget Meetings

#### i. CCPLB Retreat

DISCUSSION: Board would like to have the Board/Manager meeting and decide on a retreat after.

#### ii. CCPLB/Manager Budget Meeting

DISCUSSION: Comptroller, ReNae Keuck explained this meeting is for the board and managers after the board receives the budget. 2020-2021 budget will be available in March and presented to approve at the April board meeting. ReNae suggested the board set the CCPLB/Manager meeting toward the end of March. The board chose March 19<sup>th</sup> at 5:30 PM, location TBD.

### C. Construction Change Order Requests

DISCUSSION: Chairman Hamm explained currently only \$27,000 has been spent from the \$500,000 contingency loan. If the board chooses to replace the Energy Hall movable wall panels at the cost of \$442,000, that will leave a balance of \$58,000 for any more change orders and does not fix the kitchen.

Motion: To approve change order of \$415,291.35 to remove and replace the moveable panel walls in Energy Hall

Moved: Mr. Allee

Second: Ms. Camblin

Vote: Motion passed unanimously

Motion: To approve the change order of waterfall lighting in the Heritage Center.

Moved: None

Second: None

Vote: No motion and change order is not approved

Motion: To approve change order in the amount of \$2272.00 to replace the countertops in Energy Hall restrooms with solid surface material countertop.

Moved: Mr. Quintana

Second: Ms. Camblin

Vote: Motion passed unanimously

## 7. OPERATIONS REPORT/UPDATE

### A. General Managers Report:

- a. Mr. Esposito told the board he is very appreciative of Trevor and his staff of Van Ewing Construction. He gave kudos to the construction staff on how they interact with CAM-PLEX staff, they are kind and helpful. Board thanked the staff for the Christmas party.
- b. **Events – Janell**
  - Janell is in New York with Jessica to look at the new shows coming in.
- c. **Operations – Will**
  - Operations Manager, Mr. Will Hastreiter reported the Buck and Ball was a great year with a big turn out. Tear down went well. Sports court is down again for soccer.
- d. **Finance - ReNae**

Comptroller, Ms. ReNae Keuck reported a small break over the holiday with the Tyler project, they started again this week. Still working on the CAM-PLEX chart of accounts. She and Gina are in meetings 3 days a week now for the next couple of months. They will be starting payroll in April and go live with the rest in July. She also shared CAM-PLEX managers are currently working on dept budgets.
- e. **Shuttle Van Lease**

DISCUSSION: Chairman Hamm explained to the board the lease for shuttle van is due for signature. Mr. Esposito let the board know CCPLB legal council, Mr. Stevens has seen the lease and approved. Mr. Esposito thanked the Campbell County Commissioners for the usage of the van. The van is used for tours, CAM-PLEX show performers, and staff travel.

Motion: To accept the shuttle use lease for another year.

Moved: Ms. Gross

Second: Mr. Quintana

Vote: Motion passed unanimously

## 8. MATTERS FOR NOTING

### A. Correspondence:

None

### B. Board Calendar:

- i. Upcoming Board Meetings:
  - f. February 13, 2020 (Workshop at 6:00 pm)
  - g. March 12, 2020 (Quarterly Commissioners Meeting at 6:00 pm)
- ii. Other meetings/events:
  - a. CCPLB/Staff Planning meeting, February 5, 2020 (WC, Frontier Hall Lobby)
  - b. Budget Review (County/City), April 16, 2020, at 5:15 PM (GAMB, Cottonwood Rm)

## ADJOURNMENT

Meeting adjourned at 7:02 pm

**MINUTES PREPARED BY**

Brandi Brockmoller, January 10, 2020

**MINUTES APPROVED BY**

**SECRETARY:**

*(Signature & Date)*

---

[Campbell County Public Land Board]

# BOARD/STAFF PLANNING MEETING MINUTES

FEBRUARY 5, 2020

**Members Present:** Don Hamm, Charlene Camblin, Robert Quintana, Troy Allee, Heidi Gross, Kevin Couch, Skyler Pownall

**Members Absent:**

**Legal Counsel:** Frank Stevens (not present)

**Staff:** Brandi Brockmoller, Jeff Esposito, Will Hastreiter, ReNae Kueck, Janell Paris, Tamala Schmidt, Rocky Mathisen, Adam Schuff

## 1. Meeting called to order at 5:13 PM

## 2. Review of CAM-PLEX 2018 Organizational Report

### 2.1 Agenda Amendment and Board Action:

The CMAR requested action from the Board on the plumbing issues in the Energy Hall kitchen. Mr. Esposito reported to the Board our funding agencies agreed to help make up the difference in cost beyond what CAM-PLEX had left in the funding contingency. Chairman Hamm confirmed, this action will not change the date of the overall project completion.

