



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, City Administrator
RE: General Information
DATE: October 13, 2023

The following meetings are scheduled for the week of **October 14-20, 2023**

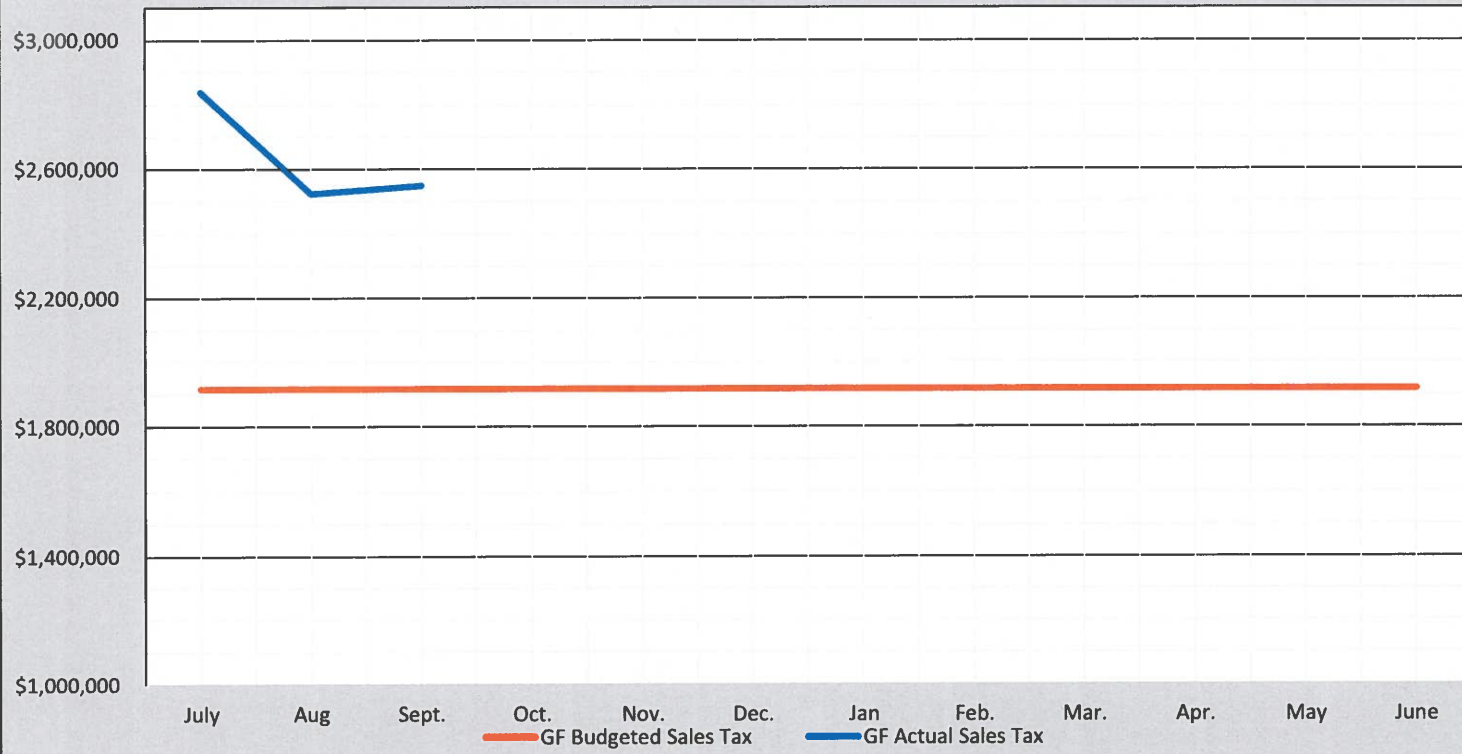
Monday, October 7th

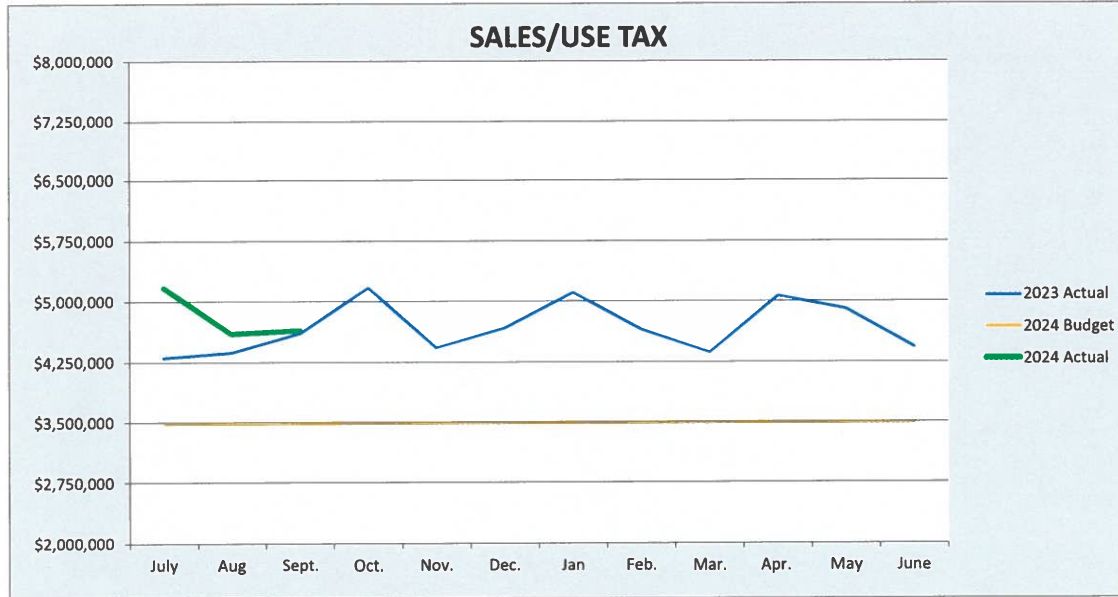
6:00 p.m. City Council Meeting, Council Chambers

1. Attached please find **current sales tax data** provided by **Finance Director Henderson**.
2. Attached please find a **news release** regarding **City Kicks Off Comprehensive Plan** dated **October 10, 2023** provided by **Public Affairs Director Toscana**.
3. Attached please find an **agenda** dated **September 28, 2023** and **meeting minutes** dated **September 28, 2023** for the **Parks & Beautification Board** provided by **Public Works Director Wilde**.
