



# CITY OF GILLETTE

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## ADMINISTRATION

PHONE 307-686-5203

### MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** Michael Cole, City Administrator  
**RE:** General Information  
**DATE:** May 3, 2024

The following meetings are scheduled for the week of **May 4-10, 2024**

**Tuesday, May 7th**

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

**Thursday, May 9th**

11:30 a.m. Governor's Luncheon, Cam-Plex Energy Hall

**Thursday, May 9th**

5:00 p.m. Energy Capital Economic Development Annual Event,  
Cam-Plex Energy Hall

**Friday, May 10th**

10:00 a.m. Arbor Day Celebration, Paintbrush Elementary School

**Friday, May 10th**

1:00 p.m. Emergency Response Coordination Center Ribbon Cutting,  
Campbell County Courthouse Annex Building

1. Attached please find a **news release** dated **May 3, 2024** regarding **Entries Sought for Summer Parks Photo Contest** provided by **Public Affairs Director Toscana**.
2. Attached please find an **agenda** dated **May 9, 2024** for the **Campbell County Public Land Board Meeting** provided by **Cam-Plex**.
3. Attached please find an **agenda** dated **May 8, 2024** and **meeting minutes** dated **March 28, 2024, April 1, 2024** and **April 10, 2024** for the **Gillette, Wright, Campbell County Fire Protection Joint Powers Board of Directors** provided by **Campbell County Fire Department**.

MHC/adw

## News

# Entries Sought for Summer Parks Photo Contest

**Post Date:** 05/03/2024 9:54 AM

The City of Gillette Parks and Beautification Board is now accepting submissions for the Summer Parks Photo Contest. The public is encouraged to submit their best photos taken in a park in the City between May 1, 2024 and September 30, 2024. All entries must be received by October 4, 2024. The top photographer will be awarded a \$50 gift card.

For a full list of contest rules and a link to the online application, please visit [www.gillettewy.gov/photocontest](http://www.gillettewy.gov/photocontest).

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



## Campbell County Public Land Board Meeting

**May 9, 2024 @ 6:30 PM**

**CAM-PLEX Energy Hall Conference Room**

1. Call Meeting to Order and Introductions Chuck Land
2. Approval of Agenda Chuck Land
3. Consent Agenda Chuck Land
  - 3.1 Minutes – 4/11/2024 (Attachment “A”)
  - 3.2 Minutes- 4/11/2024 Executive Session
  - 3.2 Warrants, Line-Item Transfers, and Budget Amendments (Attachment “B”)
4. Citizen Input Chuck Land
5. Staff Reports Aaron Lyles
  - 5.1 Executive Director’s Report (Attachment C)
  - 5.2 Facilities & Operations Benny Leonard/Adam Schuff
  - 5.3 Events Mary Hipsag
  - 5.4 Finance ReNae Keuck
6. Board Process Chuck Land
  - 6.1 Debt Cancelation, Accounts Receivable
  - 6.2 Electrical Bid Results & Award
  - 6.3 Dry Camping Rates / Policy
  - 6.4 Purchasing Policy Revision
7. MATTERS FOR NOTING Chuck Land
  - 7.1 Correspondence
8. Other Business
9. Board Calendar Chuck Land
  - June 13, 2024 – CCPLB Meeting/Quarterly Commissioners Meeting at 6:00 PM- Energy Hall Conference Room
  - July 11, 2024 – CCPLB Meeting/Regular at 6:30 PM- Energy Hall Conference Room
  - August – CCPLB Meeting/Regular TBD
10. Adjourn Chuck Land



Gillette, Wright, Campbell County Fire Protection  
Joint Powers Board of Directors  
May 8, 2024

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Gillette, Wright, Campbell County  
Fire Protection Joint Powers Board of Directors  
May 8, 2024  
5:30 p.m.  
Station 1 Community Room

**ATTENDANCE**

Board Members:

_____ Bill Sims-Chair	_____ Tim Carsrud
_____ Jeff Boardman -Vice-Chair	absent Tricia Simonson
_____ Trent Jones-Sec/Tres	_____ Nathan McLeland
_____ Travis Cochran	

INVITED STAFF MEMBERS:

_____ Fire Chief Jeff Bender	_____ Deputy Chief JR Fox
_____ Division Chief Ryan Fox	_____ Director of Finance Juli Pierce
_____ Laura Luchsinger	

_____	_____
_____	_____
_____	_____

INVITED GUESTS:

_____ Joe Hallock (Stevens, Edwards, Hallock, P.C.)	
_____ Bob Jordan (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 8, 2024

## 1. CALL TO ORDER

The Meeting was called to order at \_\_\_\_\_ hours  
by \_\_\_\_\_.