Motion: To approve the replacement of plumbing in the Energy Hall Kitchen.

Moved: Ms. Camblin

Second: Mr. Quintana

Vote: Motion passed unanimously

### 2.2 Organizational Chart:

Mr. Esposito reported he and Janell would like to make one modest change. Janell explained that Jessica Howard's position has always required a bachelor's degree. Based on County standards, that position has always been hard to fill based on the pay. Jessica does have her Bachelor's and is working toward a Master's Degree. She has worked very hard increasing grant money and shows for CAM-PLEX. In order to keep the position fluid if this position becomes vacant, Janell feels the proposed changes are necessary if a future new hire is needed. The first request is to re-title the position to Performing Arts Manager. Second would be to ask for a salary increase that better suits the requirements. The hope is that the County survey, just completed, will already move that position in pay to where it should be. If not, Jeff will make a request to the Commissioners for the increase. Jeff believes this change is right in line with our soon to be new theater and gives the theater a face.

Jeff explained the Technical department lost a position during a hiring freeze and have not been able to rehire the position. He and the staff are investigating efficiencies they can create in house before they rehire that position. If that does not work, they will come back to the board.

The Board supports the need to revamp Jessica Howard's position for now and future hiring needs.

### 2.3 Events Report:

Ms. Janell Paris

- Jeff and Heather will be working on increasing the association business. They are now members of the Wyoming Society of Association Executives. The goal is to fill more Monday – Friday events and increase the revenue with meetings and conventions. Heather is looking through the state associations now and she and Jeff will be contacting local members.
- Keith is working on the sports segment. His goal is to increase wrestling tournaments as well as horse racing dates. More Ag and Equine events are also part of his goal.
- Carly is working to increase more social events like weddings, parties, and quinceaneras.

- Jessica and Janell recently returned from NEW York and the APAP conference. The goal of this trip was to book more family shows. For example, Madagascar, The Rudolf Christmas Show, Recycled Percussion, Christmas in Killarney, & Jersey Boys vs. Motown. They also spent a lot of time with agents and artists talking about school residencies.
- Heather has worked hard getting contracts with more RV Rallies, Christian Motorcycle groups, and Associations
- Janell has been investigating ice shows. These shows could possibly happen in January or March.

#### 2.4 PAW

A rebranded PAW program will return in 2021. The program will have professionals teach the kids performing arts fundamentals and create opportunities for more experienced actors. We are considering allowing the kids to sign up for their particular areas of interest, For example, some kids may sign up for more days acting, singing, dance, or backstage tracks like lighting and scene design. We will still seek grant funds to help offset the cost of the program.

The Board was excited the PAW program will be coming back and thought the ideas Janell presented were very well thought out. They are happy with the goal to bring more family targeted events along with potential ice shows.

### 3. 2019-2021 CAM-PLEX Strategic Plan

DISCUSSION: This is a multi-year plan and we are well underway.

- **Sales & Marketing:** Heather is working hard on increasing associations. Keith is still working well with sports events. CAM-PLEX is working well with the CVB and partnering with local businesses. Community outreach has been positive.
- **Operations:** Will in operations has been working to reduce overtime. We have been using inmates and volunteers to increase efficiencies. The old marquee is working and the plan is to update the structure.
- **Team Development:** We have scheduled mandatory training days for staff. The training is one day per month. Gina is helping with policy review at each month's staff meeting. This plan keeps the policy manual in front of staff and top of mind. This also brings awareness to policies that may need reviewing as well. The policy regarding CAM-PLEX clothing is an example. This policy reminds staff to change out of CAM-PLEX clothing if you are going to consume alcohol so you can freely enjoy your evening.
- **Facilities:** Operations have slowed the road improvement plan. This will allow improvements to other facility structures like Barn 3 and purchases for cleaning equipment for Energy Hall.
- We have abandoned the plan to change all our phones to IP phones at this time. If phone lines become inoperable, Clay will change them out as needed.
- **Efficiencies:** We are looking at an online program to allow riders to book their barn times. A similar system has been very successful in booking camping spaces for large events.
- The office staff has cross-trained in the box office so most all of us can sell tickets to help in times of staff needs

### 4. Budget Direction for 2020-2021 Fiscal Year

#### 4.1 Budget Narrative from County & City:

DISCUSSION: The County provided CAM-PLEX with its Budget Narrative and requested all departments be as frugal as possible. What does that mean? We can do what we did last year but reminded us to toe the line. ReNae explained to the board in the budget year 22 & 23 we will again be hosting the National High School Rodeo Finals. The County requested financials be presented earlier so they are prepared for the increase in the budget request.