4. Attached please find an **Energy Capital Economic Development newsletter** provided by **Energy Capital Economic Development**.

MHC/adw

GENERAL FUND SALES TAX ACTIVITY-FY 2023/24





	FY 2023 ACTUAL	FY 2024 ACTUAL	% CHANGE
July	\$4,303,454	\$5,169,664	20.13%
Aug	\$4,369,608	\$4,601,351	5.30%
Sept.	\$4,608,281	\$4,645,317	0.80%
Oct.	\$5,167,662		-100.00%
Nov.	\$4,428,584		-100.00%
Dec.	\$4,668,850		-100.00%
Jan	\$5,107,860		-100.00%
Feb.	\$4,650,439		-100.00%
Mar.	\$4,367,029		-100.00%
Apr.	\$5,057,853		-100.00%
May	\$4,897,096		-100.00%
June	\$4,430,150		-100.00%
TOTAL	\$56,056,867	\$14,416,332	-74.28%

FY23 YTD	\$13,281,344	8.55%
FY22 YTD	\$9,264,228	55.61%
FY21 YTD	\$7,672,758	87.89%
FY20 YTD	\$11,363,704	26.86%

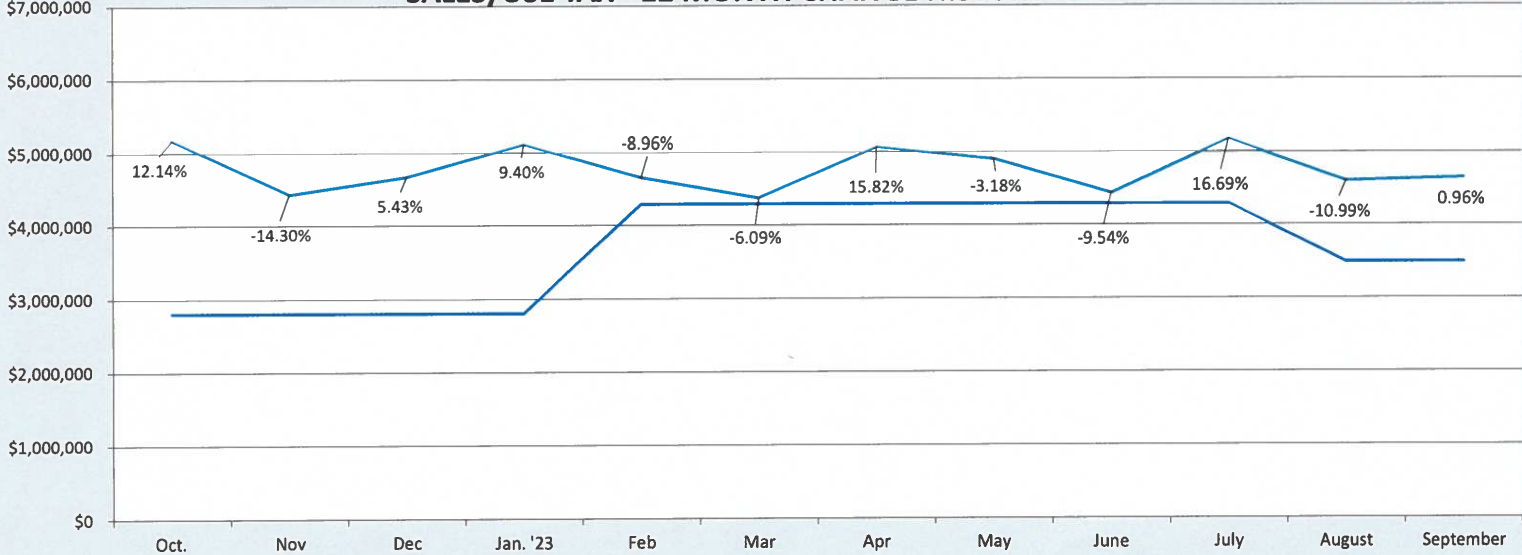
YEAR TO DATE SALES TAX RECEIPTS (SEPTEMBER):

