

CITY OF GILLETTE

Administration

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

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Hyun Kim, City Administrator
RE: General Information
DATE: May 12, 2023

The following meetings are scheduled for the week of **May 13-19, 2023**

Tuesday, May 16th

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

Wednesday, May 17th

12:00 p.m. Wyoming Peace Officer Memorial, Campbell County Sheriff's Office

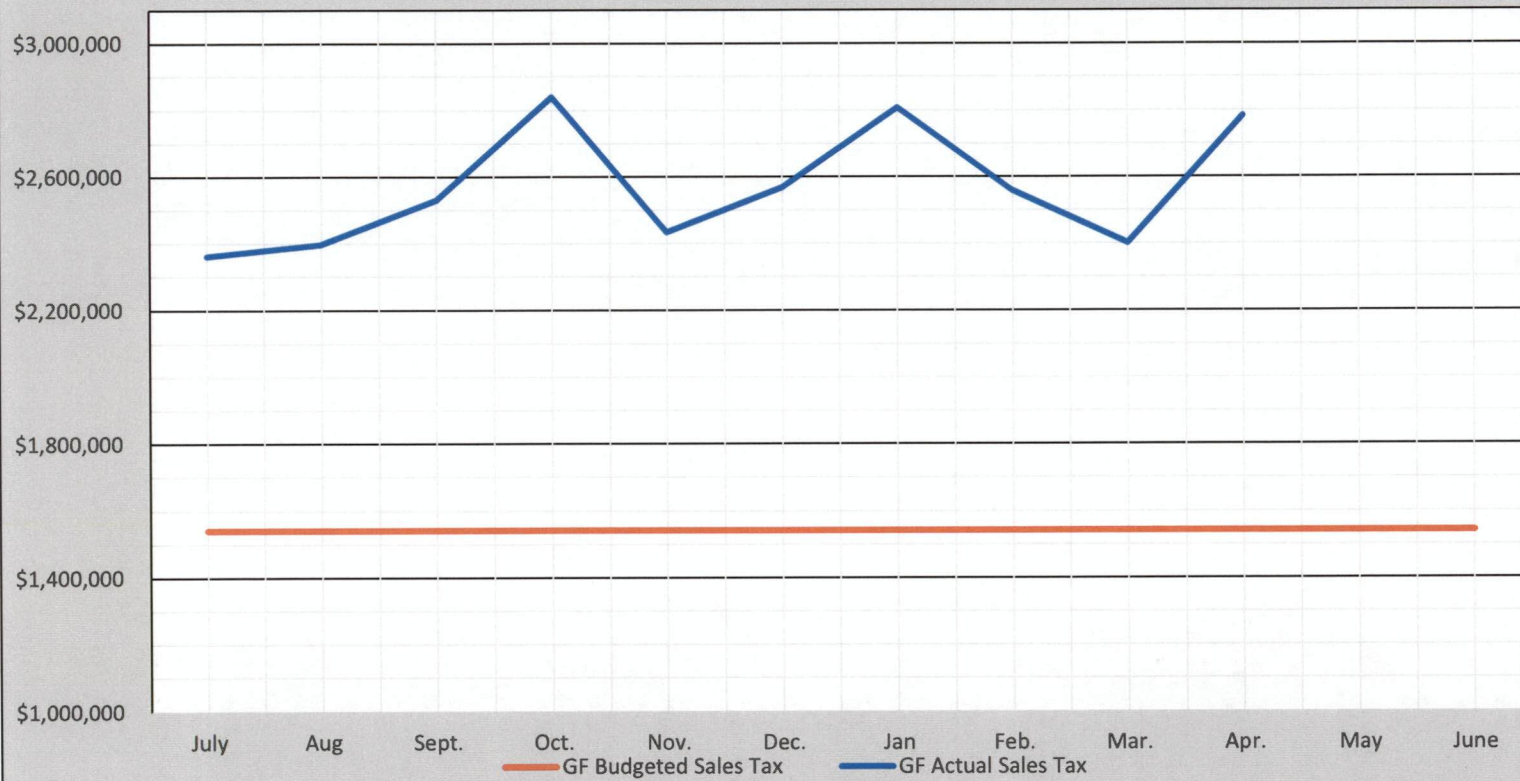
Thursday, May 18th

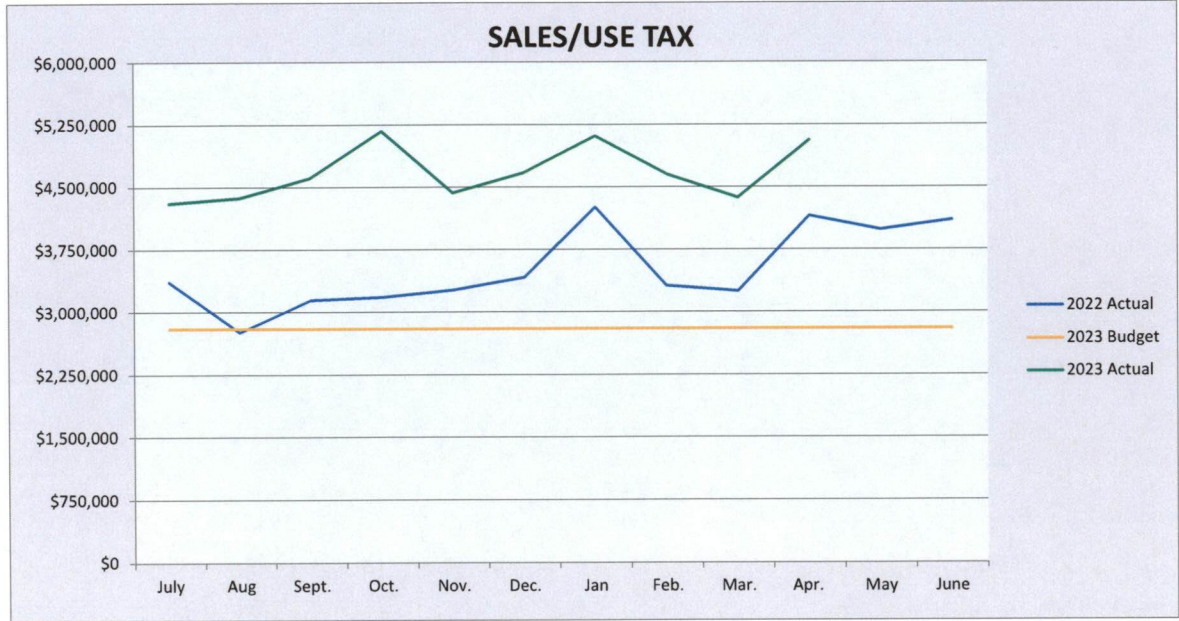
3:00 p.m. Jon Hardy Memorial, Gillette Police Department

1. Attached please find **current sales tax data** provided by **Finance Director Henderson**.
2. Attached please find a **news release** regarding **Mike Cole Named Interim City Administrator** dated **May 8, 2023** provided by **Public Affairs Director Toscana**.
3. Attached please find a **news release** regarding **Gurley Overpass Closed May 15-19** dated **May 9, 2023** provided by **Public Affairs Director Toscana**.
4. Attached please find a **news release** regarding **City Seeks Applicants for Citizen Advisory Boards** dated **May 11, 2023** provided by **Public Affairs Director Toscana**.
