

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: Michael Cole, Interim City Administrator
RE: General Information
DATE: August 25, 2023

The following meetings are scheduled for the week of **August 26 - September 1, 2023**

Monday, August 28th

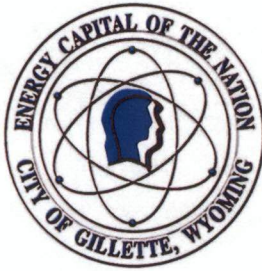
8:00 a.m. Meet & Greet with City Administrator Candidates, 2nd FI Community Room

12:00 p.m. Lunch with City Administrator Candidates, City West Breakroom

4:00 p.m. City Council Executive Session, 3rd Floor Conference Room

1. Attached please find a **news release** regarding **Council Names Three Finalists for City Administrator In Person Interviews to be held August 28** dated **August 25, 2023** provided by **Public Affairs Director Toscana**.
2. Attached please find a **Notice of Special Meeting of the Gillette City Council on August 28, 2023** at **8:00 a.m.** in the **City Hall Second Floor Community Room** provided by Interim **City Administrator Cole**.
3. Attached please find a **Notice of Special Meeting of the Gillette City Council on August 28, 2023** at **12:00 p.m.** in the **City West Breakroom** provided by Interim **City Administrator Cole**.
4. Attached please find a **Notice of Special Meeting of the Gillette City Council on August 28, 2023** at **4:00 p.m.** in the **City Hall Third Floor Conference Room** provided by Interim **City Administrator Cole**.
5. Attached please find an **agenda** dated **August 24, 2023** and **meeting minutes** dated **August 10, 2023** for the **Parks & Beautification Board** provided by **Public Works Director Wilde**.

MC/adw



CITY OF GILLETTE

Public Affairs Department
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5202
publicaffairs@gillettewy.gov

FOR IMMEDIATE RELEASE

August 25, 2023

Council Names Three Finalists for City Administrator *In-Person Interviews to be held August 28*

GILLETTE, Wyoming- On Monday, August 28, 2023, Council will interview three candidates for the position of City Administrator. Mike Cole, Scott Meszaros and Pat Oman have been selected as finalists for the job.

Michael H. (Mike) Cole

Cole has served as Interim City Administrator since June 1, 2023. He 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. 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 also served as the Interim City Administrator for the City of Gillette for several months in 2021.

Scott W. Meszaros

Meszaros has 27 years of various municipal service. He most recently served as the Town Manager for the Town of Hope Mills, North Carolina. Prior to that, he served as the City Manager for the City of Seward, Alaska, as the Town Administrator/Treasurer for the Town of Meeker, Colorado, and as the Town Clerk for the Town of Monument, Colorado. Mr. Meszaros holds a bachelor's degree in biology from Colorado State University-Pueblo and a master's degree in public administration from Troy University.

Pat Oman

Oman has worked in government administration for 20 years. He is currently the County Administrator for Becker County, Minnesota. He previously served as the Administrator for Mille Lacs County in Minnesota and the City Administrator of Moose Lake, Minnesota. He has bachelor's degrees in biology and history from the University of Minnesota, Duluth, and master's degrees in manufacturing systems and business administration from the University of St. Thomas.

The public is invited to attend a meet and greet event with Council and the candidates from 8:00 a.m. to 9:00 a.m. on Monday, August 28 in the reception area of the Second Floor Community

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

Room at City Hall. A quorum of City Council will also attend a lunch event at 12:00 p.m. in the Breakroom at City West.

The permanent City Administrator position has been vacant since earlier this year, following the resignation of previous Administrator Hyun Kim. CPS HR Consulting was contracted to assist with the recruitment process.

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

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NOTICE OF SPECIAL MEETING OF THE CITY OF GILLETTE CITY COUNCIL

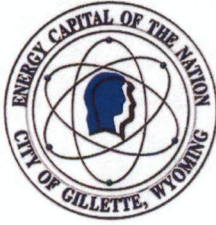
TAKE NOTICE that the presiding officer of the City of Gillette City Council has called for a special meeting. This special meeting will be held on **August 28, 2023**, beginning at **8:00 a.m.** and continuing until its business is concluded. This special meeting will be held at **City of Gillette City Hall, Second Floor Community Room Reception Area, located at 201 E. 5th St., Gillette, WY 82716.**

The purpose of this special meeting is as follows:

- **A. Public Meet and Greet with City Administrator Candidates.**
- **B. Action Items.** No action will be taken at this special meeting.

DATED August 21, 2023.

Michael H. Cole, City of Gillette Interim Administrator



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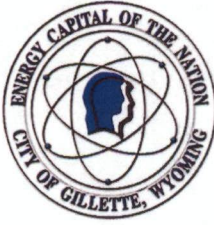
TAKE NOTICE that the presiding officer of the City of Gillette City Council has called for a special meeting. This special meeting will be held on **August 28, 2023**, beginning at **12:00 p.m.** and continuing until its business is concluded. This special meeting will be held at **City of Gillette City West, City West Breakroom, located at 611 Exchange Ave., Gillette, WY 82716.**

The purpose of this special meeting is as follows:

- **A. Meet and Greet with City Administrator Candidates.**
- **B. Action Items.** No action will be taken at this special meeting.

DATED August ____, 2023.