FY 2022	FY 2023	FY 2024
\$9,264,228	\$13,281,344	\$14,416,332

YTD BUDGET
\$10,454,545

% Over/(Under) Budget: 37.90%

SALES/USE TAX - 12 MONTH CHANGE HISTORY



News

City Kicks Off Comprehensive Plan

Citizen Feedback Sought through Online Survey

Post Date: 10/10/2023 12:11 PM

The City of Gillette has begun its Comprehensive Plan process and is seeking feedback from the public through participation in an online survey. The survey is available at <https://www.surveymonkey.com/r/GilletteS1> through November 15, 2023.

Earlier this year Council approved a professional services agreement with Verdunity, Inc. to create a new Comprehensive Plan for the City. The purpose of the plan is to provide an overall snapshot of the community today and a vision for the future to be used to direct policy, budgeting and other decision-making.

Verdunity representatives visited Gillette during the week of October 2 to officially kick off the Comprehensive Plan process. Development of the plan will occur over the next several months and will include land use assessment, fiscal analysis, growth scenarios, action planning and public engagement.

The online survey consists of 14 questions and should take no longer than 10 minutes to complete. Aggregated results will be discussed in upcoming meetings and used to set a baseline and priorities for the planning process.

To learn more about development of the Comprehensive Plan, please visit <https://plangillette.com/>.

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

[*Return to full list >>*](#)



**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
SEPTEMBER 28, 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. September 14, 2023
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. Beautification Awards
 - B. Trash-a-Thon
 - C. Photo Contest
 - D. Adopt-a-Planter Pictures
 - E. Camporee Service Project- Tunnel Art
- V. OLD BUSINESS**
 - A. Beautification Nominees
 - B. Parks Beautification Booth City Festival/Puzzle Unveiling
 - C. Adopt-Planter Pictures
- VI. STAFF REPORT**
 - A. Snow/Mowing Presentation
- VII. CHAIRPERSON'S / BOARD REPORT**
- 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
SEPTEMBER 28, 2023
5:00 P.M.
CITY WEST BREAKROOM**

MEMBERS:

PRESENT

Wes Johnson, Chairperson
Irene Daly, Vice-Chairperson
Mike Castellanos
Cathrine Gallilee
Angi Klamm
Noah Messick
Michelle Bradley
Meeting Quorum:

(YES) (NO)
(X)
(X)
(X)

(X) (X)
(X) (X)
(X)
(X)

STAFF:

Sawley Wilde, Public Works Director
Janie Kuntz, Parks Manager
Dena Holzer, Administrative Assistant

I. CALL MEETING TO ORDER

The meeting was called to order at 5:05 by Mr. Johnson.

II. APPROVAL OF MINUTES

Ms. Klamm made a motion to accept the minutes from September 14, 2023. Seconded by Ms. Daly. All members vote Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Beautification Awards

Ms. Klamm moved to award Remington Storage the Go Green Award for September 2023. Seconded by Ms. Daly. All members vote Aye. Motion passed. Ms. Klamm moved to

award RC Ranch the Beautification Award for August 2023 and Sportsman's Warehouse for September 2023. Seconded by Ms. Daly. All members vote Aye. Motion passed.

B. Trash-a-Thon

Mr. Wilde reported Hillcrest collected 15 bags and Conestoga collected 38 bags.

C. Photo Contest

Ms. Kuntz presented Summer Photo Contest winners. Ms. Klamm mentioned lack of entries and suggested possibly cancelling future contests. Board will discuss again after Fall/Winter Photo Contest.

D. Adopt-a-Planter Pictures

Ms. Kuntz presented the rest of the Adopt-a-Planter pictures.

E. Camporee Service Project- Tunnel Art

Ms. Klamm mentioned an artist who would like to choose a spray-painting project for Camporee. Possible locations include Sinclair Tunnel, Dalbey Bridge or Rotary Point playground jersey barriers. Ms. Klamm will follow up with the artist.