5. Attached please find an **agenda** dated **May 11, 2023** and **meeting minutes** dated **April 13, 2023** for the **Campbell County Public Land Board** provided by **Cam-Plex**.
6. Attached please find an **agenda** dated **May 10, 2023** and **meeting minutes** dated **April 2023** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board** provided by the **Campbell County Fire Department**.
7. Attached please find a **flyer** for the **Wyoming Peace Officer Memorial** on **May 17, 2023** at **12:00 p.m.** at the **Campbell County Sheriff's Office** provided by **Chief of Police Deaton**.
8. Attached please find a **flyer** regarding the **Jon Hardy Memorial** on **May 18, 2023** at **3:00 p.m.** at the **Gillette Police Department** provided by **Chief of Police Deaton**.

HK/adw

GENERAL FUND SALES TAX ACTIVITY-FY 2022/23





	FY 2022 ACTUAL	FY 2023 ACTUAL	% CHANGE
July	\$3,362,435	\$4,303,454	27.99%
Aug	\$2,759,462	\$4,369,608	58.35%
Sept.	\$3,142,331	\$4,608,281	46.65%
Oct.	\$3,176,700	\$5,167,662	62.67%
Nov.	\$3,264,070	\$4,428,584	35.68%
Dec.	\$3,411,104	\$4,668,850	36.87%
Jan	\$4,253,320	\$5,107,760	20.09%
Feb.	\$3,310,101	\$4,650,439	40.49%
Mar.	\$3,244,887	\$4,367,029	34.58%
Apr.	\$4,146,701	\$5,057,853	21.97%
May	\$3,982,269		-100.00%
June	\$4,097,615		-100.00%
TOTAL	\$42,150,995	\$46,729,520	10.86%

