

# 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:** Hyun Kim, City Administrator  
**RE:** General Information  
**DATE:** February 3, 2023

The following meetings are scheduled for the week of **February 4-10, 2023**

### **Tuesday, February 7th**

6:00 p.m. City Council Meeting, Council Chambers

### **Thursday, February 9th**

8:00 a.m. City Council Strategic Planning Session, City Hall 2nd Fl Community Room  
(Breakfast served at 7:30 a.m.)

### **Friday, February 10th**

City Facilities Doors Closed Due to Software Updates

1. Attached please find **Snow Event Report #8** dated **January 25, 2023** provided by **Public Works Director Wilde**.
2. Attached please find **Snow Event Report #9** dated **January 27, 2023** provided by **Public Works Director Wilde**.
3. Attached please find an **agenda** and **attachments** for the **Cam-Plex Annual Review and Budget Planning Meeting** on **February 7, 2023** at **5:00 p.m.** in the **Energy Hall Conference Room** provided by **Cam-Plex**.
4. Attached please find an **agenda** dated **February 9, 2023** and minutes dated **January 12, 2023** for the **Campbell County Public Land Board** provided by **Cam-Plex**.
5. Attached please find a **flyer** for the **Chamber February Speaker Series Luncheon** on **February 14, 2023** at **11:30 a.m.** at the **Cam-Plex Energy Hall** provided by the **Campbell County Chamber of Commerce**.
6. Attached please find a **flyer** for the **Gillette College Rodeo Team Banquet** on **February 18, 2023** at the **Cam-Plex Energy Hall** provided by **Gillette College**.

HK/adw

## Snow Event Report #8

Event Start Date: 1/25/23 Event Start Time: 3:00 AM  
Event End Date: 1/26/23 Event End Time: 3:00 PM  
Duration of Event: 36 hours Streets First Responder: Lonnie

### Storm Event Overview:

#### Wednesday 1/25

At 2:30 AM, with rain and snow moving in, Streets Operator Lonnie Meidinger was notified by PD about slick roads throughout Gillette.

#### Wednesday morning

Lonnie notified the Night crew at 2:30 AM and Night crew came in to deal with slick road conditions throughout Gillette. Night crew plowed and spread material until 7:00 AM.

#### Wednesday Day

Day crew relieved Night crew on Wednesday morning at 7:00 AM. Snow fall continued throughout Wednesday afternoon. At 1:00 PM a squall came through, dropping temps and an additional inch of snow, creating some icy spots and slush throughout town. Day crew operated until 4:00 PM. Four Day crew members stayed until 7:00 PM to maintain roadways and take care of problem areas called in by PD.

#### Thursday 1/26

Night crew came in at 12:00 AM on Thursday with an additional 1-inch of snow falling throughout the night, adding to icy road conditions. Nights operated until 7:00 AM to prepare for school and rush hour traffic.

#### Thursday Day

Day crew relieved the Night crew at 7:00 AM. Day crew was able to make great progress and start final cleanup of roadways throughout Gillette by the early afternoon. The event ended at 3:00 PM. Road conditions were improved with the use of materials and improved weather conditions.

### Number of Pieces of Equipment Used:

Snowplows:	<u>9</u>	Blades:	<u>0</u>
1-Tons:	<u>6</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>
Tractors:	<u>0</u>		

### Amount of Material Used:

Ice Slicer lbs.:	<u>121,055.10</u>
Scoria lbs.:	<u>121,055.10</u>
Brine Gallons:	<u>654</u>
Apogee Gallons	<u>0</u>

**Number of Miles Plowed During Event: 2832**

### Personnel:

**Night Crew** —, Leonard Taylor, Barry Smith, Daniel Whelchel, Brandon Gonzales, Alyssa Scallen, Dennis Fleck, Sue Riggle, Jeremy Hagen

**Day Crew** Lonnie Meidinger, Amy Berkey, Dale Warren, Toby Fiske, Valdemar Gonzalez, Jeremy Onsgard, Will Ellis, Braxton Riley, Garrett Wolff



**Subdivision Crew** – Gary Schlekeway, Tyler Kartes, Micaiah Huff, Dave Anderson, Boyd Abelseth

**Subdivision Activities:**

Snow and ice control in subdivisions and trouble spots.

**Environmental Conditions Present:**

Snow: 4" Drifting: No Rain: No Low Temp: 27 Wind: 15

**Equipment Issues:** 0

**Incidents:** 0

**Complaints/Concerns:** 0

**Items of Interest:** During this weather event the Gillette Police Department investigated thirteen (13) vehicle crashes. Four (4) of these occurred on City of Gillette maintained roadways and were influenced by weather conditions.

After the event was called at 3:00 PM, temperatures stayed warmed which helped the material do its work, and no calls for slick streets were received.

ESTIMATED SNOW COSTS - 2022/2023

Event #	Date	Labor Cost	Equipment Cost	Ice Slice Cost	Brine Cost	Material Cost	Contractor Cost	Estimated Cost of Event
1	10/24/2022	\$1,936.19	\$2,206.38	\$2,444.29	\$0.00	\$2,444.29		\$6,586.86
2	11/2/2022	\$1,979.82	\$2,350.19	\$4,482.14	\$93.16	\$4,575.30		\$8,905.31
3	11/10/2022	\$2,924.25	\$3,966.13	\$6,489.77	\$570.61	\$7,060.38		\$13,950.76
4	11/14/2022	\$9,302.57	\$12,025.61	\$11,397.79	\$3,425.17	\$14,822.96		\$36,151.14
5	12/2/2022	\$1,973.34	\$2,607.01	\$3,970.47	\$763.04	\$4,733.51		\$9,313.86
6	12/12/2022	\$34,048.94	\$38,973.32	\$6,709.14	\$1,623.36	\$8,332.50		\$81,354.76
7	1/2/2023	\$10,099.67	\$10,361.15	\$8,179.94	\$0.00	\$8,179.94		\$28,640.76
8	1/25/2023	\$7,066.55	\$10,110.24	\$8,473.85	\$1,988.16	\$10,462.01		\$27,638.80
9						\$0.00		\$0.00
10						\$0.00		\$0.00
11						\$0.00		\$0.00
12						\$0.00		\$0.00
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15						\$0.00		\$0.00
16						\$0.00		\$0.00
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22						\$0.00		\$0.00
23						\$0.00		\$0.00
24						\$0.00		\$0.00
25						\$0.00		\$0.00
26						\$0.00		\$0.00
27						\$0.00		\$0.00
28						\$0.00		\$0.00
29						\$0.00		\$0.00
30						\$0.00		\$0.00
	<b>TOTALS:</b>	\$69,331.33	\$82,600.03			\$60,610.89	\$0.00	\$212,542.25