V. OLD BUSINESS

A. Beautification Nominees

Discussed in above agenda.

B. Parks Beautification Booth City Festival/ Puzzle Unveiling

Ms. Klamm, Ms. Gallilee and Ms. Kuntz attend the Puzzle Unveiling representing the Parks Board Booth.

C. Adopt-a-Planter Pictures

Discussed in above agenda.

VI. STAFF REPORT

A. Snow/ Mowing Presentation

Mr. Wilde presented current summer activities and previous snow event statistics for the 2023 snow season.

B. Ms. Kuntz visited with Sara Olsen from the University of Wyoming, Extension Agency. Ms. Olson would like to meet with the board to discuss ideas to promote fitness on public pathways.

VII. CHAIRPERSON'S/ BOARD REPORT

For the winter months the Board voted to meet once a month on the second Thursday of each month.

VIII. ADJOURNMENTS

The meeting was adjourned at 6:29 p.m.

RESPECTFULLY SUBMITTED,

Sawley Wilde, Public Works Director
SW/dh



Angela Williams <angelaw@gillettewy.gov>

Economic Development News

1 message

Energy Capital Economic Development <info@energycapitaled.com>

Wed, Oct 11, 2023 at 2:05 PM

Reply-To: info@energycapitaled.com

To: angelaw@gillettewy.gov

Our Mission: To stimulate and facilitate a diverse economy through business retention, expansion, and recruitment



Energy Capital Economic Development continues to work for the economic betterment of Campbell County. Here are some activities that we would like to share with you.

CEO Corner with Phil Christopherson



Resuming monthly newsletter and other information

With this newsletter we are resuming our monthly report to our members, stakeholders, partners, and friends. There has been a lot of work going on at Energy Capital ED since our last newsletter in December 2022. Over the next couple of months, I will catch up on everything.

Everyone should be aware that Curtis Burdette left the organization to move closer to family in Michigan. We regret his leaving but have found an excellent replacement in Mike Shober. Mike joined us in December of 2022 and is making his presence felt in a good way. With his long-term relationship with the

community and an eager desire to make this a wonderful, diverse place to live he has fit right in. Mike's primary responsibilities are to head up our Business Retention and Expansion (BRE) efforts, working with FUEL Business Incubator members, and multiple other projects. This is keeping him very busy. For Mike's BRE activities he will be connecting with you to see how your business is doing and to see if there is anything that we can do to help. When Mike comes for a visit, please welcome him, and let him know how things are going.

Our Wyoming Innovation Center project has made great progress and currently has three projects. In a separate article in this newsletter, I highlight the University of Wyoming School of Energy Research (UW SER) project. The second project; The National Engineering and Technology Laboratory (NETL) project of extracting Rare Earth Elements (REE) from coal fly ash has had a project extension. As a result, we do not expect to see them until 2024. The third project is with JCOAL who is doing a lot of work at the Integrated Test Center (ITC). They need additional work space for their project and we are very excited to welcome them to our facility.

In closing I want to bring your attention to our upcoming December open house. Once again, this year we will be having a "stuff the bus" event at our offices. This is a chance to come and meet our FUEL Business Incubator members, have some Christmas treats, vote on door decorations, and contribute toys to the stuff the bus effort. Watch for the announcement and please come.

Vice President of Operations Update with Mike Shober



Embracing Economic Development: A Journey of Meaningful Work

In late summer 2022, I embarked on a journey of self-discovery, seeking a career that would provide more than just a paycheck, something that would ignite my passion and allow me to make a difference in my community. Little did I know that a simple Facebook message from a respected acquaintance would lead me to a world I knew little about – economic development.

The conversation began with curiosity when my contact mentioned his role in "Economic Development." Clueless about the intricacies of the field, I jokingly asked if it involved bringing popular brands like Target or Chick-fil-A to town. His laughter hinted at the depth of his profession, a depth I would soon come to appreciate.

Fast forward to the end of December 2022, and I found myself stepping into the role of Vice President of Operations for Energy Capital Economic

Development (ECED). What followed was a whirlwind of learning experiences, challenging my preconceived notions about economic development.

One of my primary responsibilities was Business Retention and Expansion. This entailed engaging with existing businesses in Campbell County, understanding their challenges, and offering support in their growth endeavors. It became clear that helping ten local businesses thrive and create job opportunities was often more impactful than focusing solely on attracting new businesses.

Another crucial aspect of my role involved nurturing local entrepreneurs. Guiding individuals through the complexities of starting a small business, from crafting business plans to choosing the right marketing structure, brought immense satisfaction. Connecting them with invaluable resources, such as the Small Business Development Council (SBDC), became a vital part of my work.