FY22 YTD	\$34,071,111	37.15%
FY21 YTD	\$25,328,479	84.49%
FY20 YTD	\$37,637,058	24.16%
FY19 YTD	\$35,331,102	32.26%

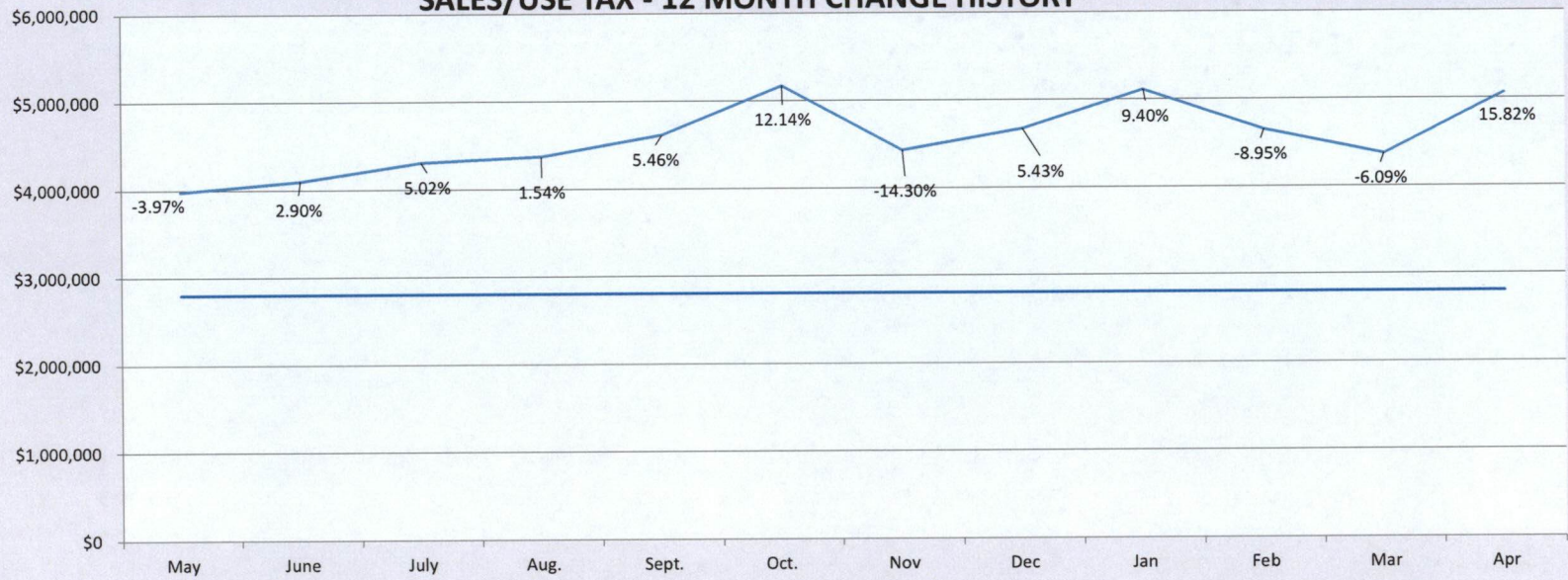
YEAR TO DATE SALES TAX RECEIPTS (APRIL):

FY 2021	FY 2022	FY 2023
\$25,328,479	\$34,071,111	\$46,729,520

YTD BUDGET
\$28,030,303

% Over/(Under) Budget: 66.71%

SALES/USE TAX - 12 MONTH CHANGE HISTORY



News

Mike Cole Named Interim City Administrator

Appointment Effective June 1, 2023

Post Date: 05/08/2023 8:03 PM

During the budget workshop held on May 8 at City Hall, City Council appointed Utilities Director Mike Cole as Interim City Administrator, effective June 1, 2023. The appointment follows the resignation of current City Administrator Hyun Kim.

Cole holds a bachelor's degree in Civil Engineering from the University of Wyoming and is a registered professional civil engineer. He has nearly three decades of experience in public and private engineering and management. Most recently, Cole has served as the Utilities Director for the City of Gillette since June 2017 and is responsible for all aspects of the City's water, sewer fiber optic and electric utility divisions. He served as the Interim City Administrator for the City of Gillette for several months in 2021.

Following the appointment, City Council also authorized staff to move forward with hiring a consulting firm to assist with filling the City Administrator position on a permanent basis.

For more information, contact Public Affairs Director Jennifer Toscana at (307) 686-5202.

###

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News

Gurley Overpass Closed May 15-19

Post Date: 05/09/2023 4:41 PM

Gurley Overpass will be closed for regular inspection Monday, May 15 through Friday, May 19, from 9 a.m. to 3 p.m..

The City of Gillette maintains live railroad crossing information for Burma Avenue and Brooks Avenue [here](#).

For additional information, contact Public Affairs Director Jennifer Toscana at 307-686-5202.

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News

City Seeks Applicants for Citizen Advisory Boards

Post Date: 05/11/2023 10:21 AM

The City of Gillette is seeking volunteers to serve on its Citizen Advisory Boards. Applications are available online and in the Administration Office on the 3rd Floor of City Hall, located at 201 E. 5th Street in Gillette. Completed applications can be returned to City Hall in person or via email at admn@gillettewy.gov. Applications must be received by Friday, June 9, 2023 at 4:00 p.m.

Applicants will be notified after the application deadline of their confirmed scheduled interview time. For questions, please contact City Administration at (307) 686-5203.

Board of Adjustment

Two (2) Terms Expiring 06/30/2026

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

Investment Advisory Committee

One (1) Term Expiring 06/30/2026

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 on the third Thursday of each new quarter (January, April, July, and October.)

Parks & Beautification Board

Two (2) Terms Expiring 06/30/2026

Advises the Mayor and Council on all park development matters, reviews landscape plans associated with the development process, and promotes beautification of the City. Meets the second and fourth Thursday of the month at 5:30 p.m. at City West. All members serve a three-year term. Limited to City Residents.

Planning Commission

One (1) Term Expiring 06/30/2026

Advises the Mayor and City Council on planning, zoning, and development matters. The commission meets the second and fourth Tuesdays of each month at 5:15 p.m. in the 2nd Floor Community Room.

Regional Water Panel Joint Powers Board

One (1) Term Expiring 06/30/2026

The Regional Water Panel is a group formed under the Gillette Regional Water Supply System Joint Powers Agreement. The Panel consists of seven (7) appointed persons (three appointed by Campbell County, three appointed by the City of Gillette, and one representative from Wyoming Water Development Commission (WWDC).