## 2022-2023 POUNDS PER LANE MILE SPREADSHEET

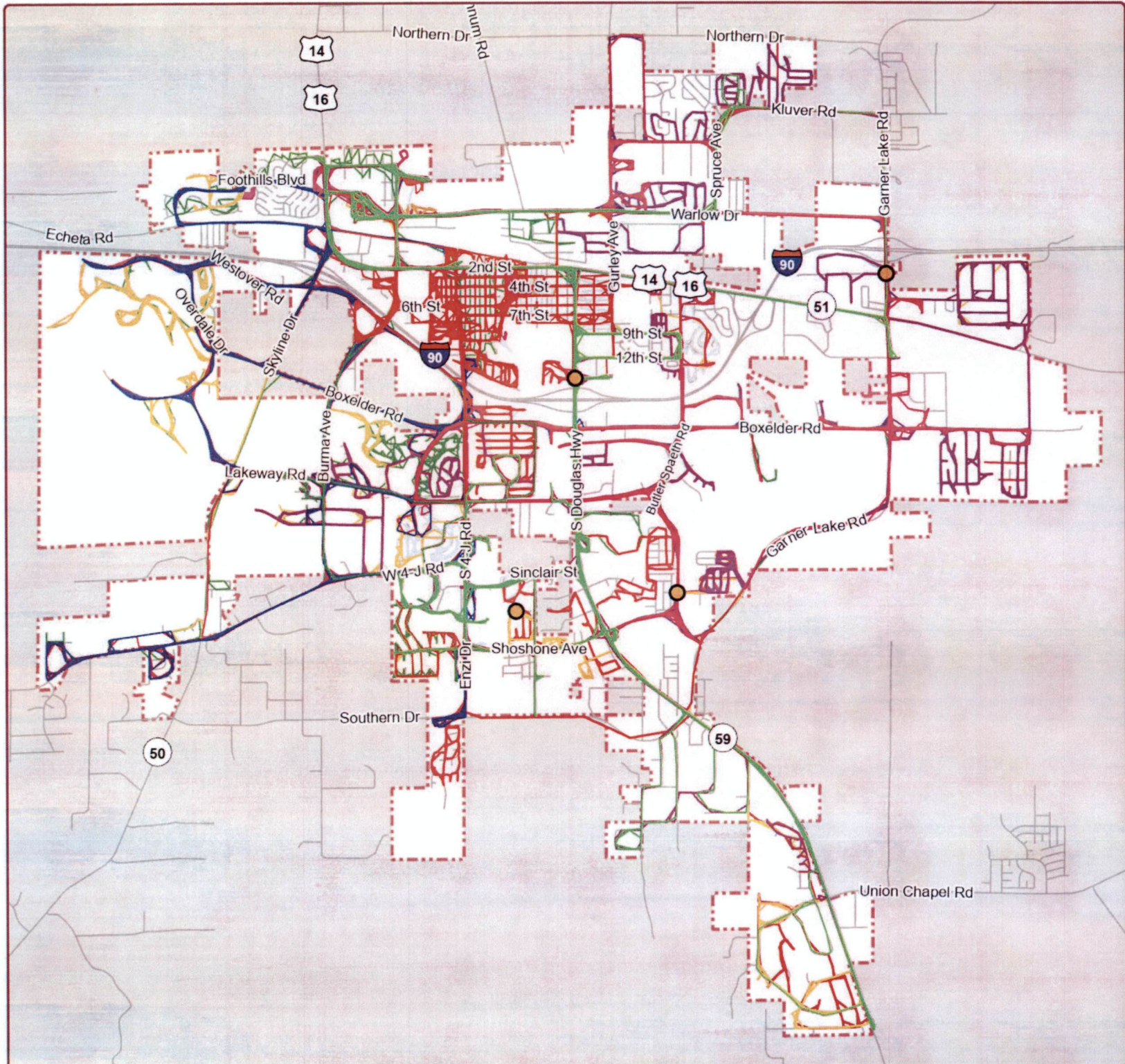
Event #	Date of Event	Duration of Event	Temperature	# of Miles Plowed	Ice Slice Lbs.	Pounds Per Lane Mile	Snowfall Total	Emergency Level
1	10/24/2022	7 Hours	28	831	34,918	42.02	2"	n/a
2	11/3/2022	7 Hours	23	929	56,313	60.62	2.5"	n/a
3	11/9/2022	12 Hours	16	1,573	92,711	58.94	2"	n/a
4	11/14/2022	47.5 Hours	6	3,472	162,826	46.90	4"	n/a
5	12/2/2022	9 Hours	10	767	56,721	73.95	2.5"	n/a
6	12/12/2022	88.5 Hours	8	10,952	95,845	8.75	21"	2
7	1/2/2023	32 Hours	9	3,305	116,856	35.35	8"	n/a
8	1/25/2023	36 Hours	26	2,833	121,055	42.73	4"	n/a
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# CITY OF GILLETTE

Information Technology GIS  
P.O. Box 3003  
Gillette, Wyoming 82717-3003  
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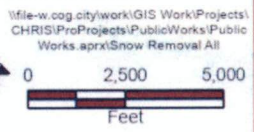
## Unit: Miles

- Unit 25: 25
- Unit 28: 318
- Unit 44: 341
- Unit 100: 293
- Unit 126: 31
- Unit 157: 328
- Unit 162: 2
- Unit 163: 26
- Unit 168: 83
- Unit 171: 36
- Unit 184: 94
- Unit 150054: 29
- Unit 150055: 65
- Unit 160203: 261
- Unit 160204: 291
- Unit 180013: 14
- Unit 200001: 106
- Unit 210040: 217
- Unit 210216: 317
- Crash Reports

Snow Plow Miles: 2,391  
One Ton Miles: 441  
Tractor Miles: 45

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



Snow Event  
1/25/2023 3:00:00 AM to  
1/26/2023 3:00:00 PM  
January 27, 2023

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



## Gillette Police Department 2022/2023 Weather Event Crash Report Event #8

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
1864	1/25/23 @1206	Hwy 59 / Camel	None	Private - > \$1,000	None	Vehicle #1 slid on snow/ice and collided with another vehicle in transport.
1903	1/25/23 @ 1714	Lariat / Hackamore	None	Private - > \$1,000 City < \$1,000	Yes	Vehicle #1 slid on snow/ice and collided with a COG fire hydrant
1918	1/25/23 @ 2257	2ND / Garner Lake	None	Private - >\$1,000 City < \$1,000	None	Vehicle #1 slid on snow/ice and collided with a COG speed limit sign
1932	1/26/23 @ 0831	Butler Spaeth / Harvest Moon	None	Private - > \$1,000	Yes	Vehicle #1 slid on snow/ice and collided with another vehicle in transport.

January 25, 2023 3:00 a.m. to January 26, 2023 3:00 p.m.