Furthermore, I had the privilege of assisting new businesses seeking a home in our community. Collaborating with the Wyoming Business Council, ECED receives confidential leads from businesses interested in tapping into our abundant resources, such as highly skilled, hard-working employees and immense natural resources or existing infrastructure. While attracting new ventures can be challenging and costly, Wyoming's low taxes and business-friendly environment make it an attractive destination.

Yet, economic development wears many hats here at ECED. From routine maintenance tasks to social media management, from attending meetings to fostering an entrepreneurial ecosystem, I discovered the dynamic and multifaceted nature of my role. Each day brought opportunities to learn and grow.

I am grateful to our CEO, Phil Christopherson, for entrusting me with this role and providing invaluable guidance. I also appreciate Curtis Burdette, who opened the door to this incredible journey and left behind big shoes to fill!

My ultimate goal in this role is to leave my community in a better state than I found it. There has been a history in Campbell County of "getting things done." I appreciate those who have gone before, working hard to see our community grow and expand to meet the challenges. I consider myself fortunate to contribute, even in a small way, to Campbell County's growth and prosperity, with the hope of leaving a positive legacy for future generations.

As I continue to embrace the world of economic development, I can't help but feel excited about the future. Every day brings new opportunities to help individuals and businesses thrive, making it a truly fulfilling journey. And who knows, maybe one day, I may even pull off wearing a bowtie with as much style as Curtis as I navigate the complexities of my new role.

Office of Economic Transformation

Update by director Rusty Bell



Our office has hired Frederick Mountain Group, a consulting company that specializes in business development, to review prior economic development efforts around NE Wyoming and the state, that work has concluded. We have compiled that information and created a strategic plan for our office going forward. We will be presenting this to stakeholders over the next few months. This strategic plan will consist of three main branches of work. First will be a **Resource Hub for NE Wyoming, including connection, advocacy, and education**. This work includes public outreach that included economic data from prior years, where we are now and what are the economic outlooks in the future. Some of our work on this has been in meetings with groups such as Northeast Wyoming Contactors Association, Realtors Association, Chamber of Commerce, and hosting listening sessions. This effort has led to our office working in advocacy for more housing. OET has been speaking on different panels and events for the last 9 months garnering support for the diversification of our area.

The second branch of work will be **Private Led Public Private Partnership**. The advocacy work mentioned above leads to relationships and introductions to large private investment firms that are looking to partner on projects. We use those connections and the assets located in NE Wyoming to foster private/private partnerships to be in NE Wyoming. Campbell County has large local businesses that are actively involved in diversification efforts, we are using our connections to make that happen. We plan to add a public partnership in this area, only when required by the private sector.

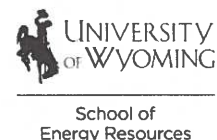
Our last area of work will be the **Creation of an Entrepreneurial Ecosystem**. NE Wyoming needs to establish the knowledge infrastructure that creates and accelerates entrepreneurs. Nearly every economic development plan has discussed the need to foster and develop entrepreneurs and new companies. Our office will work to embrace partnerships with Gillette College, ECED and private partners to strengthen the entrepreneurial ecosystem. The work may include things such as: educational programs, speaker/panelists, mentoring services, competitions, internships, startup weekends, idea exchanges, social events, and other activities.



ECED Project Update

Wyoming Innovation Center (WylC)

We have a new project at the Wyoming Innovation Center (WylC). The WylC's purpose is to provide a location for businesses, universities, national labs, and others to scale up their research. They need to scale the research up to a larger level to determine whether or not their product is commercially viable. Just about anything can be made in a laboratory. We had



a business visit Gillette a few months ago who had (in a laboratory) made sugar from coal. That is amazing. In looking at the chemical formulas for Subbituminous coal ($C_{169}H_{128}O_{10}N_2S$) and Sugar ($C_{12}H_{22}O_{11}$) anyone can see that it can be done. However, can you do it on a commercial scale and be profitable? That is the question that the WyIC is helping with. Sugar from coal most likely will not be a commercially viable product. Sugar beets and Sugar cane are easier and more profitable. However, there are products that can be profitably made from coal. What are those products, that is the question we are helping to answer.

The University of Wyoming School of Energy Resources (UW SER) has developed a multitude of products that can use coal as the primary raw material. Now they are scaling up one of them to see if it is a commercially viable product.

Scaling up. What does it mean to scale up a product. In a laboratory you heat things with a small heater, use small amounts of chemicals and everything fits on a bench top. On the commercial scale large industrial heaters and burners are needed, large amounts of chemicals are required, and it takes large buildings or open space for the process. Between the lab and commercial facility there are steps where the project is scaled up to find out what works and what does not work. The WyIC is a location to build these scaled up facilities to determine the commercial viability of the products.