The Panel reviews system financing strategies, annual operations & maintenance budgets, annual capital budgets and accepts or rejects rates and charges as proposed by the City prior to adoption by the City. In addition, the Panel provides recommendations to the Participating Agencies regarding requests for water from potential Wholesale Customers outside the Designated Service Area (DSA) and the corresponding expansion of the DSA. The panel meets quarterly in the City West Conference Room.

Gillette Historic Preservation Commission

One (1) Term Expiring 06/30/2026

Established in 2015, the City of Gillette created the Gillette Historic Preservation Commission for purposes of

protection, enhancement, and perpetuation of significant historical, archeological, and architectural relics within the City of Gillette and the surrounding area. The Commission shall consist of at least three (3) members with demonstrated interest, knowledge, or experience in historic preservation. At least one (1) of the members must be a professional in a historic preservation-related field. To demonstrate credentials, members will be asked to submit resumes or statements, or qualifications to the City of Gillette.

Urban Systems Committee

One (1) Term Expiring 06/30/2026

Established under the Wyoming Department of Transportation Operating Policy 2-4 with the purpose to evaluate the transportation needs of the urban area, compile and prioritize a list of potential improvement projects constrained by available federal and local matching funds, and submit the said list to the appropriate governing bodies for their approval. The Committee is mandated to meet annually during the month of November and at other times as necessary on the call of its Chairman.

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Campbell County Public Land Board Meeting

May 11, 2023 @ 6:30 PM

Energy Hall Board Room

- | | |
|----------------------------------------------------------------------------|-----------------|
| 1. Call Meeting to Order and Introductions | Darin Edmonds |
| 2. Approval of Agenda | Darin Edmonds |
| 3. Approval of Minutes | Darin Edmonds |
| 3.1 April 13, 2023, CCPLB Minutes (Attachment "A") | |
| 3.2 April 13, 2023, CCPLB Executive Session Minutes Approval. | |
| 4. Consent Agenda | Darin Edmonds |
| 4.1 Approval of Warrants (Attachment "B") | |
| 5. Citizen Input | Darin Edmonds |
| 6. Standing Reports/Update | |
| 6.1 Executive Director's Report ("Attachment "C") | Aaron Lyles |
| 6.2 Facilities & Operations | Will Hastreiter |
| 6.3 Events | Keith Howard |
| 6.4 Finance | ReNae Keuck |
| 7. Board Process | Darin Edmonds |
| 7.1 Designation of Depositories | |
| 7.2 Designation of Official Newspaper | |
| 7.3 Board Member Financial Disclosure Statement | |
| 7.4 Master Plan Update | |
| 7.5 Camporee Update | |
| 7.6 NHSFR Update | |
| 7.6 Governance and Personnel Policy Revisions | |
| 7.7 Attorney RFP | |
| 7.8 Annual Budget Process Update | |
| 7.8 Officer Elections | |
| 8. Matters for Noting | Darin Edmonds |
| 8.1 Correspondence | |
| 9. Upcoming Meeting Dates & Adjourn | Darin Edmonds |
| May 18 th , 2023 – 6:30PM – Master Planning Public Meeting #3 | |
| June 8 th , 2023 – 6:00PM Quarterly Commissioners/CCPLB Meeting | |
| June 8 th , 2023 – 6:30PM CCPLB Board Meeting | |



CCPLB MEETING MINUTES: April 13, 2023

ATTENDEES

MEMBERS PRESENT: Darin Edmonds, Laura Chapman, Charlene Camblin, Bob Maul, Larry Mills, Chuck Land, Skyler Pownall (via Zoom)

MEMBERS ABSENT:

LEGAL COUNSEL: Joe Hallock.

STAFF: ReNae Keuck, Will Hastreiter, Keith Howard, Aaron Lyles, Pam Altenberg, Mikenzie Ochs

STAFF ABSENT:

GUESTS: Jake Goodrich *Gillette News Record*, Mary Stroka *County 17*, Kelley McCreery *Campbell County Commissioner Liaison*, Jim West *City of Gillette Liaison*, Doug Griffis *Public*, Liz Edwards *Campbell County Fair Coordinator*, Sean Brown *City of Gillette Attorney*, Shanna & Jason Firnekas *Underground Bull Riders Productions*

1. CALL TO ORDER

Campbell County Public Land Board Meeting was held on April 13, 2023, at CAM-PLEX. The meeting began at 6:38 PM. The meeting was presided over by Chairman Darin Edmonds.

2. APPROVAL OF CCPLB AGENDA

A. To approve the April 13, 2023, as presented

Discussion: None

Motion: To approve the April 13, 2023, Agenda as presented

Moved: Mr. Land

Second: Ms. Chapman

Voted: Motion passed unanimously

3. APPROVAL OF MINUTES

A. To approve the March 9, 2023, CCPLB Meeting Minutes

DISCUSSION: None

Motion: To approve the March 9, 2023, CCPLB Meeting Minutes and Executive Session Meeting Minutes as presented

Moved: Ms. Chapman

Second: Mr. Maul

Voted: Motion passed unanimously

4. CONSENT AGENDA; APPROVAL OF WARRANTS

A. The Warrants for the April 13, 2023, meeting were reviewed.

- March 2023 Accounts Payable Voucher Numbers 5390 - 5649 in the amount of \$183,525.31

- March 2023 Manual Purchase Order Numbers 11305 - 11329 in the amount of \$285,151.72
- March 2023 Payroll Warrants in the amount of \$156,283.56 for the period of 02/19/2023 –03/18/2023

Discussion: Ms. Camblin questioned an item on page 18 – soft drink contract - for \$7,423.00. Ms. Keuck informed the Board that shirts with the Pepsi Logo are purchased out of this line item.