During this weather event the Gillette Police Department investigated thirteen (13) vehicle crashes. four (4) of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

## Snow Event Report #9

Event Start Date: 1/27/23 Event Start Time: 7:30 PM  
Event End Date: 1/28/23 Event End Time: 6:00 PM  
Duration of Event: 22.5 hours Streets First Responder: Brandon

### Storm Event Overview:

#### Friday 1/27

Streets Operator Brandon Gonzales was notified by PD at 7:30 PM about slick roads throughout Gillette.

#### Friday Night

Upon inspection, Brandon notified the Nights crew to come in at 7:30 PM and plowed until 5:30 AM Saturday. Snow fall, drifting snow, windy conditions, and a rapid drop in temperature made roadways unsafe for travel.

#### Saturday 1/28

#### Saturday Day

Day crew took over at 7:00 AM Saturday to handle additional snowfall of 2-3 inches, drifting, and icy conditions. Parks crew came in Saturday to handle subdivisions throughout the day, as well. Snow fall quit by early afternoon, and the Day crew was able to clear the roadways and used material to prevent slick areas. The event was closed at 6:00 PM when Day crew finished plowing and clean up efforts.

### Number of Pieces of Equipment Used:

Snowplows:	<u>9</u>	Blades:	<u>0</u>
1-Tons:	<u>4</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>
Tractors:	<u>0</u>		

### Amount of Material Used:

Ice Slicer lbs.:	<u>57,746.20</u>
Scoria lbs.:	<u>57,746.20</u>
Brine Gallons:	<u>287.7</u>
Apogee Gallons	<u>0</u>

**Number of Miles Plowed During Event: 2475**

### Personnel:

**Night Crew** - Lonnie Meidinger, Amy Berkey, Dale Warren, Toby Fiske, Valdemar Gonzalez, Jeremy Onsgard, Will Ellis, Braxton Riley, Garrett Wolff

**Day Crew** - Leonard Taylor, Barry Smith, Daniel Whelchel, Brandon Gonzales, Alyssa Scallen, Dennis Fleck, Sue Riggle, Jeremy Hagen, Corbin Vasser

**Subdivision Crew** - Boyd Abelseth, Tyler Kartes, Micaiah Huff, Dave Anderson

### Subdivision Activities:

Snow and ice control in subdivisions and trouble spots.

### Environmental Conditions Present:

Snow: 4" Drifting: No Rain: No Low Temp: -2 Wind: 20+



**Equipment Issues:** plow truck 157 – flat tire  
plow truck 40 – electrical, to be determined.  
plow truck 28 – electrical (blown fuse)

**Incidents:** 0

**Complaints/Concerns:** 0

**Items of Interest:** During this weather event the Gillette Police Department investigated five (5) vehicle crashes. One (1) of these occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

Although the event ended Saturday at 6:00 PM, there was an unexpected dusting of snow overnight, approximately ½ inch, along with rapidly dropping temperatures which required the Day crew, at the advice of PD, to return to lay material on the priority routes on Sunday morning, 1/29. This situation was handled as an emergency response. Day crew operated for 5 hours, covering all priority routes, making for safe travel throughout Gillette.

ESTIMATED SNOW COSTS - 2022/2023

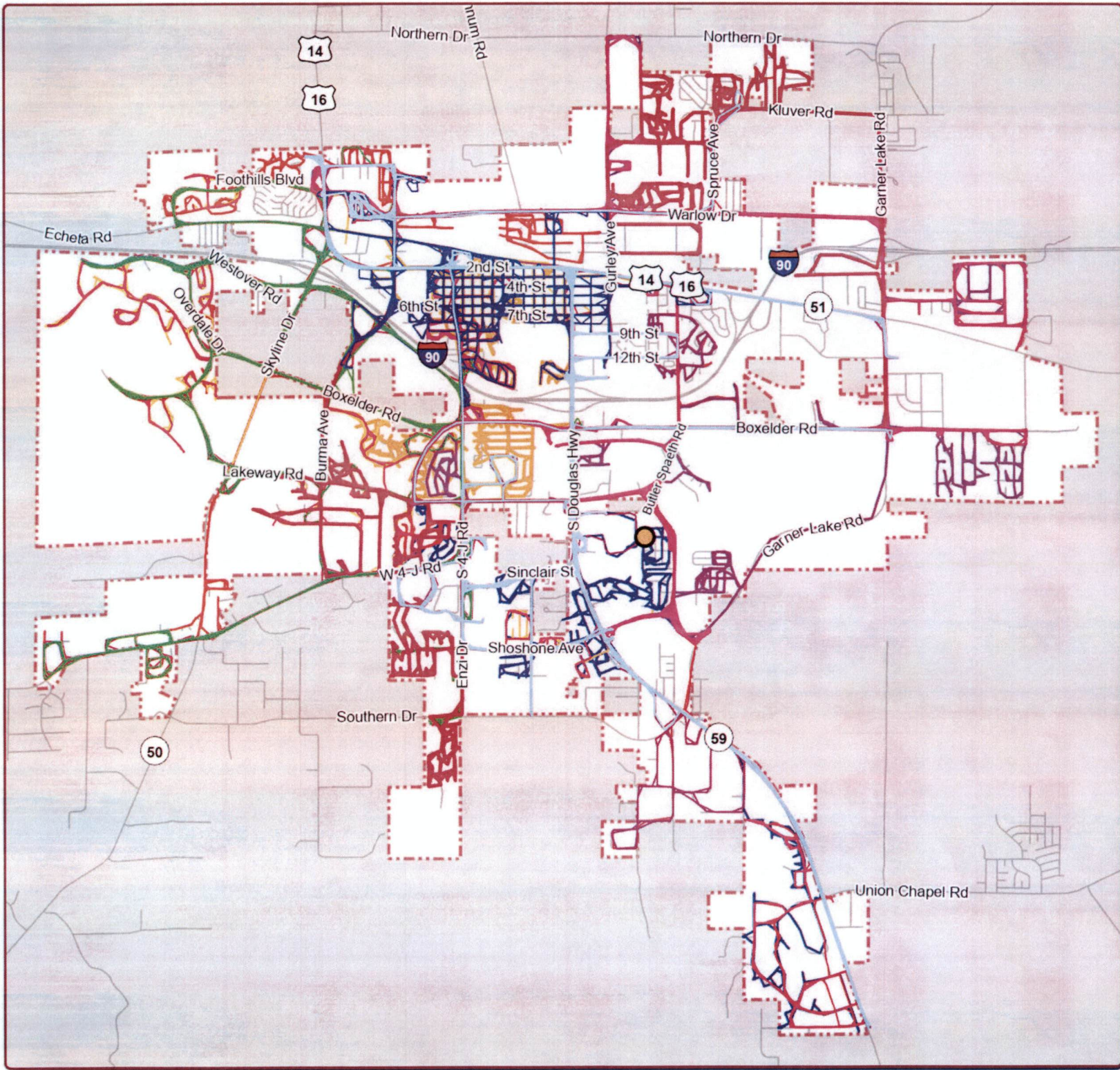
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2	11/2/2022	\$1,979.82	\$2,350.19	\$4,482.14	\$93.16	\$4,575.30		\$8,905.31
3	11/10/2022	\$2,924.25	\$3,966.13	\$6,489.77	\$570.61	\$7,060.38		\$13,950.76
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5	12/2/2022	\$1,973.34	\$2,607.01	\$3,970.47	\$763.04	\$4,733.51		\$9,313.86
6	12/12/2022	\$34,048.94	\$38,973.32	\$6,709.14	\$1,623.36	\$8,332.50		\$81,354.76
7	1/2/2023	\$10,099.67	\$10,361.15	\$8,179.94	\$0.00	\$8,179.94		\$28,640.76
8	1/25/2023	\$7,066.55	\$10,110.24	\$8,473.85	\$1,988.77	\$10,462.62		\$27,639.41
9	1/27/2023	\$6,494.33	\$7,109.92	\$4,042.23	\$874.61	\$4,916.84		\$18,521.09
10						\$0.00		\$0.00
11						\$0.00		\$0.00
12						\$0.00		\$0.00
13						\$0.00		\$0.00
14						\$0.00		\$0.00
15						\$0.00		\$0.00
16						\$0.00		\$0.00
17						\$0.00		\$0.00
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25						\$0.00		\$0.00
26						\$0.00		\$0.00
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29						\$0.00		\$0.00
30						\$0.00		\$0.00
<b>TOTALS:</b>		\$75,825.66	\$89,709.95			\$65,528.34	\$0.00	\$231,063.95