You can learn more [here](#).

ECED Partner Update



Integrated Test Center (ITC)

As chair of the Western Governors' Association (WGA), Gov. Mark Gordon hosted a special workshop at Gillette College and the Wyoming Integrated Test Center (ITC) Sept. 21 to showcase efforts driving carbon capture, utilization and storage (CCUS) technology in Western states.

As part of Gordon's WGA Chair initiative, Decarbonizing the West, the workshop convened federal, state, local and industry stakeholders from around the West to discuss various aspects of CCUS, including federal programs, regulatory implications and technology implementation.

"I am honored that my fellow Western governors have supported my chairman's initiative, focusing on bringing carbon capture, storage and utilization to the forefront of addressing the issue of how to remove CO₂ from the atmosphere," Gordon says. "Fossil fuels should not be the target of climate activists; it should be the management of CO₂. This workshop is geared toward using carbon capture on coal-fired electric plants and an honest discussion of the use and storage of CO₂ while bringing the attention it deserves as we work to ensure a sustainable energy future while addressing climate change by removing CO₂ from the atmosphere."

Managed by the University of Wyoming School of Energy Resources (SER), the ITC is a carbon capture and utilization test center located at Basin Electric Power Cooperative's Dry Fork Station near Gillette. Opening its doors in 2018, the center provides space for technology developers to test their technologies using actual coal-based flue gas. It has been an influential fixture in bridging the gap between CCUS technology development and the possibility of commercial-scale deployment.

Energy Capital Startup Challenge



ENERGY CAPITAL
START-UP CHALLENGE

Calling all innovators and visionaries!

Are you ready to make a BIG impact on the world of business? The inaugural Energy Capital

Start-Up Challenge is here, and we want YOU to be part of it!

Energy Capital Economic Development is excited to join IMPACT 307 to seek out the most extraordinary, game-changing business ideas in our region. If you've got a phenomenal concept, a burning desire to start or grow your business, and you need seed capital funds, this could be your opportunity!

Here are some key dates:

- Business Bootcamp Friday, October 20th at Area 59 8:30-5pm cost is \$25
- Submit Applications by 11:59 PM, Thursday, Nov 2 at [Impact307.org](https://impact307.org)
- Pitch Night is December 12 at Gillette College

To get all the details on eligibility and more information, go to https://link.edgepilot.com/s/730b8e07/6sl8vo3QyU_XzjHl1Ko_w?u=https://impact307.org/energy-capital-start-up-challenge/ or contact Dana Miller at dana@EnergyCapitalED.com

Let's ignite innovation, foster an entrepreneurial ecosystem, and change the game together. Your idea could be the next BIG Thing! Don't miss out on this chance to turn your dreams into reality.

FUEL Member Profile

Wyoming Professional Training LLC Owners: Mark and Christie Thoreson



Describe what your business does:

We train for entry-level career skills in Dental Assisting, Veterinary Assisting, Front Desk and Customer Service skills; plus, life skills such as Basic Sewing and Basic Cooking.

We are developing a CNA course to help meet the very high demand in our region plus we're becoming CPR instructors to meet need in our area. We are building a platform to host Continuing Education events and presentations for any professional needing recertification or new credentials – our facility can seat 35 people for an event, and we have several areas for breakout sessions or small groups. We're working to connect with a professional testing company to offer exams in Gillette that people have been forced to go far out of town for in the past.

Who are your clients/who most benefits from your services?

Our target audience is multi-faceted: High School students looking for their first career experiences; People wanting to climb a career ladder and needing more training; People displaced by COVID or other outside forces and wishing for a new direction. Life skills apply to everyone. These are often described as 'dying skills' and we are proud to be able to keep them alive.

What are your recent accomplishments?

We partnered with Climb Wyoming's Gillette office to add our Front Desk Customer Service program to their spring 2023 CNA program. The results and feedback were outstanding! Climb Wyoming leadership and participants alike gave high praise and quality constructive feedback which has already improved the program content. We are proud to have this strong relationship and look forward to being a part of future training with Climb Wyoming! We are working with the State WIOA office within the Department of Workforce Services, and they have accepted our application for the Eligible Training Provider List which, if approved, will allow state funds to pay for people who qualify for this program and come to WPT for training.

How do you define success?

We define success as knowing that we've helped others have better lives because they've taken our coursework and adopted the training for self-esteem and positive attitude to build confidence to make their own contributions.

How has the FUEL Business Incubator program helped you?

The FUEL Business Incubator has been a strong value for me in launching Wyoming Professional Training LLC! Mentorship, business resources, camaraderie, and mutual respect from local experts dedicated to helping me grow. I can't recommend it highly enough!

At the end of the day, what makes you feel good about what you do?