Motion: To approve the warrants as presented.

Moved: Ms. Camblin

Second: Ms. Chapman

Voted: Motion passed unanimously

5. CITIZEN INPUT

DISCUSSION: Shanna & Jason Firnekas, *Underground Bull Riders Productions*, informed the board they run a youth bull riding organization out of Campbell County for the State of Wyoming as well as surrounding states. This organization is interested in scheduling a series of events at CAM-PLEX. The goal of the bull riding organization is to teach kids how to ride properly and safely for qualifying/competition for the junior national and world finals. Ms. Firnekas stated that Underground Bull Riders Productions is having problems scheduling event dates at CAM-PLEX due to events already booked for the dates/spaces she is trying to secure. Same date scheduling is needed each year for the bull riding event to be consistent and successful. Setup, event, and teardown would be in and out the same day. Other out of town facilities are available and wanting to book this event, however this organization feels CAM-PLEX is the best facility for hosting the event. Events already scheduled have exclusive use of the CAM-PLEX campus while their event is happening. Mr. Lyles and Staff will set up a meeting with Mr./Mrs. Firnikas to see what/if anything can be done to facilitate this organization.

6. OPERATION REPORT/UPDATE

6.1 Executive Director's Report - Aaron Lyles, Executive Director, referred the board to his Executive Director's Report. There are still discrepancies between the approved claim value and contractor quote for the Windmill Shower Building. Negotiations for acceptable repair amounts are ongoing. Shelby Means, HUB Insurance Company Representative, has requested the support of the regional president of HUB to assist in moving this process forward. The hail damage claim continues to make progress with repairs. Dryvit stucco repairs to resurface and repaint the main building have begun. Roofing repairs have begun. The ability to evaluate the repairs necessary for the East Pavilion Roof have not been able to take place due to persistent frost conditions present. A water line break between stall barns 7 and 8 resulted in no water to 6.5 total stall barns. A full assessment of damage or scope of repair required has not been able to take place due to winter conditions of the break location. No buildings were impacted. A mid-April time frame is anticipated to identify the scope of the issue(s) as well as repair(s) made. The arrival date of approximately 200 Horses expected to be on property April 1st, has been moved back to April 20th. Drainage issues behind the Heritage Center Theater caused flooding of the backstage area. Damage was limited to ceiling tiles in the basement and some staining of the bottom of drywall in the backstage area. The Wyoming Center had water flow into the space through conduit lines. No damage was noted. During this same time frame, the City Water Treatment Facility was experiencing substantial unanticipated inflows through the sewer system and were on property working to identify locations where water was accessing their system on CAM-PLEX grounds. Door #10 for East Pavilion has been ordered however, due to supply chain issues, will not arrive until the first week of May. Other

topics discussed were: NHSFR Volunteer Sign-up, Scheduled meetings for Emergency Coordination, CAM-PLEX Master Planning Update, Amphitheater Outdoor Event Site Update, Camporee 2024, Operations Update, Upcoming Calendar of Events, and CAM-PLEX "In the News" 1st Quarter 2023 Highlights. Mr. Lyles thanked the CAM-PLEX team, but specifically recognized Mikenzie Ochs, Senior Sales Manager, as Mr. Lyles has asked her to get organized in ways never done before such as backdating systems, planning, calendars, etc. Ms. Ochs has gone above what is normally expected of her and done a fantastic job in doing so. Gillette Mustang's will be moved into Spirit Hall exclusively which will free up Frontier and Equality Hall to become rentable spaces. Personnel items will be discussed in the Executive Session at tonight's meeting. Mr. Lyles' full report is attached. **(ATTACHMENT "C")**.

6.2 Facilities & Operations – Will Hastreiter, Director of Operations, reported panels and bucking chutes have been placed in the infield of Morningside Park, there is a blade grading the track, and quite a bit of sand has been taken out of the timed event side. The stalls will be moved into Barn 3 after high school rodeo. There are lots of moving parts due to warm weather. Mustang's Football has moved into Spirit Hall. Stucco on the South Side of Energy Hall is complete, and repairs are underway on both the Heritage Center and Energy Hall. Lowe Roofing has completed the connector roof between East and Central Pavilion and the entrance roof to Central Pavilion. Additional hail damage has been observed on the Central Pavilion roof. Van Ewing Construction will be scheduling with insurance to have someone come look at this roof and the Barn 3 roof. These two roofs were not included in the initial claim. Insurance will also be looking at the stucco on East and Central Pavilion walls on the West and South side of the building. These were not included in the initial claim, but it is believed there is hail damage to these areas as well. Van Ewing Construction is waiting on confirmation from Singh Contracting to meet with CAM-PLEX Staff on site next Wednesday, April 19th, 2023, to work on repairs for the East Pavilion roof, provided the materials they ordered for corrections have come in. Van Ewing Construction met onsite with Singh Contracting a few weeks ago and walked through the items again that are expected to be corrected. Finalizing the scope of work for painting on buildings included in the claim for corrections and the directions Van Ewing Construction has received from CAM-PLEX Staff on small buildings, mainly ticket booths that will not be painted but rather take the cash value from the claim. Van Ewing Construction is hoping to have this work begin in May as the temperatures are starting to rise on a more consistent basis. Mr. Hastreiter's full report is attached.

