



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: February 16, 2024

The following meetings are scheduled for the week of **February 17-23, 2024**

Monday, February 19th Presidents Day Holiday - **City Offices Closed**

Tuesday, February 20th

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

Thursday, February 22nd

12:30 p.m. Energy Capital Economic Development Board Retreat

1. **City Administrator Cole** will be **Out of the Office February 21-23, 2024** attending the **Wyoming Association of Municipalities (WAM) Winter Workshop** in **Cheyenne**. **Finance Director Henderson** will serve as **Acting City Administrator** in his absence.
2. Attached please find a **Notice of Special Meeting of the City of Gillette City Council** on **February 22, 2024** at **12:30 p.m.** at the **Mt. Pisgah Cemetery** dated **February 15, 2024** provided by **City Administrator Cole**.
3. Attached please find a **news release** regarding **City Offices Closed February 19th** for **President's Day** dated **February 15, 2024** provided by **Public Affairs Director Toscana**.

MHC/adw



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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 **February 22, 2024, beginning at 12:30 p.m. at the Mt. Pisgah Cemetery located at 804 S Emerson Ave, Gillette, WY 82716.** The meeting will continue until its business is concluded. The purpose of this special meeting is as follows:

- **A.** Attending the Energy Capital Economic Development Board retreat and engaging in discussion regarding goals for ECED.
- **B. Action Items.** No action items are anticipated for this special meeting.

DATED February 15, 2024.

Michael H. Cole
City of Gillette Administrator

News

City Facilities Closed February 19th for President's Day

Post Date: 02/15/2024 10:00 AM

City of Gillette facilities will be closed on Monday, February 19 for President's Day.

No trash will be picked up on Monday. Solid waste crews will run a double route on Tuesday to pick up trash and recycling for both Monday and Tuesday routes.

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