## 2. PLEDGE OF ALLEGIANCE

## 3. WELCOME AND INTRODUCTIONS

Guests:

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## 4. AGENDA APPROVAL

### 4.1 Business Additions and Deletions

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Gillette, Wright, Campbell County Fire Protection  
Joint Powers Board of Directors  
CALL TO ORDER/INTRODUCTIONS/ADDITIONS & DELETIONS  
May 8, 2024

**4.2 Approve the Agendas 🌀**

**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 8, 2024 - Discussion/Approval

**6. CONSENT AGENDA APPROVAL ITEMS:**

**6.1 Regular Board Meeting Minutes**

CAMPBELL COUNTY JOINT POWERS FIRE BOARD  
 April 10, 2024  
 MEETING MINUTES  
 George Amos Memorial Building

**ATTENDANCE:** Bill Sims, Jeff Boardman, Trent Jones, Travis Cochran

**ABSENT:** Tim Carsrud, Nathan McLeland, Tricia Simonson

**STAFF and GUESTS:** Fire Chief Jeff Bender Division Chief Ryan Fox, Director of Finance Juli Pierce, Finance Coordinator Kalli Madsen

**1.0 CALL TO ORDER**

Chair Bill Sims called the meeting to order at 1728 hours.

**3.0 WELCOME AND INTRODUCTIONS**

Bill Sims welcomed staff.

**4.1 BUSINESS ADDITIONS AND DELETIONS - None**

**4.3 AGENDA APPROVAL AS PRESENTED**

**Motion:** Trent Jones moved and seconded by Travis Cochran to approve the meeting agenda as presented.

Jeff Boardman	Yes	Nathan McLeland	absent
Tim Carsrud	absent	Tricia Simonson	absent
Travis Cochran	Yes	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

**5.0 PUBLIC COMMENT**

None

**6.0 CONSENT AGENDA**

**Motion:** Travis Cochran moved and seconded by Jeff Boardman to approve the consent agenda.

Jeff Boardman	Yes	Nathan McLeland	absent
Tim Carsrud	absent	Tricia Simonson	absent
Travis Cochran	Yes	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.





Gillette, Wright, Campbell County Fire Protection  
 Joint Powers Board of Directors  
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES  
 May 8, 2024 - Discussion/Approval

**7.0 EXPENDITURE APPROVAL**

**Motion:** Jeff Boardman moved and seconded by Nathan McLeland to approve the Manual Checks in the amount of \$94,703.00.

Jeff Boardman	Yes	Nathan McLeland	absent
Tim Carsrud	absent	Tricia Simonson	absent
Travis Cochran	Yes	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

**8.1.1 Financial Report**

Director of Finance, Juli Pierce, presented the Financials. Cash balance as of 2/29/2024 was \$3,332,030.69 with total revenue at \$52,606.05 and Expenditures of \$856,533.72. WyoStar Vehicle Depreciation Account balance as of 2/29/2024 was \$4,189,979.62, Unencumbered Funds at \$3,126,871.22. Facilities Maintenance account ending balance on 1/31/2024 was \$211,870.92, Unencumbered Funds totaling \$131,870.92. Equipment Replacement balance as of 2/29/2024 \$738,634.53, with Unencumbered total of \$550,334.53.

**FY 2023-2024 BUDGET VS ACTUAL**

Pierce gave an update on budget vs. actual. YTD this time of year should be sitting at 66.7% used. She made note of a few accounts that will need budget funds transfer into: Professional Services, Employ Testing & Hiring Fees-Medical, Misc. Expenses (Insurance Reimbursements for Hail Damage), Capital Outlay-Equipment & Capital Outlay-Other.

**8.2 ADMINISTRATIVE ITEMS: FIRE CHIEF BENDER**

**8.2.1 Training Division Report**

none.

**8.2.2 Facilities Update/General Information**

Chief Bender discussed the County's request for a 3% cut in our budget or they were unwilling to meet with us. He discussed the E911 study presentation that occurred on April 1<sup>st</sup>. He updated the board on the Rozet Station Lease situation, the fence that needs to be installed at Stn 7 before Camporee, the status of furniture purchases for Station 9 and the Budget presentation with the funding entities that will happen after the board meeting.

**8.2.3 CALL REVIEW**

none

**9.0 BOARD ACTION ITEMS**

**9.1 Approve amended budget submission with a 3% decrease to County over last year.**



Gillette, Wright, Campbell County Fire Protection  
Joint Powers Board of Directors  
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES  
May 8, 2024 - Discussion/Approval

Motion: Jeff Boardman moved, seconded by Trent Jones to approve amended budget submission with a 3% decrease to County.