6.3 Events – Keith Howard, Director of Sales and Marketing, reported on Events scheduled at CAM-PLEX.

Theater Events: Clue On Stage by Gillette Community Theater April 1st, Arts Academy Outreach April 3rd – 5th, 11th, 18th, Spotlight Dance Cup April 14th – 16th, CCSD 5th & 6th Spring Strings Concert April 20th, Jehovah's Witness Assembly April 22nd – 23rd, Paul Taylor Performance April 25th, Live 2 Dance Spring Recital April 28th – 29th. Sports: Gillette Mustangs Football April 1st, 15th & 22nd, Gillette Little League Baseball Practice April 5th, 7th, 12th, & 14th, Cowgirls Softball Practice April 10th – 12th. Equestrian, Ewe, and Dog: 307 Horse Racing Training April TBD, Ride & Shine Equine Assisted Therapy April 3rd, 11th, 18th, & 25th, Underground Bull Riders Winter Series April 7th & 8th, Sheep & Goat Sale April 15th, Youth Ag Expo April 25th. Banquets & Benefits: Gillette College Foundation Banquet April 15th, Crawfish Boil April 28th, Friends of NRA Banquet April 29th. Meetings & Trainings: CCSD Art Gala April 2nd – 3rd, NHSFR Emergency Management Meeting April 7th, Tradeshows, Community, Private, and Specialty: Gillette Gun Club Show April 28th – 30th, Villages Quinceanera April 22nd – 23rd. Updates: Wyoming Outdoor Recreation Grant Update: CAM-PLEX received an email update from the state on March 6th noting all applications in the ARPA Portal are in the final levels of approval for funding and identifying that notification of awards will be submitted via email soon. Mr. Howard emailed the state contact on 4/5/23 to inquire about updates on the status of

the application. Mr. Howard called the state contact and left a voicemail on 4/13/23 inquiring about potential updates. As of the time of this meeting, no response has been received. NHSFR Volunteer Update: 1,345 volunteer spots need to be filled. Currently (with volunteer commitments from Lyon's Club and Rotary) CAM-PLEX has 621 volunteer spots filled as of today. Mr. Howard's full report is attached.

6.4 Finance – ReNae Keuck, Director of Finance, handed out documents showing history from previous budgets. as well as an investment report update.

7. BOARD PROCESS

7.1 Master Plan Update

Ms. Chapman updated the Board on the progress of the Master Plan Project. Populous consultants are currently digesting information presented to them. The next on-site meeting, which will include a public forum, is tentatively scheduled for May 17th, 18th, and 19th.

7.2 NHSFR Update

Mr. Lyles reported that the largest financial lever for the National High School Finals Rodeo in terms of revenue is the trade show. The trade show is selling very well with technically 42 spots available however 15 are awaiting review. CAM-PLEX Staff is working hard on ad sales and sponsorship.

7.3 Camporee Update

Mr. Lyles informed the Board good progress is being made at the Amphitheater site. A grader should be on site tomorrow, if not today. Ground leveling will continue. Mr. Lyles met with Mr. John Monroe, Primary Design Contact, and representatives from CAMPOREE. Mr. Monroe gave feedback which included one area of where there will be a slight grading adjustment. Overall, CAMPOREE is very pleased with the project. Mr. Vern Byrd, International Pathfinder Center for Youth Evangelism Operations Director, will be on the grounds for a few days starting Monday, April 10th 2023. Emergency Management meetings have taken place. By the end of April, operational details for CAMPOREE should be understood. A challenging process is when there are expectations for information to be circulated, however, more times than not, information that must be developed operationally, isn't quite mature, or concrete enough, to do so. Now that CAMPOREE information has become clearer, Mr. Lyles will be hosting a stakeholder meeting which will also be a continuation of emergency management, as well as high level scheduling. These meetings are currently scheduled for the 2nd Monday of each month with additional meetings to be scheduled as the event date gets closer. The schedule will be circulated to appropriate outlets.

7.4 Landscaping Contract – Amphitheater Site

This project has moved through the RFP process. Mr. Lyles has been working with G & G to finalize the scope of the Landscaping Contract. Effectively, this process is nearly complete. A few minor items will be dealt with tomorrow morning. Mr. Lyles handed out information which included the basic contract, the scope of work, G & G's proposal response, the layout of the Center Pivot, and the irrigation plan presented. In the original RFP, G & G's proposal is \$385,000. This amount is now \$446,580 which is an increase of approximately \$61,000 which is essentially a tire change to the Center Pivot Unit which would allow repositioning the location of the Center Pivot. Mr. Lyles recommended the Board approve the RFP as adjusted.