I feel good knowing that we've spent our time and energy helping others grow.

Before Wyoming Professional Training LLC, what was the most unusual or interesting job you've ever had?

Mark: Driver for a Non-Emergency Medical Transit company during COVID. I heard some of the best stories in my life, from people in widely various stages of medical crisis. Their lives impacted me deeply.

Christie: Industrial Sewing for Air Inflatables. The projects she worked on were used onstage in an international stadium tour for the star singer P!nk in 2012. They were 60 feet high.

WBA
WYOMING BUSINESS ALLIANCE

Wyoming
Heritage Foundation

**Governor's
Business Forum**

**Wyoming's Time is Now:
*Ideas into Action***

November 13-15, 2023

UNIVERSITY
OF WYOMING

REGISTER NOW AT:

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governor-s-business-forum](https://wyomingbusinessalliance.com/governor-s-business-forum)

**Opening for Contractor Office of Economic
Transformation Entrepreneurial**

Ecosystem Coordinator

Gillette College Foundation is looking for an independent contractor to serve as an Entrepreneurial Ecosystem Coordinator (EEC). The contractor would be part of a team under the EDA Grant, Office of Economic Transformation.

The Office of Economic Transformation Program supports the future of Northeastern Wyoming. The area has many assets including interstate highway and rail access, numerous advanced manufacturing businesses, and a highly skilled blue-collar workforce. Campbell County leaders understand the need to transition away from thermal coal and have made several investments during the past decade, exploring possibilities to diversify the area. These efforts are ongoing, however, there is a need to have one point of contact to gather all the existing information, and assist with prioritization, planning, and most important implementation.

Office of Economic Transformation has secured a new grant from the US Economic Development Administration (EDA) to move away from thermal coal and into other opportunities that we will bring to the region. The proposed EDA investment will support the Office of Economic Transformation in looking for ways to support underserved populations while also establishing economic recovery and resilience. An economic diversification focus will turn into long-term resilience and sustainability for the region. This contract position will support and be primarily funded by this grant, EDA Award #05-79-06207 – 11.307 Economic Adjustment Assistance, and the selected contractor will be required to comply with all terms and conditions associated with the EDA Federal Assistance Award.

CONTRACTOR SERVICES: The EEC will work in coordination with the Office of the Economic Transformation Advisory Council. This person will support the grant requirements, expectations, and deliverables through reports, statistical analysis, economic details, demographic information, and industry data. The focus of work for the EEC will be to establish the knowledge infrastructure that creates and accelerates entrepreneurs. OET developed an implementation plan to advance diversification efforts in Campbell County. One of the key initiatives identified is the need to foster and develop entrepreneurs and new companies. This effort will include creating partnerships with Gillette Community College District to create more and better entrepreneurs. Activities to be considered but not limited to educational programs, speaker/panelist events, meetups, mentoring services, free entrepreneur-in-residence (EIR) support, grant funding, competitions, internships, startup weekends, hackathons, idea exchange sessions, social events, and other activities. This person will also be responsible for any required reports to maintain eligibility during the awarding period (monthly, quarterly, semi-annual, or annual). In addition, the EEC will work to establish private funding and support during the three-year project that allows the achieved deliverables to be implemented and for the Office of Economic Transformation to be sustainable after the award period has concluded without being a financial stressor or burden to any organization or entity involved. It is the hope that continued financial support through funding sources will allow this project to grow long-term, develop

relationships with external entities that may not yet be known, and be the center point for all communication regarding economic stability, workforce development, and training opportunities throughout the region. This person will work to promote regional economic growth, diversification, new job creation, and re-employment opportunities for displaced workers because of financial strains from the coal industry. The focus will be turning all the findings from the deliverables into a work product that builds a pathway supporting the coal-impacted community through various means. Current knowledge of activity within the coal impact community, including PRB struggles, economic concerns, and the downturn in employment opportunities, will allow the Entrepreneurial ecosystem coordinator to seek expanded development into additional revenue-driven industries and economic opportunities that proved stability and workforce training that gets laid-off individuals re-employed. Provide oversight while developing and administering its policies and procedures.

QUALIFICATIONS:

- At least three years of related experience is required with at least 3 years of project or grant management
- Solid knowledge of the overall departmental function
- Excellent verbal and written communication skills
- Excellent customer service skills, organizational skills, attention to detail, and strong analytical and problem-solving skills
- Experience establishing and maintaining effective working relationships with a diverse community and employees at all levels
- Demonstrated commitment and leadership ability to advance diversity and inclusion
- Demonstrated ability to maintain confidentiality
- Strong interpersonal skills and a high level of tact and diplomacy

The Contractor position requires a self-starting, self-driven individual who is also a strong team player, and a person who is curious and open to and eager for new learning. The position requires someone who is patient with people and processes yet driven to produce timely results; comfortable with periods of uncertainty about project direction, who can maintain focus and motivation while exploring potentially conflicting options; and who can understand the strategy and the “big picture” and translate it to tactical solutions in a fast-paced environment.