## 2022-2023 POUNDS PER LANE MILE SPREADSHEET

Event #	Date of Event	Duration of Event	Temperature	# of Miles Plowed	Ice Slice Lbs.	Pounds Per Lane Mile	Snowfall Total	Emergency Level
1	10/24/2022	7 Hours	28	831	34,918	42.02	2"	n/a
2	11/3/2022	7 Hours	23	929	56,313	60.62	2.5"	n/a
3	11/9/2022	12 Hours	16	1,573	92,711	58.94	2"	n/a
4	11/14/2022	47.5 Hours	6	3,472	162,826	46.90	4"	n/a
5	12/2/2022	9 Hours	10	767	56,721	73.95	2.5"	n/a
6	12/12/2022	88.5 Hours	8	10,952	95,845	8.75	21"	2
7	1/2/2023	32 Hours	9	3,305	116,856	35.35	8"	n/a
8	1/25/2023	36 Hours	26	2,833	121,055	42.73	4"	n/a
9	1/27/2023	22.5 Hours	-2	2,475	57,746	23.33	4"	n/a
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				27,137		43.62	0	



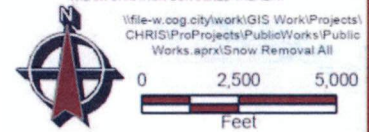


- Unit: Miles**
- Unit 25: 141
  - Unit 28: 124
  - Unit 44: 284
  - Unit 99: 166
  - Unit 100: 260
  - Unit 157: 186
  - Unit 168: 66
  - Unit 171: 62
  - Unit 184: 73
  - Unit 150055: 55
  - Unit 160203: 255
  - Unit 160204: 278
  - Unit 200001: 58
  - Unit 210040: 214
  - Unit 210216: 253
  - Crash Reports

Snow Plow Miles: 2,161  
 One Ton Miles: 314  
 Tractor Miles:

**Police Report:**  
 Crashes: 1  
 Crashes w/Injuries: 0  
 Citations: 0  
 Personal Property Damage: \$ 1,000  
 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.



**Snow Event Nine**  
 1/27/2023 7:30:00 PM to  
 1/28/2023 6:00:00 PM  
 January 30, 2023



## Gillette Police Department 2022/2023 Weather Event Crash Report Event #9

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
2124	1/27/23 @1800	Pintail / Hoback	None	Private - > \$1,000	None	Vehicle #1 slid on snow/ice and collided with a parked motor vehicle.

January 27, 2023 7:30 p.m. to January 28, 2023 6:00 p.m.

During this weather event the Gillette Police Department investigated five (5) vehicle crashes. One (1) of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



## ANNUAL REVIEW AND BUDGET PLANNING MEETING

Campbell County Public Land Board/CAM-PLEX Staff

February 7, 2023 @ 5 PM

Energy Hall Conference Room

1. Call Meeting to Order and Introductions Darin Edmonds
  
2. Annual Review Staff
  - 2.1. Governance Review
    - 2.1.1. Broadest Ends and Outcomes
    - 2.1.2. Operational Policy Review
  - 2.2. Facilities Review
    - 2.2.1. Maintenance / Operations
    - 2.2.2. Risk Management & Asset Protection
    - 2.2.3. Utilization and Resource Allocation
  - 2.3. Administration
    - 2.3.1. Personnel Staffing
    - 2.3.2. Sales, Marketing, Events
    - 2.3.3. Financial Performance
  
3. Forward Looking Major Impacts
  - 3.1.1.1. Camporee
  - 3.1.1.2. NHSFR
  
4. Master Planning Update Laura Chapman
  
5. Capital Budget Needs / Opportunities Review Aaron Lyles
  
6. Financial Reports ReNae Keuck
  - 6.1. Special Events Fund Analysis (Attachment "A")
  - 6.2. CCPLB Reserve Funds Summary (Attachment "B")
  
7. Budget Direction for 2023-2024 Fiscal Year ReNae Keuck
  - 7.1. Direction from County/City (Attachment "C")
  - 7.2. Direction from CCPLB
  
8. Other Discussion Darin Edmonds
  
9. Upcoming Meeting Dates & Adjourn Darin Edmonds

*February 9<sup>th</sup>, 6:30PM – CCPLB Monthly Meeting – Energy Hall Conference Rooms*  
*March 9<sup>th</sup>, 6:30 PM – CCPLB Monthly Meeting – Quarterly Meeting – 6 PM – Main Office Board Room*  
*March 28<sup>th</sup>, 5PM – CCPLB/Managers Budget Planning Meeting – Main Office Board Room*  
*April 13<sup>th</sup>, 6:30PM – CCPLB Monthly Meeting – Energy Hall Conference Room*  
*April 19, 6:30PM – CCPLB/Joint Powers Board Budget Review Meeting – Commissioners Chambers*