Motion: Contingent upon final review, to approve and award the RFP for Irrigation/Landscaping for the Outdoor Event Space Irrigation/Landscaping & Project Management, to G & G Landscaping, in the amount of \$446,580.00.

Moved: Ms. Camblin

Seconded: Mr. Mills

Voted: Motion passed unanimously

7.5 23-24 Budget

Mr. Lyles informed the Board that a new version of the Budget was placed inside their Budget Binders. All numbers are the same as what they were, however, Mr. Lyles asked the CAM-PLEX Team to put their best foot forward in providing input to the presentation of this year's budget. Mr. Lyles reiterated that while being asked to hold the line in terms of costs, in addition to having the unique staffing challenges that CAM-PLEX has, and understanding there will be COLA and merit increases, as well as a focus on additional personnel, the choice to offer a budget that supports identified needs of increased staff while choosing not to pursue the offsetting capital perspective. In the net, there is roughly a 28% increase in the operating budget, and a 26% decrease in the Capital budget. The Board has received an approved Budget from CAM-PLEX Staff which has already been submitted to the funding entities.

Motion: To formally approve the Budget for fiscal year 2023/2024 as prepared by staff.

Moved: Ms. Chapman

Seconded: Mr. Mills

Voted: Motion passed unanimously

7.6 RFP for Board Attorney

Discussions took place on the Board moving forward in the process of finding a permanent Attorney for CCPLB. Ms. Camblin stated, due to the timeframe of this process, now is the time to start the search for a permanent CCPLB Attorney.

Motion: To move forward with the RFP process in the search for finding a permanent CCPLB Attorney.

Moved: Ms. Camblin

Seconded: Ms. Chapman

Voted: Motion passed with Mr. Maul voting No.

7.7 Executive Session – Personnel

Motion: To enter Executive Session to discuss Personnel with Mr. Hallock and Mr. Lyles present at 8:15 PM.

Moved: Mr. Land

Seconded: Mr. Mills

Voted: Motion passed unanimously

CCPLB returned to regular session at 8:43 PM. All CCPLB members, Mr. Hallock, and Mr. Lyles, were present.

No action was taken as a result of the executive session.

8. MATTERS FOR NOTING

A. CORRESPONDENCE:

DISCUSSION: None

9. BOARD CALENDAR

i. Upcoming Board Meetings:

- a. May 11, 2023, @ 6:30 PM (Workshop starts at 6 PM) Energy Hall Conference Room
- b. June 8, 2023, @ 6:30 PM (Quarterly Commissioners Meeting starts at 6 PM) Energy Hall Conference Room

ii. Other Meetings/Events:

- a. None

10. ADJOURNMENT

Meeting adjourned at 8:43 PM

MINUTES PREPARED BY

Pam Altenberg, April 28, 2023

MINUTES APPROVED BY

SECRETARY:

[Campbell County Public Land Board]

(Signature & Date) Chuck Land, CCPLB Secretary



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Gillette, Wright, Campbell County
Fire Protection Joint Powers Board of Directors
MAY 10, 2023
5:30 p.m.
Station 1 Community Room

ATTENDANCE

Board Members:

_____ Chris Beltz- Chairman	_____ Tim Carsrud
_____ Bill Sims- Vice-Chair	_____ Tricia Simonson
_____ Jeff Boardman -Sec/Tres	_____ Nathan McLeland
_____ Trent Jones	

INVITED STAFF MEMBERS:

_____ Fire Chief Jeff Bender	_____ Deputy Chief JR Fox
_____ Division Chief Ryan Fox	_____ Director of Finance Juli Pierce
_____ Kalli Madsen	_____ Geneva Wickham

_____	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, P.C.)
_____ Butch Knutson (County Commissioner & Liaison to the Fire Board)

_____	_____
_____	_____
_____	_____



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors

CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
MAY 10, 2023

1. CALL TO ORDER

The Meeting was called to order at _____ hours
by _____.

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND INTRODUCTIONS

Guests:

4. AGENDA APPROVAL

4.1 Business Additions and Deletions



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS
MAY 10, 2023

4.2 Approve the Agenda 🌀

4.3 Approve the Amended Agenda (if needed) 🌀

5. PUBLIC COMMENTS



Gillette, Wright, Campbell County Fire Protection
 Joint Powers Board of Directors
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
 MAY 10, 2023 - Discussion/Approval

6. CONSENT AGENDA APPROVAL ITEMS 🚒:

6.1 Regular Board Meeting Minutes

**JOINT POWERS FIREBOARD
 APRIL MEETING MINUTES
 STATION 1 COMMUNITY ROOM**

ATTENDANCE: Chris Beltz, Jeff Boardman, Bill Sims, Trent Jones, Nathan McLeland, Tim Carsrud

ABSENT: Trisha Simonson

STAFF and GUESTS: Chief Jeff Bender; Director of Finance Juli Pierce; Div. Chief Ryan Fox, BC Bryan Borgialli, Kalli Madsen, Geneva Wickham, Attorney Joe Hallock, Commissioner Butch Knutson

1.0 CALL TO ORDER

Chair Chris Beltz called the meeting to order at 1733 hours.