The Board was supportive and directed staff to hold the line as requested by the County.

#### 4.2 Rental Fees Discussion – Increase?:

DISCUSSION: Don recused himself because his family rents space at Cam-Plex. Jeff proposes less nickel-and-dime charges like charging separately for tables and chairs. He is also considering changing our rental categories to Regular, Local, and Local Non-Profit. The idea is that local organizations should get more of a break compared to national organizations since the local people's taxes benefit Cam-Plex. Energy Hall needs a rate adjustment. This is an overall strategy

The Board is supportive of a flat fee rate to lessen confusion and increase efficiencies in charges

#### 4.3 General Budget Direction from the Board

DISCUSSION: Mr. Pownell asks the staff to decrease wages using ManPower, inmates, etc. He feels Cam-Plex asked our funding agencies for a lot and we should look out further to cut even more. Mr. Pownell specifically asked about reducing the Personnel Services line item. Comptroller ReNae Keuck said we can't reduce that particular line item because it funds potential changes in employees insurance costs. Mr. Esposito acknowledged Mr. Pownell's direction to make cuts now to lessen the impact of a potential economic downturn in the future.

#### 4.4 Revenue & Funding Ideas

DISCUSSION: Mr. Esposito pointed out most of this was covered earlier.

- This speaks to Cam-Plex doing a better job paying our own way. An option Mr. Esposito shared with the Board is the creation of a capital construction fee - a \$10 fee added to each rental specifically identified on the invoice and retained in a capital construction account. It is not a recommendation, but sharing an option for the board to discuss.
- Management projections are coming in and look better than the initial report.
- Mr. Pownall asked the staff if they have considered looking into E-sports. Janell and Adam agreed it is big now and it is something we are looking into since we will have the equipment.
- Ms. Gross asked about potential season tickets. Janell explained that it went away temporarily due to the remodel. We didn't want someone's first theater experience to be a show in WC. As soon as the new theater is open that will be coming back.
- We are now set up to purchase gift cards online.

The board gave kudos to the staff for thinking outside the box. They are excited about online gift cards, potential subscriptions, and season tickets. Mr. Couch suggested using marketing strategies like adding logos to tickets, renaming buildings after businesses, and streaming our events online for a fee. Chairman Hamm feels we should work on utilizing Morningside Park more for large events like big rodeos and using our barns more after we get them fixed up. Mr. Pownall was happy to see the Marketing Department is working hard to fill the weekday openings more.

#### 4.5 Facility Utilization Discussion

DISCUSSION: We are exploring using the Heritage Center projection system to broadcast HD performances similar to the WYO Theater. We can also use the system for film festivals.

### 5. Capital Budget Items

#### 5.1 Capital Request List:

DISCUSSION: Staff went over items on the Capital Requests per department.

##### **Capital Construction:**

- Barn 3 new wall sheeting, replace insulation as it is molding and the new ceiling.
- Installed a different heating system in Barn 3. The heating system was already on grounds not being utilized in its current location. It is heating the barn quite well and better than the prior heating system.
- Crack sealing facility-wide, sidewalk and curb repairs, and asphalt repair (Broken Spur Patching). We cut that back and did spot patch to get through the next fiscal year.

**Operational Capital:** These are items for the new building

- A dance floor is needed since we added the carpet to EH.
- Carpet cleaner as well and ride-on sweeper for EH
- Chairs for Energy hall.
- Energy Hall & Heritage Center needs new furnishings like chairs and couches as well as the proper cleaning equipment for proper care of our new facility.
- Central doors are literally pulling from the frames straight out of the building. The staff has put as many band-aids as they could, but they need to be replaced.
- EH and Central Grease traps have been condemned as they no longer work. If we do not fix them we will become a biohazard.
- Arena leveling/Watering Implement will allow us to level our arenas and add moisture back to the dirt keeping dust down during events. This purchase saves us the expense of renting a motor grader.
- Plotter printer drivers are old and current staff computers no longer support them. We use this to print our own event posters to direct people and information.
- Energy Hall restroom heating. Parts for the current heating elements are obsolete and must be replaced.
- Audio Upgrade, current systems are out of warranty and tech staff report some are approaching the end of its life, Phase 1 will start in WC. Phase 2 is East, Central, Morningside Park, Wranger Arena, & Barn 3. Phase 3 will be the Energy Hall & Heritage Center. These are projects to maintain, not change them completely.
- Servers that store facility data are planned out in our 3-year system and due for replacement.
- Barn 3 heater unit. One completely failed and the other was replaced with a system not used on grounds.
- Marquee update, we would like to give it a facelift and fix it up so it looks nice.
- NHSFR we are getting figures together for RV upgrades and adding electric to boxelder stalls.