POSITION TYPE, TENURE, AND OTHER DETAILS:

This is a 2+ year Independent Contractor position, there are no benefits, or paid overtime, with a contract end date of March 1, 2026. Contract amount is \$30,000 to \$50,000 per year. Gillette College will provide office space at the Technical Education Center.

EVALUATION AND SELECTION:

Selection will be based on the potential contractor’s demonstrated ability to meet specified requirements/needs; expertise and experience of the contractor; clarity and relevance of the application materials; the number, availability, and flexibility of hours offered by the contractor and the requested

compensation in the context of the contractor's experience and qualifications and the organization's needs and available project resources.

Gillette College Foundation Executive Director, Heidi Gross may contact potential contractors by email with questions regarding the contents of applications and to ask for clarifications during the evaluation process. Responses to questions should be in written format and submitted electronically via email to hgross@gillettecollege.org.

The Office of Economic Transformation Advisory Council will review the applications received and may conduct interviews with potential contractors. Each application will be reviewed and ranked based on these criteria (listed in order of importance, with the first factor carrying greater weight than the last):

- Demonstrated strong organizational abilities, project management, and oral and written communication skills
- Excellent organization skills
- Experience with grant writing and grant administration
- Understanding of the challenges that unemployed and underemployed workers, particularly persons of color to advance their opportunities
- Demonstrated a strong understanding of the region's workforce systems and post-secondary education institutions
- Demonstrated ability to develop strong working relationships with the workforce, local government,
- Familiarity with economic development, educational, and other organizations, and institutions, as well as with business leaders and employers
- Applicant's level of availability and requested compensation in the context of demonstrated skills and the unique experience offered

HOW AND WHEN TO APPLY:

All questions regarding this opportunity should be directed to Gillette College Foundation, Executive Director, Heidi Gross by email at hgross@gillettecollege.org. Responses to any questions relevant to all applicants will be provided to all parties that have expressed interest at the time of response.

The Office of Economic Transformation is seeking to fill this role immediately. Applications for this opportunity must be directed to Gillette College Foundation, Executive Director, Heidi Gross by 5 pm on October 27, 2023. Applications must be submitted electronically via email, in PDF format, to hgross@gillettecollege.org.

A complete application will include a cover letter that thoroughly describes how the applicant meets or exceeds the qualifications stated above and demonstrates the extent to which the applicant's education, training, skills, and/or experience align with and support the evaluation criteria listed. The cover letter may exceed one page, single-spaced, but may not exceed two pages in length. Additionally, applicants must include a standard resume with their submission.

Note: It is the responsibility of the applicant to verify the receipt of an application or any related electronic communication by Heidi Gross, as there is always the possibility of emails getting blocked by Gillette College.

OTHER KEY INFORMATION:

This notice of contractor opportunity opening does not commit the Office of Economic Transformation to award a contract or pay any costs incurred by any potential contractors prior to awarding a contract. The Office of Economic Transformation reserves the right to accept or reject any or all applications received because of this opportunity notice if it is considered in the best interest of the Office of Economic Transformation to do so. The Office of Economic Transformation may require the selected applicant(s) to revise the scope of contracted services to fit within the allocated budget for this position.

Applicants shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of the Office of Economic Transformation Advisory Council Members for the purpose of influencing favorable disposition toward either their application or any other application submitted because of this notice.

Upcoming Community Events

- 10/12 - [Disney Encanto: The Sing Along Film Concert](#)
- 10/20 & 10/21 - [Powder River Antique & Craft Show](#)
- 10/21 - [Halloween Garden Gnomes MakerClass](#)
- 10/21 - [World Ballet Series: Cinderella](#)
- 10/27 - [Haunted Gingerbread Competition](#)
- 10/27, 10/28 & 11/3 - [Gillette Wild Hockey](#)
- 10/27 - 10/29 - [The Haunting of Hill House presented by the Gillette Community Theatre](#)
- 10/23 - [Treat Street 2023](#)
- 10/31 - [2023 Trick-or-Treat Gillette Main Street](#)
- 11/4 - [Chamber 2023 Annual Awards Banquet](#)
- 11/10 - [41st Annual Hobby Harvest](#)
- 11/14 - [Chamber Speaker Series](#)
- 11/17 - 11/19 - [Festival of Trees](#)
- 11/19 - [Mannheim Steamroller Christmas by Chip Davis](#)
- 12/1 & 12/2 - [New Life Wesleyan Ladies Craft Show](#)
- 12/10 - [World Ballet Series: Nutcracker](#)

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