**SPECIAL EVENTS FUND  
ANALYSIS  
DECEMBER 31, 2022**

<b>TOTAL FUND BALANCE JUNE 30, 2021</b>		<b>\$ 1,447,730.77</b>
2022-2022 Fiscal Year Net Income (Loss)		690,085.68
<b>TOTAL FUND BALANCE JULY 1, 2022</b>		<b>\$ 2,137,816.45</b>
 <b>2022-2023 SPECIAL EVENTS OCCURRENCES (7/01/22 - 12/31/22)</b>		
2022 NHSFR	(349,731.00)	
307 Horse Racing 2022	(7,619.05)	
S..M.A.R.T. RV Rally	8,051.00	
Discovery RV Rally	4,887.00	
NADAC	2,052.00	
2023 NHSFR	(35,800.37)	
Unallocated	23,223.65	
<b>YTD FISCAL YEAR NET INCOME (LOSS)</b>		<b>\$ (354,936.77)</b>
<b>TOTAL FUND BALANCE DECEMBER 31, 2022</b>		<b>1,782,879.68</b>
Required to Keep on Hand		(110,000.00)
<b>AVAILABLE FUND BALANCE DECEMBER 31, 2022</b>		<b>\$ 1,672,879.68</b>
 <b>2022 EVENTS &amp; OTHER EXPENSES (CALENDAR YEAR)</b>		
Family Motorcoach International RV Rally	445.25	
NAARVA National RV Rally	168.00	
2022 NHSFR	397,657.34	
2022 Horse Racing	58,969.04	
S.M.A.R.T. RV Rally	8,231.00	
Discovery RV Rally	4,887.00	
NADAC	12,168.00	
2023 NHSFR	(35,800.37)	
Interest Income	19,969.77	
Public Relations/Promo	(2,000.00)	
Transfer to GF	(17,000.00)	
Miscellaneous Expense (Camporee)	(8,000.00)	
Software Licensing Fees	(11,164.36)	
Debt Service & Interest Expense	(106,450.00)	
<b>2022 CALENDAR YEAR NET INCOME (LOSS)</b>		<b>\$ 322,080.67</b>
12/31/22 Available Funds Not Sent to WYO-STAR		1,350,799.01
<b>AVAILABLE FUND BALANCE DECEMBER 31, 2022</b>		<b>\$ 1,672,879.68</b>

## CAMPBELL COUNTY PUBLIC LAND BOARD RESERVES

<p><b>WYO-STAR OPERATIONS TRUST FUND</b> - This is a reserve fund managed by the Wyoming State Treasurer. It was originally established in 1993 to accumulate until a balance of ten million dollars (\$10,000,000) was attained. In 2022, the attained balance amount was changed to five million dollars (\$5,000,000). CCPLB has the option to use sums in excess of \$5,000,000, but expenditures in excess of one hundred thousand dollars (\$100,000) must be approved by the City and County. Funds are earmarked for future maintenance of CAM-PLEX facilities. Oil and gas revenue and net income from the Special Events Fund are sent into this trust fund.</p>	<p><b>12/31/22 Balance</b></p>	<p><b>\$5,526,995.54</b></p>
<p><b>WYO-STAR CHILDREN SERIES TRUST FUND</b> - This fund is a revocable trust fund managed by the Wyoming State Treasurer. It was established early in 1993 to ensure Rural Arts Programming (RAP) would continue at CAM-PLEX. CCPLB, corporate and private sponsors as well as the school district agreed that all RAP ticket sales, if not needed for expenses, would go into this trust fund at the end of each season.</p>	<p><b>12/31/22 Balance</b></p>	<p><b>\$1,249,021.56</b></p>
<p><b>WYOMING GOVERNMENT INVESTMENT FUND</b> - This reserve fund was established from sales tax overage revenue collected from the sales tax imposed for the purpose of building the Wyoming Center. \$2.376M is invested in the WGIF CD Program and \$233K is invested in the WGIF Liquid Asset Program. Funds are earmarked for improvements and repairs to the Wyoming Center facility. This fund may not be used for improvements on other CAM-PLEX facilities. These funds may be used for the above purpose with approval from the Campbell County Public Land Board.</p>	<p><b>12/31/22 Balance</b></p>	<p><b>\$2,610,510.91</b></p>
<p><b>WYOMING COMMUNITY FOUNDATION ENDOWMENT</b> - This Endowment was set up in 1993 and is managed by the Wyoming Community Foundation held under the name of CAM-PLEX Arts in Education. The endowment is invested in WYCF's Long-term Common Pool and any increase/decrease is allocated based on the balance of all funds held inside the pool. Annual distributions are calculated on our portion of the allocation. Grants may be applied for on the available amount by CAM-PLEX to be used for the Rural Arts Program. The available amount for grantmaking is approximately \$62,000. Anyone can donate money to be placed into this endowment.</p>	<p><b>9/30/22 Balance</b></p>	<p><b>\$350,037.74</b></p>



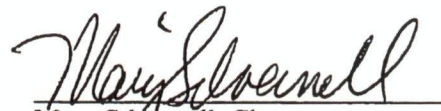
## CAM-PLEX SPECIAL EVENTS ACCOUNT

**Purpose** To provide an account separate from the general budget of the Campbell County Public Land Board (Board) for receiving revenue from Special Events, paying expenses of Special Events, funding and operating Special Events In addition to provide for making improvements, including capital projects, to facilitate various designated Special Events at Cam-Plex "Special Events" are defined as national or regional events involving large numbers of participants, for example the National High School Finals Rodeo, RV rallies, the Pyrotechnical Convention or similar events

Revenue from Special Events shall be placed in the Special Events Account and expenses for the operation of Special Events shall be paid from the account The Board may approve expenditures for capital projects and other improvements needed to support the Special Events Funds will be spent in accordance with established purchasing policies Any expenditure from the Special Events Account in excess of Thirty-Five Thousand Dollars (\$35,000) must be approved by the Campbell County Commissioners (County) and the City of Gillette (City) in writing Any expenditure from the Special Events Account shall be matched by an equal amount from the Special Events Account being placed into the Operations Reserve Fund No funds from the Special Events Account may be used for purposes other than Special Events without the written approval of the County and City

The Board shall provide the County and City a quarterly accounting or, upon the request of either the County or City, of all expenditures from the Special Events Account The Board shall maintain a balance in the Special Events Account sufficient to fund planned Special Events, which shall be determined by the Board on an annual basis based upon the fiscal year, as part of the annual budgeting process Any yearend balance in the Special Events Account shall be carried over to next year, unless the Board elects to transfer all or any part of the Special Event Account funds to the Operations Reserve Fund

This policy was adopted by the Campbell County Public Land Board this 9<sup>th</sup> day of November, 2017

  
Mary Silvernell, Chairman

  
Duane Evenson, Secretary

C



**OFFICE**

500 S. Gillette Avenue, Suite 1100  
Gillette, Wyoming 82716  
(307) 682-7283  
(307) 687-6325 FAX  
www.campbellcountyyw.gov

Denton Knapp  
Executive Director of Administration

**BOARD OF COMMISSIONERS**

Colleen Faber, Chairman  
Del Shelstad  
Jim Ford  
Butch Knutson  
Kelley McCreery

**Fiscal Year 2023-2024 Budget Preparation Message**

This Budget Preparation Message from the Campbell County Board of Commissioners gives focused guidance from which departments and staff prepare their proposed budgets. Although premature to project the assessed valuation for Campbell County for FY 2023-2024, the outlook suggests the valuation may come in slightly higher than the current fiscal year. As the County works on its Strategic Plan this year, it will guide future budgets, synchronize Departments' Master Plans, and look deep into a 20-year projection. With the County's move from J.D. Edwards to Tyler, departments have the ability to enforce fiscal accountability and leverage the new system in order to remain consistent with the prior year's budget. This year's preliminary budget submissions will include Board of Commissioners review of departments and special districts in accordance with Wyoming Statute §16-12-408.