**5.2 Vehicle Depreciation Account:**

DISCUSSION: Will has built a good relationship with the County Fleet Manager, Anthony Langone. Anthony has suggested CAM-PLEX consider purchasing vehicles the County plans to send to auction. These vehicles still have plenty of life left and would be a great option to replace fleet and save CAM-PLEX money.

**6. Special Events Account**

**6.1 Review Financial Report:**

DISCUSSION: Comptroller, ReNae Kueck provided a financial overview to the Board. A printout was provided and in your board books.

**7. Trust Funds Review**

**7.1 Review of Report:**

DISCUSSION: Comptroller, Renae Kueck provided information pertaining to each trust fund. A printout was provided and is in your board books

**8. Upcoming Meeting Dates**

February 13, 2020, monthly CCPLB meeting at 6:30 pm in the Board Room

March 12, 2020, Quarterly Commissioners Meeting w/CCPLB Meeting @ 6:30 pm

March 19, 2020, CCPLB/Manager Budget Meeting @ 5:30 pm, WC, Equality Hall Conference Rm

April 16, 2020, Budget Review (City/County) @ 5:15 pm, GAMB, Cottonwood Rm

**9. Adjournment**

Meeting adjourned at 7:53 PM.



**ATTACHMENT C**

**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](http://www.cam-plex.com)  
Phone (307) 682-0552 · Ticket Office 307-682-8802 · Fax (307) 682-8418

# CAM-PLEX MANAGEMENT REPORT

February 2020

## EVENTS

- We are looking into the potential to receive HD broadcast of live performance events. Jessica Howard is searching for available grants which might provide some funding.
- Dallas String Quartet performed. The event is described as where Bach meets Bon Jovi – a fusion of classical and contemporary music on both traditional and electric strings. The group conducted a matinee for students, and an evening show for the public.
- Jessica and Janell attended the APAP conference. (Association of Performing Arts Professionals). This was an opportunity to meet with promoters for theater shows. There were over 1,500 agencies represented at the conference.
- Missoula Children's Theatre returned to CAM-PLEX. There were approximately 60 kids in the show.
- Annual safety training for Peabody and Thunder Basin Coal is underway. This is a month-long facility rental and a great group to work with.

## CONSTRUCTION

- The project remains on schedule to finish by the end of June.
- County Administrator Seeger and City Administrator Davidson toured the construction site and gave very positive feedback.
- The City scheduled a tour for Mayor-Cater King, City Council, and staff on March 10.

## FACILITIES

- One of the two heaters in Barn 3 failed. Our operations team recognized there was a really large heater in the Energy Hall wall room that was never used. Instead of just getting something new, they repurposed an asset. This was really great problem solving.
- I was asked if Cam-Plex might help those who wish to rent commercial kitchen space. Specifically, when the use is not connected to an event at Cam-Plex. The Wyoming Center kitchen is available for \$275 per day. The Energy Hall Kitchen is \$210 per day.
- The hailstorm caused leaks in the Wyoming Center roof. Our maintenance team is patching them as they occur and is keeping a very close watch to ensure nothing gets out of hand. Items are well documented relative to the insurance claim.
- Snow removal is an important part of a successful event. Will has started using the entire operations team to remove snow instead of it being the job of only one department. This plays into our strategy of finding efficiencies, decreasing overtime, and building a cohesive team.
- Keith and Jessica are traveling to Fort Collins for a curling event to recruit curling officials for the event coming up. The curling SWAG has arrived, including mugs and bells.

- Heather is putting together a proposal for the return of the United Methodists event. Their event is upcoming, but they are so pleased with Heather they are already discussing their return in 2021. It's an event that is expected to bring 1,000 people to Gillette.

## HUMAN RESOURCES

- Tamala Schmidt, our Box Office Manager, passed the exam to become a Certified Admin in Patron Manager, which is our ticketing system. This is an amazing accomplishment for her and for CAM-PLEX, as there are only a little over 100 people in the country who earned this designation. She has worked very hard and I just want to do a shout out for her to make sure she is recognized for her great accomplishment. I will ask Tamala to attend the next Board meeting so the Board can join us in congratulating her for this achievement.