Jeff Boardman	Yes	Nathan McLeland	absent
Tim Carsrud	absent	Tricia Simonson	absent
Travis Cochran	Yes	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

### 12.1 ADJOURNMENT

• Motion Jeff Boardman moved, seconded by Trent Jones, to adjourn at 1825.

Jeff Boardman	Yes	Nathan McLeland	absent
Tim Carsrud	Absent	Tricia Simonson	absent
Travis Cochran	Yes	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

Respectfully Submitted,

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Chair Bill Sims

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Attest: Juli Pierce



Gillette, Wright, Campbell County Fire Protection  
Joint Powers Board of Directors  
PUBLIC COMMENTS/CONSENT AGENDA/MINUTES  
May 8, 2024 - Discussion/Approval

## 6.1.1 Special Workshop Minutes

CAMPBELL COUNTY JOINT POWERS FIRE BOARD  
April 1, 2024  
SPECIAL WORKSHOP MINUTES  
STATION 1 COMMUNITY ROOM

**ATTENDANCE:** Jeff Boardman, Tim Carsrud, Nathan McLeland, Tricia Simonson,

**ABSENT:** Bill Sims, Trent Jones, Travis Cochran

**STAFF and GUESTS:** Fire Chief Jeff Bender Deputy Chief JR Fox, Division Chief Ryan Fox, Director of Finance Juli Pierce,  
County Commissioners Del Shelsted & Bob Jordan, City Councilmembers Heidi Gross, Billy Montgomery & Mayor Shay Lundvall, Assistant Executive Director Sandra Beeman (County), Deputy City Clerk Shannon, City Attorney Sean Brown, County Attorney Kyle Ferris, Emergency Medical Services Director Chris Beltz

### 1.0 Welcome

Chief Jeff Bender welcomed everyone & introduced ESCI Rob Graff & Sterling Folden at 1700. ESCI presented their E911 Cooperative Feasibility Study. Discussion then took place until 1930.

At 1930 ESCI started the Strategic Planning session for Stakeholders. This session ended at 2015.

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Vice Chair Jeff Boardman

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Attest: Juli Pierce



Gillette, Wright, Campbell County Fire Protection  
 Joint Powers Board of Directors  
 PUBLIC COMMENTS/CONSENT AGENDA/MINUTES  
 May 8, 2024 - Discussion/Approval

## 6.1.2 Special Meeting Minutes

CAMPBELL COUNTY JOINT POWERS FIRE BOARD  
 MARCH 28, 2024  
 SPECIAL MEETING MINUTES  
 STATION 1 COMMUNITY ROOM

**ATTENDANCE:** Bill Sims (remote), Jeff Boardman, Tim Carsrud, Trent Jones, Nathan McLeland (remote), Tricia Simonson, Travis Cochran (remote)

**ABSENT:** none

**STAFF and GUESTS:** Fire Chief Jeff Bender Deputy Chief JR Fox, Division Chief Ryan Fox, Director of Finance Juli Pierce, Laura Luchsinger, Admin. Asst.

### 1.0 CALL TO ORDER

Vice Chair Jeff Boardman called the meeting to order at 1735 hours.

### 3.0 WELCOME AND INTRODUCTIONS

Jeff Boardman welcomed staff.

### 4.1 BUSINESS ADDITIONS AND DELETIONS - None

### 4.3 AGENDA APPROVAL AS PRESENTED

**Motion:** Trish Simonson moved and seconded by Tim Carsrud to approve the meeting agenda as presented.

Jeff Boardman	Yes	Nathan McLeland	Yes
Tim Carsrud	Yes	Tricia Simonson	Yes
Travis Cochran	YES	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

### 5.0 PUBLIC COMMENT

None

### 9.0 BOARD ACTION ITEMS

#### 9.1 Re-Approve '24 - '25 Budget Approval for submission to Funding Entities.

**BOARD CHOSE TO TAKE NO ACTION**

### 12.1 ADJOURNMENT

**Motion** Trish Simonson moved, seconded by Tim Carsrud, to adjourn at 1746

Jeff Boardman	Yes	Nathan McLeland	Yes
Tim Carsrud	Yes	Tricia Simonson	Yes
Travis Cochran	YES	Bill Sims	Yes
Trent Jones	Yes		

The motion carried.

Respectfully Submitted,

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Vice Chair Jeff Boardman

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Attest: Juli Pierce