**PERSONNEL:** The Fiscal Year 2023-2024 budget will continue to place focus and priority on our employees. Annually, the Compensation Committee provides its recommendation to the Board of Commissioners for employee pay and benefits. Currently, the significant increase in the national inflation rate and cost of living for Campbell County residents justifies a consideration for a Cost-of-Living increase for all employees (Rate TBD). The Compensation Committee will also review the capability and process to have an awards merit program to provide recognition of their efforts, retention, and incentive to perform to the best of one's capabilities. This merit system will be based on performance documented through a future revised annual assessment on employee performance. Departments must strive to provide adequate service levels with their current approved staffing levels.

**CAPITAL CONSTRUCTION:** For capital construction, departments will focus on maintenance of facilities, and completion of construction projects approved for the coming year. Our consistent goal is to maintain and improve the conditions of our county facilities. Priorities for construction include the partial re model of the Courthouse to create a fourth courtroom for a Sixth Judicial District Court Judge, and remodel of the County Annex facility for attorney office space. The Board will also review county-owned property, and in accordance with the Public Works Master Plan, determine what land to develop, lease, sell, or purchase. Other projects include the advancement of the Pronghorn Industrial Park and improvements to Bicentennial Park.

**GRANTS:** Federal, State, and other grants provide direct funds, as well as matching funds that provide personnel, as well as program capabilities and operations to many departments. Each department should include applicable grants in their budget projections. The Optional 1% Sales Tax was approved by voters for another four years in Campbell County. The County will review all requests from internal and external agencies with an eye on keeping grant amounts steady. There continues to be an increased number of requests by outside entities for these funds. The commission will remain open to all requests while keeping in mind the priorities identified by citizens in the most recent 1% survey.

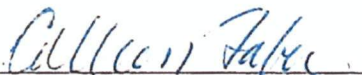
**FLEET:** Until vehicles and equipment become more readily available, departments should continue to budget for fuel, parts, and service. Fleet will continue to try and keep replacement of vehicles and equipment near 10% annually, provided vehicles and equipment meet replacement rules and replacements are available. Please take the time before budget to inspect your departments vehicles and equipment and budget accordingly for the 2023-2024 budget year.

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

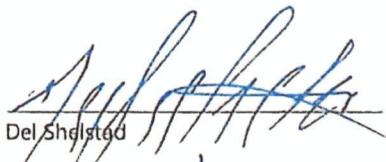


Departments should present budgets consistent with the present fiscal year, with continued focus on resources for employees pay and benefits, deferred maintenance and necessary construction for the betterment of the community. The Board commends the continued work of everyone in the transition to Tyler, newly elected officials, and a difficult year of inflation. We must work together to accomplish our mission to provide County services through sound decisions of fiscal responsibility.

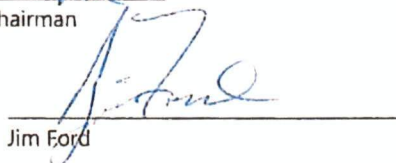
January 17, 2023  
Board of Campbell County Commissioners



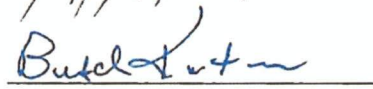
Colleen Faber, Chairman



Del Shelstad



Jim Ford



Butch Knutson



Kelley McCreery

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.



## Campbell County Public Land Board Meeting

**February 9, 2023 @ 6:30 PM**

**Energy Hall Conference Room**

1. Call Meeting to Order and Introductions Darin Edmonds
2. Approval of Agenda Darin Edmonds
3. Approval of Minutes Darin Edmonds
  - 3.1 January 12, 2022, CCPLB Meeting (Attachment "A")
  - 3.2 January 12, 2022, Executive Session Meeting
4. Consent Agenda Darin Edmonds
  - 4.1 Approval of Warrants (Attachment "B")
5. Citizen Input Darin Edmonds
6. Operations Report/Update Aaron Lyles  
Will Hastreiter  
Keith Howard  
ReNae Keuck
  - 6.1 Executive Director's Report ("Attachment "C")
  - 6.2 Facilities & Operations
  - 6.3 Events
  - 6.4 Finance
7. Board Process Darin Edmonds
  - 7.1 Master Plan Update
  - 7.2 Camporee Update
  - 7.3 Landscaping RFQ Revised to Landscaping RFP
  - 7.4 CCPLB Attorney Extension
8. Matters for Noting Darin Edmonds
  - 8.1 Correspondence
9. Upcoming Meeting Dates & Adjourn Darin Edmonds

*March 9<sup>th</sup>, 6:30 PM – CCPLB Monthly Meeting – Quarterly Meeting – 6 PM – Main Office Board Room*  
*March 28<sup>th</sup>, 5PM – CCPLB/Managers Budget Planning Meeting – Main Office Board Room*  
*April 13<sup>th</sup>, 6:30PM – CCPLB Monthly Meeting – Energy Hall Conference Room*  
*April 19, 6:30PM – CCPLB/Joint Powers Board Budget Review Meeting – Commissioners Chambers*





# CCPLB MEETING MINUTES: January 12, 2023

## ATTENDEES

**MEMBERS PRESENT:** Darin Edmonds, Laura Chapman, Charlene Camblin, Bob Maul, Larry Mills, Chuck Land, Skyler Pownall

**MEMBERS ABSENT:**

**LEGAL COUNSEL:** Joe Hallock

**STAFF:** ReNae Keuck, Mikenzie Ochs, Will Hastreiter, Keith Howard, Heather Kuhrt, Aaron Lyles, Heather Kuhrt, Pam Altenberg, Trevor Lynde, Kyle Harbour

**STAFF ABSENT:**

**GUESTS:** Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Sonja Tomaszewski *Public*, Todd Gralla *Populous*, John Brown *Populous*, Joel Feldman *Populous*, Mark Hines *DOWL*, Jaime Tarver *DOWL*

## 1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on January 12, 2023, at CAM-PLEX. The meeting began at 6:30 PM. The meeting was presided over by Chairman Darin Edmonds.