## FINANCIAL & PRODUCTIVITY

- ReNae and Gina continue their work on the Tyler Software implementation.
- The staff is working on building the proposed budget, starting with revising the 5-year capital plan. Given the significant investment in the Heritage Center remodel we are focusing on the ag side of the business, specifically Barn 3, East Pavilion, etc.

## COMMUNITY

- The Campbell County Wellness Committee had their first cooking class at Cam-Plex on January 23. All County employees (and joint powers departments) are invited to participate. This particular class taught how to use an instant pot, air fryer, and Ninja food processor. I think this was a nice use of the kitchen when it would otherwise be empty and provides a community building/linkage opportunity.

Thank you.



January 9, 2020

Campbell County Public Land Board  
CAM-PLEX  
1635 Reata Drive  
Gillette, WY 82718



RE: 2020 Wyoming Reads  
CAM-PLEX Community Grant

Dear Public Land Board Members:

"Thank You" to all Campbell County Public Land Board members for supporting the Wyoming Reads Event at Cam-Plex. The May 12<sup>th</sup>, 2020 event will be enjoyed by 715 Campbell County first graders and their teachers. About 75 volunteers from the Wright and Gillette communities will help with the celebration. The Community Grant that you awarded makes this reading celebration possible.

The professional staff at CAM-PLEX and building accommodations are very much appreciated. Students, teachers, parents, and community volunteers look forward to this annual celebration and extend their appreciation, too. Thanks again for your continued support of Campbell County's youth.

Sincerely,

A handwritten signature in blue ink that reads "Becky M. Prella".

Becky M. Prella  
Youth Services Coordinator  
Wyoming Reads Community Contact



Annual Open Container Permit Application - CAM-PLEX

Applicant Name: CAM-PLEX

Date of Application: 12/16/2019

Address: 1635 REATTA DRIVE \* GILLETTE, WY 82718

Phone Number: 307-682-0552

Annual Permit Beginning: 01/01/2020

Annual Permit Expires: 12/31/2020

Location of Events: CAM-PLEX GROUNDS

Please be exact and include any boundaries for which you want the permit. Any possession of open containers outside the listed boundaries may be in violation of the permit and the law.

Short Summary of the Reason for the Permit: This permit will be issued to the CAM-PLEX on an annual basis, allowing for open containers at CAM-PLEX (excluding CAM-PLEX Park). CAM-PLEX Staff will be responsible for notifying the Gillette Police Dept. of any outdoor event that will include the consumption of alcohol and/or malt beverages, via email to Lt. Brent Wasson, brent@gillettewy.gov and dispatchers@gillettewy.gov. Information will include: Event date, time and location; reason for event and the contact person(s) at the event.

Will certain events involve a road or street closure?\* Yes No N/A
\*(Street Closures need City Council approval)

Notice:

City Ordinance 3-7 states that any person who is not the parent or guardian of the minor commits the offense of endangering the welfare of a minor if the person knowingly allows or permits the person under the age of twenty-one (21) to consume alcohol or controlled substances in violation of the law in a place under the person's control.

By signing this application you agree that you are the person in control of the location of the event. You may be held responsible if a person under the age of twenty-one (21) is found to be consuming alcohol at your event.

It is also a violation of City Ordinance for any minor under the age of twenty-one (21) to consume, possess or be under the influence of alcohol within the City limits of Gillette, WY.

Signature of CAM-PLEX Manager/Designee: [Handwritten Signature] GENERAL MANAGER

For Official Use Only:

City of Gillette Clerk and Chief of Police Review/Approval:

Approved Yes No

City Clerk/Designee

Date

Approved Yes No

Chief of Police/Designee

Date

# 2020 Advisory Board Spring Training

Hosted by the City of Gillette

## WHEN:

March 25 5:30 - 8:30 p.m. \*

March 26 1:00 - 4:00 p.m.

\* A light supper will be served for the evening session

## WHERE:

City Hall Community Room  
(2<sup>nd</sup> Floor)

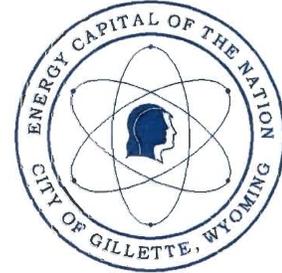
201 East 5<sup>th</sup> Street

## THIS TRAINING IS FOR:

Appointed Board members

Non-profit Board members

Organizational Directors



## To Register contact:

Angela Williams  
City Administration  
307-686-5203 or email  
[angelaw@gillettewy.gov](mailto:angelaw@gillettewy.gov)

Or

Sandra Beeman  
Campbell County  
Commissioners Office  
307-682-7283 or email  
[sdb01@ccgov.net](mailto:sdb01@ccgov.net)