3.0 WELCOME AND INTRODUCTIONS

Chair Chris Beltz introduced the attendees listed above under "Staff and Guests."

4.1 BUSINESS ADDITIONS AND DELETIONS

4.3 AGENDA APPROVAL AS AMENDED

Motion Jeff Boardman moved and seconded by Bill Sims to approve the meeting agenda amended.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	ABSENT
Trent Jones	YES		

*Amended: add Action item 9.1 to approve the BIB contract for background check services. *

The motion carried.

5.0 PUBLIC COMMENT

6.0 APPROVE CONSENT AGENDA AS AMENDED

Motion Nathan McLeland moved and seconded by Tim Carsrud to approve the consent agenda as amended.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	ABSENT
Trent Jones	YES		

*Amended: removed Mayor Shay Lundvall's name and replaced him with Trisha Simonson, elected to the board position at the meeting. Changed Motions in minutes from Shay Lundvall to Trisha Simonson. *

The motion carried.

7.1 MANUAL CHECKS

Motion Trent Jones moved and seconded by Bill Sims to approve manual checks for \$67,567.76

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	ABSENT
Trent Jones	YES		

Director of Finance Pierce mentioned the check for S&S Builders for \$60,825.88. It was approved for disbursement by Chris Beltz and Jeff Boardman via email.

The motion carried.



Gillette, Wright, Campbell County Fire Protection
Joint Powers Board of Directors
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
MAY 10, 2023 - Discussion/Approval

8.1 FINANCIAL AND POLICY REVIEW

8.1.1 CASH POSITION

Director of Finance Juli Pierce updated the board on the financials as of the end of March with a cash balance of **\$2,126,913.50**. The only substantial income was the 2nd quarter ambulance payment for parts and supplies. She also noted a refunded charge from Basin's Radio, as the check was paid to the incorrect vendor.

Vehicle Depreciation Account Unencumbered Funds \$3,206,624.77

Facilities Maintenance Unencumbered Funds \$154,114.62

Equipment Replacement Unencumbered Funds \$413,655.95

Pierce noted that the City removed the remainder of the "Encumbered" for the Hazmat unit that wouldn't be used.

8.1.2 FY 2020-2021 BUDGET VS ACTUAL

Pierce explained that at this point in the year, it is typical to be at 75% of the budget used, and we are currently sitting at 60% usage. We are doing well; however, there are accounts to note, even though they have been mentioned before.

Utilities: 80% usage due to the cold and long winter

Telephones: 89%- Pierce will investigate the increase

Board expenses- 87% due to the increase in food costs

Shop Supplies- Pierce stated she will work with Chris to look at those costs with one quarter to go.

Pierce noted that we are 8% under budget on payroll and benefits for the year. If we continue the trend with our budget usage, we should end the year with a significant fund balance of just under \$500,000.

8.1.3 POLICY REVIEW

8.2 ADMINISTRATIVE ITEMS: CHIEF BENDER

8.2.1 CALL REVIEW

Chief Bender presented the monthly calls with several structure fires, and a Crook County extrication was noted.

8.2.2 TRAINING REPORT

Battalion Chief Borgialli presented the training update that included a slight increase from last month with the beginning of wildland training and refreshers. The newest recruits will do their first live burn and complete their Firefighter 1 certificates after their burn rooms next week.

8.2.3 FACILITY UPDATE

Chief Bender updated the board on the landscaping that should be starting again with the warmer weather, and it should be finished up within budget. State and Federal entities are working on a plan for the Forest Service and Station 9 upgrades, options, and preferences to approach the county.

The department is working with the County to plan the potential movement of the AMFTC and the burn tower. We can't move our most important piece and then not have the opportunity to use the rest of the facilities.

Division Chief Fox updated the Board on the fund balance encumberment for Station 7 and to replace sensors for overhead doors with safer sensors.

8.2.4 CALENDAR OF EVENTS

Chairman Beltz reminded the Board of the Budget presentation to the funding entities on April 19th with the updated location of GAMB.



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PUBLIC COMMENTS/CONSENT AGENDA/MINUTES
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9.0 BOARD ACTION ITEMS

9.1 APPROVE THE CONTRACT FOR BIB

Motion **Nathan McLeland** moved, seconded by **Jeff Boardman**, to approve the BIB background check services contract.

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	ABSENT
Trent Jones	YES		

The motion carried.

12.1 ADJOURNMENT

Motion **Trent Jones** moved, seconded by **Tim Carsrud**, to adjourn at 1815 hours

Chris Beltz	YES	Nathan McLeland	YES
Bill Sims	YES	Tim Carsrud	YES
Jeff Boardman	YES	Trisha Simonson	ABSENT
Trent Jones	YES		

The motion carried.

Respectfully Submitted,

Chair Chris Beltz

Attest: Juli Pierce



WYOMING
PEACE OFFICER
MEMORIAL

MAY 17, 2023

12:00 p.m.

Campbell County Sheriff's Office
600 W Boxelder Dr.

Luncheon following ceremony

We Honor You

Jon Hardy
MEMORIAL

MAY 18, 2023 - 3:00 P.M.

Gillette Police Department

201 E. 5TH Street

May his heroic deed never be forgotten.