## 2. APPROVAL OF CCPLB AGENDA

### A. To approve the January 12, 2023, Agenda as amended

**Discussion:** To amend agenda item 7H. Executive Director Expectations and Guidance moved to Executive Session.

**Motion:** To approve the January 12, 2023, Agenda as amended

**Moved:** Ms. Camblin

**Second:** Ms. Chapman

**Vote:** Motion passed unanimously

## 3. APPROVAL OF MINUTES

### A. To approve the December 8, 2022, CCPLB Meeting Minutes

To approve the December 8, 2022, CCPLB Executive Session Minutes

**DISCUSSION:** None

**Motion:** To approve the December 8, 2022, CCPLB Meeting Minutes as presented

**Moved:** Ms. Chapman

**Second:** Mr. Land

**Vote:** Motion passed unanimously

## 4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the December 8, 2022, meeting were reviewed.



- December 2022 Accounts Payable Voucher Numbers 3585 - 4968 in the amount of \$240,566.14
- December 2022 Manual Purchase Order Numbers 11241 - 11268 in the amount of \$290,229.44
- December 2022 Payroll Warrants in the amount of \$160,636.27 for the period of 12/11/2022 – 12/25/2022

Moved: Mr. Pownall

Second: Ms. Camblin

Vote: Motion passed unanimously

## 5. CITIZEN INPUT

**DISCUSSION:** None

## 6. OPERATION REPORT/UPDATE

**A. Executive Director's Report - Aaron Lyles**, Executive Director, referred the Board to his Director's Report which is attached in this month's board member binders. Areas reported on were: Customer Feedback: Tiff Robertson – Buck & Ball and Don Hamm – general riders), Administration (snow plowing), Facilities: Post Buck & Ball cleanup in advance of the Pepsi Cup Soccer Tournament and snow drifts in temporary horse stalls, Major Projects & Events: Populous Master Planning Update, Amphitheater Site Construction Update, NHSFR Mid-Winter Meeting, Buck & Ball 2022, Gillette Mustangs, Camporee, Rodney Carrington, and Upcoming Calendar Highlights. Mr. Lyles full report is attached – **(ATTACHMENT "C")**.

**B. Facilities & Operations – Will Hastreiter**, Director of Operations, reported the East Pavilion project has been completed this month. Painting on 2 doors needs to be done, however current temperatures have delayed this process. Paint used is a 2-part epoxy which needs a minimum temperature of 40 degrees for a minimum period of 48 hours to bond and seal as needed. Due to low temperatures, door painting will be held off on until spring. Door 10 repair (the main shaft that runs the roller is broken in 3 spots) – Quotes received are \$25,526 from Curry Garage Door Company, and \$11,610 from Overhead Door Company, for a barrel replacement. One more quote is actively being searched. In the meantime, Mr. Lyles and Mr. Hastreiter will investigate a few options to better evaluate the repair needed. Windmill Shower Building: Powder River Construction and subcontractors came last Monday to assess damages and give an estimated cost for repairs. Mr. Hastreiter is waiting for a cost of damages covered from the insurance company.

**C. Events – Keith Howard – Director of Sales and Marketing**, reported he received notification from the State of Wyoming regarding the status of the Wyoming Outdoor Recreation Grant. The State reports that, as of January 10<sup>th</sup>, all applications have been submitted to the Federal portal. The original portal submission date was scheduled for November 30, 2022. While unknown, this new submission date will likely set the awarding of the grant process back indefinitely. CAM-PLEX will submit their County Annual Report Friday, January 13. Total number of Events that took place at CAM-PLEX in 2022 were: 32 Campbell County School District programs, 343 total events, 567 event days, 767 booked dates. New Life Wesleyan Church non-denominational Christmas Series held 4 services at CAM-PLEX Heritage Center December 23 and 24, which had a total of 2,250 attendees. Mr. Lyles asked Mr. Howard to update the Board on the cancellation of Rudolph the Red Nosed Reindeer Christmas show. Mr. Howard reported this show was cancelled due to extreme weather which prevented the performers from arriving to CAM-PLEX. Mr. Howard informed the Board that committed monies to pay for this show will go directly back into the funding source and be available for future bookings. The Pepsi Cup had 80 teams participating in competition in



2022. They will welcome 90 teams in 2023. The Master Class 3D Archery Shoot: Pronghorn Archery worked with the Wyoming Sportsman's group and were able to get netting to protect Barn 3 during their Archery Shoot from damaging the siding of the building.

**D. Finance – ReNae Keuck**, Director of Finance, reported she cashed out 2 CD's in the WGIF Reserve Fund with interest rates of .25% and .30% and a maturity date of 09/07/2023. She then repurchased 1 CD for 365 days with an interest rate of 5%, and 1 CD for 545 days with an interest rate of 4.96%. CD's were purchased on 12/14/2022 and 12/31/2022. In doing so, the accrued interest was \$688.04 which made up more than half of the early cash out penalty. At last month's Board meeting, Ms. Keuck had recommended she would like to purchase 2 additional CD's. The Board was in agreement with Ms. Keuck's recommendation, therefore a purchase of 2 additional CD's was made; 1 for 365 days with an interest rate of 5% and 1 CD for 545 days with an interest rate of 4.85%. Ms. Keuck continues to work on next years budget process looking at Capital requests and the Operations budget. Dates for this year's budget meetings will be set at tonight's meeting, and the County/City meetings will be added when determined. Ms. Keuck's full report is attached ([ATTACHMENT C1](#))

## **7. BOARD PROCESS**

### **A. Master Plan Update & Introductions**

Mr. Lyles introduced Mr. Todd Gralla, Populous. Mr. Gralla introduced the Populous Team and presented an overview on the Master Plan procedure as well as other master plans Populous has previously worked on. Mr. Gralla explained the Master Plan process exists of: what do we want to be, what do we want to look like in 5, 10, 20 years (physical master plan) and how do we get there (cost, funding, return on investment). Data collection has been collected from Mr. Lyles and staff. The Populous team toured the CAM-PLEX Facilities, met with several community members, and will meet with event operators, producers, and local community stake holders in the near future. Mr. Edmonds asked what is next for CAM-PLEX. Mr. Gralla reported any feedback from community stakeholders, events holders, questions/concerns/comments from the community, employees, Board members, etc., should be referred to Mr. Gralla. Mr. Lyles agreed he would be the facilitator of any communications received and will present those items to Mr. Gralla. Mr. Lyles will inform Board Members of all updated information of the Master Plan as it is received from Mr. Gralla. Mr. Kelley McCreery, Campbell County Commissioner Liaison, inquired if the public will be informed of updates of this process. Mr. Gralla informed the Board there will be upcoming open session meetings for the public to attend. An on-line questionnaire is a potential outlet for comment/input and Mr. Gralla and Mr. Lyles will have a discussion on this.

### **B. Road/Walking Path Location**

Mr. Lyles referred the Board to attachment 7B located in the Board Member's binders. Mr. Lyles informed the Board the current proposal for the Camporee Road/Walking Path location (map) is for consideration of the road location as presented. Mr. Lyles asked the Board for general approval to continue to proceed with planning development with the expectation that is where the road will resolve.