Michael H. Cole, City of Gillette Interim Administrator



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NOTICE OF SPECIAL MEETING OF THE CITY OF GILLETTE CITY COUNCIL

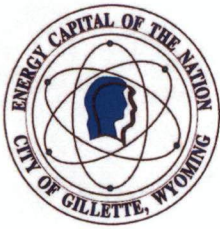
TAKE NOTICE that the presiding officer of the City of Gillette City Council has called for a special meeting. This special meeting will be held on **August 28, 2023**, beginning at **4:00 p.m.** and continuing until its business is concluded. This special meeting will be held at **City of Gillette City Hall, Third Floor Conference Room, located at 201 E. 5th St., Gillette, WY 82716.**

The purpose of this special meeting is as follows:

- **A. Executive Session**
 - Personnel pursuant to W.S. 16-4-405(a)(ii).
- **B. Action Items.** No action will be taken at this special meeting.

DATED August 17, 2023.

Michael H. Cole, City of Gillette Interim Administrator



**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
AUGUST 24, 2023 – 5:00 P.M.
PUBLIC WORKS BREAK ROOM**

Members:

**Wes Johnson - Chairperson
Irene Daly - Vice- Chairperson
Mike Castellanos
Cathrine Gallilee
Angi Klamm
Noah Messick
Michele Bradley**

Mission: We are dedicated to enhancing the natural beauty and recreation opportunities in our community by preserving, developing, and promoting our parks and public spaces. By fostering community engagement through innovative practices and responsible stewardship, we strive to create vibrant, sustainable, and inclusive outdoor spaces for all to enjoy.

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. August 10, 2023
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. Beautification Nominees
 - B. Trash-a-Thon
 - C. Parks Beautification Booth City Festival/Puzzle Unveiling
 - D. Adopt-a-Planters
 - E. Councilman Montgomery
- V. OLD BUSINESS**
 - A. Beautification Nominees
 - B. Trash-a-Thon
 - C. Parks Beautification Booth City Festival/Puzzle Unveiling
- VI. STAFF REPORT**

None
- VII. CHAIRPERSON'S / BOARD REPORT**

None
- VIII. ADJOURNMENT**



CITY OF GILLETTE

Parks and Beautification Board
611 N. Exchange Ave. • Gillette, Wyoming 82716
Phone 307.686.5320
www.gillettewy.gov

**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
MINUTES
AUGUST 10, 2023
5:00 P.M.
CITY WEST BREAKROOM**

MEMBERS:

PRESENT

	<u>(YES)</u>	<u>(NO)</u>
Wes Johnson, Chairperson	(X)	
Irene Daly, Vice-Chairperson	(X)	
Mike Castellanos		(X)
Cathrine Gallilee	(X)	
Angi Klamm	(X)	
Noah Messick		(X)
Michelle Bradley	(X)	
Meeting Quorum:	(X)	

STAFF:

Skylar Riehemann, Solid Waste Manager
Dessa Gydesen, Sr. Administrative Assistant

I. CALL MEETING TO ORDER

The meeting was called to order at 5:09 by Mr. Johnson.

II. APPROVAL OF MINUTES

Ms. Klamm made a motion to accept the minutes from July 27, 2023. Seconded by Ms. Daly. All members vote Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Beautification Nominees

RC Ranch Business Center was moved to August. No other nominees were given. The Board is to look for additional nominees before the next meeting.

B. Trash-a-Thon

Mr. Riehemann discussed the naming of the garbage trucks with the Board. Mr. Riehemann informed the Board that there are nine trucks to name. Mr. Riehemann will contact schools to set up a time for pictures with the truck and Board members will be there handing out trash-a-thon information and supplies. The Board would like trash-a-thon to take place the month of September. Ms. Gydesen will contact GPA to get a flyer made. Ms. Gydesen will send the school list to the Board to be updated.

C. Parks Beautification Booth City Festival/Puzzle Unveiling

Ms. Klamm discussed with the Board ideas for the Parks Board booth. Ms. Klamm would like members to help at the booth if possible. Ms. Klamm would like the logos for Bee City, Trash-a-Thon, Just Breathe, Beautification Awards, and the Photo Contest. Ms. Gydesen will have flyers made for the Photo Contest and Trash-a-Thon to give to the Board for the booth. Ms. Klamm would like to leave this on the agenda for next meeting and discuss posters.

D. Photo Contest

This item was added to the agenda during the meeting. Ms. Klamm made a motion to change the Photo Contest to Fall/Winter Photo Contest beginning in September and ending the last day of February. Also have a Spring/Summer Photo Contest beginning March and ending the last day of August. Seconded by Ms. Gallilee. All members vote Aye. Motion passed.

V. OLD BUSINESS

A. Development Plan 710 Exchange Ave

Nothing further was discussed.

B. Beautification Nominees

Discussed in above agenda.

C. Just Breathe 5k

Nothing further was discussed.

E. Trash-a-Thon

Discussed in above agenda.

F. Parks Beautification Booth City Festival/Puzzle Unveiling

Discussed in above agenda.

VI. STAFF REPORT

Mr. Riehemann updated the Board on mowing, sweeping, and potholes.

VII. CHAIRPERSON'S/ BOARD REPORT

None

VIII. ADJOURNMENTS

The meeting was adjourned at 5:54 p.m.

RESPECTFULLY SUBMITTED,

Skylar Riehemann, Solid Waste Manager
SR/dg