Motion: To approve the plan presented in the development of the road and the walking path

Moved: Ms. Camblin

Second: Mr. Land

Vote: The motion passed 6/1 with Mr. Maul voting Nay.

### **C. Amphitheater Substantial Completion**



Mr. Lyles informed the Board that CAM-PLEX has received DRM's request for substantial completion for the Amphitheater (**ATTACHMENT 7C**). All cut activities have been completed and topsoil has been distributed back over that cut. There would be a significant amount of finish grading that needs to take place. At this point, contract requirements are 85% complete. Mr. Lyles spoke of a winter shutdown notice which would stop the timeclock on the contract and would benefit both parties (DRM and CAM-PLEX). Work would resume sometime in the spring. Mr. Lyles recommendation is to issue the winter shutdown notice which stops the clock and gives DRM confidence that they will be out of contract terms and still protect CAM-PLEX's interest with work resuming this spring.

Motion: To give Mr. Lyles, CAM-PLEX Executive Director, the authority to grant the wintertime shutdown Notice to DRM.

Moved: Mr. Pownall

Second: Mr. Maul

Vote: Motion passed unanimously

#### **D. Camporee Update**

Mr. Lyles reports the road activity was discussed in 7B. DRM had concerns about being able to push through frost in the ground however DRM was successful with this and got the work done.

#### **E. Requests for Qualifications – Amphitheater Irrigation**

Mr. Edmonds asked Mr. Lyles if there has been any conversation with the city as they are project #2 of #3, after dirt work (Project #1) and before the spring project (Project #3). Mr. Lyles relayed he has met with all key Stakeholders from the city that would have input into the infrastructure of the development of this site. They are ready to go and waiting as they have all resources purchased or on hand. The next step of development is to issue the irrigation RFQ. The irrigation piece is unknown as to expense based on construction activities and cost of construction. Mr. Lyles has had discussion with the city as to where the water irrigation will be placed underneath S. Garner Lake Rd. All recommendations are for a 6" line. From the city's perspective, the next step would be this piece of development. The county is performing site surveying and once a good arial survey is obtained, it will be known what sizing and fit a general irrigation idea might be and from there information can be put out to general contractors or specialty trades to understand what that might look like to move through an actual RFP. Mr. Land asked if the county engineer is involved in this process. Mr. Lyles informed the Board that Matt at Campbell County Public Works has been very helpful to guide and offer expertise as well as the Public Works Department providing survey data which allows the ability to put ideas on paper. Mr. Lyles has also had conversations with Dwayne Dillinger, Campbell County Parks and Recreation, regarding grass growing and management.

Motion: For the board to direct, Mr. Lyles, CAM-PLEX Executive Director, to send out Requests for Qualifications for Amphitheater Irrigation.

Moved: Ms. Chapman

Second: Ms. Camblin.

Vote: Motion passed unanimously

#### **F. Frank Stevens Memorial Update**

The Frank Stevens Memorial Committee (ReNae Keuck, Mikenzie Ochs, Charlene Camblin, and Chuck Land) reported Ms. Keuck, and Ms. Ochs will fill out the application and return to the City of Gillette for the road name



change. Mr. Land is working with the Steven's family planning for the plaque which will be placed in the Heritage Center Theater.

**G. FY 2023-2024 Budget Meetings**

The Board scheduled the 2023/2024 CCPLB Staff Planning Meeting for Tuesday, February 7, 2023 @ 5 PM. - Energy Hall Conference Room

The Board scheduled the 2023/2024 CCPLB Managers Budget for Tuesday, March 28, 2023 @ 5 PM. – CAM-PLEX Main Office Board Room

**H. Executive Session - Personnel**

Motion: To enter executive session to talk about personnel with all CCPLB members present at 8:20 PM

Moved: Ms. Camblin

Seconded: Mr. Pownall

Voted: Motion passed unanimously

CCPLB returned to regular session at 9:45 PM. All CCPLB Members were present.

No action was taken.

**8. MATTERS FOR NOTING**

**A. CORRESPONDENCE:**

**DISCUSSION:** None

**9. BOARD CALENDAR**

**i. Upcoming Board Meetings:**

- a. February 9, 2023 @ 6:30 p.m. (Workshop begins at 6 p.m.)  
Energy Hall Conference Room
- b. March 9, 2023 @ 6:30 p.m. (Quarterly Commissioner Meeting) – starts @ 6 p.m.  
CAM-PLEX Main Office Board Room

**ii. Other Meetings/Events:**

- a. CCPLB/Staff Planning Meeting – February 7, 2023, Energy Hall Conference Room – 5 p.m.
- b. CCPLB/Managers Budget Meeting – March 28, 2023, CAM-PLEX Main Office Board Room – 5 p.m.
- c. 2023 Board Training \*Pick one session\* February 22, 2023 – Gillette College Main Building Presentation Hall 5:30 p.m. – 8 p.m. or February 23, 2023 – 9 a.m. – 11:30 a.m.

**10. ADJOURNMENT**

Meeting adjourned at 9:45 PM.

**MINUTES PREPARED BY**

Pam Altenberg, January 18, 2023

**MINUTES APPROVED BY**

**SECRETARY:**

[Campbell County Public Land Board] \_\_\_\_\_  
(Signature & Date) Chuck Land, CCPLB Secretary





CHAMBER *of*  
COMMERCE  
CAMPBELL COUNTY

# FEBRUARY SPEAKER SERIES

Tuesday

February 14, 2023

11:30 AM - 1 PM

Complex Energy Hall

Member \$30

Non-Member \$40

## Featured Speaker

**Rusty Bell**

Executive Director

The Office of

Economic Transformation





## You will learn:


Office of Economic Transformation is an EDA grant funded contract received by the Gillette College Foundation.

Director Rusty Bell will conduct the grant over the next 3 years to engage stakeholders, review existing strategies, create a new diversified strategic plan, and to implement that plan to help diversify Northeast Wyoming's regional economy. This regional economic diversification strategy will identify and help existing businesses and help new businesses where necessary. This grant also is to provide a sustainability plan at the conclusion of the EDA grant period. This work includes meeting with state and local leaders, business owners, stakeholders and residents to identify and prioritize those efforts.

**RSVP  
TODAY!**

 307-682-3673

 [connerl@gillettechamber.com](mailto:connerl@gillettechamber.com)

 [www.gillettechamber.com](http://www.gillettechamber.com)



# Gillette College RODEO TEAM BANQUET



**February 18th, 2023 5:00 PM**

Complex Energy Hall

Gillette, WY



Pokey's Prime Rib Dinner

Silent Auction

Live Auction

Bar

Live Music



POKEY'S BARBEQUE  
AND SMOKEHOUSE  
RESTAURANT AND BAR

For more information call Casey Rae Sellers 307.299.0969

  
**Gillette College**  
Gillette Community College District