



# CITY OF GILLETTE

www.gillettewy.gov

## ADMINISTRATION

PHONE 307-686-5203

### MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** Michael Cole, City Administrator  
**RE:** General Information  
**DATE:** May 10, 2024

The following meetings are scheduled for the week of **May 11-17, 2024**

#### **Tuesday, May 14th**

**6:00 p.m. City Council Budget Workshop #2, 2nd Floor Community Room**  
Dinner Served at 5:30 p.m.

#### **Wednesday, May 15th**

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

#### **Wednesday, May 15th**

**6:00 p.m. City Council Budget Workshop #3, 2nd Floor Community Room**  
Dinner Served at 5:30 p.m.

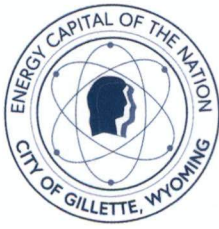
#### **Thursday, May 16th**

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

1. Attached please find a **Notice of Special Meeting of the Gillette City Council on May 14, 2024 at 5:30 p.m.** in the **City Hall 2nd Floor Community Room** provided by **City Administrator Cole**.
2. Attached please find a **Notice of Special Meeting of the Gillette City Council on May 15, 2024 at 5:30 p.m.** in the **City Hall 2nd Floor Community Room** provided by **City Administrator Cole**.
3. Attached please find a **news release** regarding **City Seeks Applicants for Citizen Advisory Boards** dated **May 6, 2024** provided by **Public Affairs Director Toscana**.
4. Attached please find a **flyer** regarding the **Wyoming Peace Officer Memorial on May 15, 2024 at 12:00 p.m.** at the **Campbell County Sheriff's Office** provided by **Police Chief Deaton**.
5. Attached please find a **flyer** regarding the **Jon Hardy Memorial on May 16, 2024 at 3:00 p.m.** at the **Gillette Police Department** provided by **Police Chief Deaton**.

1. Attached please find a **flyer** regarding a **City of Gillette Blood Drive** on **June 4, 2024** from **8:00 a.m. - 2:00 p.m.** at **City West Public Works Break Room** provided by **Public Affairs Director Toscana**.

MHC/adw



# CITY OF GILLETTE

www.gillettewy.gov

## ADMINISTRATION

PHONE 307-686-5203

### NOTICE OF SPECIAL MEETING OF THE GILLETTE CITY COUNCIL

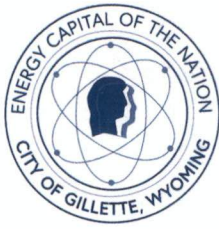
**TAKE NOTICE** that the presiding officer of the Gillette City Council has called for a special meeting. This special meeting will be held on **Tuesday, May 14, 2024, beginning at 5:30 p.m. in the 2<sup>nd</sup> Floor Community Room located at City Hall, 201 E. 5<sup>th</sup> St., Gillette, WY 82716.** The meeting will continue until its business is concluded. The purpose of this special meeting is as follows:

- **A. Pre-presentation dinner.**
- **B. Presentation:** Budget Workshop.
- **C. Action Items.** None.

**DATED** May 9, 2024.

---

Michael H. Cole  
City of Gillette Administrator



# CITY OF GILLETTE

[www.gillettewy.gov](http://www.gillettewy.gov)

## ADMINISTRATION

PHONE 307-686-5203

### NOTICE OF SPECIAL MEETING OF THE GILLETTE CITY COUNCIL

**TAKE NOTICE** that the presiding officer of the Gillette City Council has called for a special meeting. This special meeting will be held on **Wednesday, May 15, 2024, beginning at 5:30 p.m. in the 2<sup>nd</sup> Floor Community Room located at City Hall, 201 E. 5<sup>th</sup> St., Gillette, WY 82716.** The meeting will continue until its business is concluded. The purpose of this special meeting is as follows:

- **A. Pre-presentation dinner.**
- **B. Presentation:** Budget Workshop.
- **C. Action Items.** None.

**DATED** May 9, 2024.

---

Michael H. Cole  
City of Gillette Administrator



## News

# City Seeks Applicants for Citizen Advisory Boards

**Post Date:** 05/06/2024 11:54 AM

The City of Gillette is seeking volunteers to serve on one of our 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](mailto:admn@gillettewy.gov). Applications must be received by Friday, June 14, 2024 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**

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. *2 (Two) 3-Year Terms Expiring 6/30/2027.*

### **Campbell County Joint Powers Public Land Board**

The members of the Land Board are responsible for overseeing the orderly development and improvement, maintenance, and operation of the CAM-PLEX property and facilities. This board is comprised of two City appointees and five County appointees, all of whom serve three-year terms. The board meets the second Thursday of the month at 6:30 p.m. in the Board Room at the CAM-PLEX. Must be electors of Campbell County and may not be employees of that board. *1 (One) 3-Year Term Expiring 6/30/2027.*

### **Investment Advisory Committee**

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.) *1 (One) 3-Year Term Expiring 6/30/2027.*

### **Parks & Beautification Board**

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 Thursday of the month at 5:00 p.m. at City West. All members serve a three-year term. Limited to City Residents. *2 (Two) 3-Year Terms Expiring 6/30/2027.*

### **Planning Commission**

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. *4 (Four) 3-Year Terms Expiring 6/30/2027.*

### **Gillette Historic Preservation Commission**

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. *2 (Two) 3-Year Terms Expiring 6/30/2027.*

### **Urban Systems Committee**

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. *1 (One) 3-Year Term Expiring 6/30/2027.*

[Return to full list >>](#)





WYOMING  
**PEACE OFFICER**  
MEMORIAL

**MAY 15, 2024**

12:00 p.m.

Campbell County Sheriff's Office  
600 W Boxelder Dr.

Luncheon following ceremony

*We Honor You*



*Jon Hardy*  
MEMORIAL

MAY 16, 2024 - 3:00 P.M.

Gillette Police Department

201 E. 5<sup>TH</sup> Street

May his heroic deed never be forgotten.



# BLOOD DRIVE

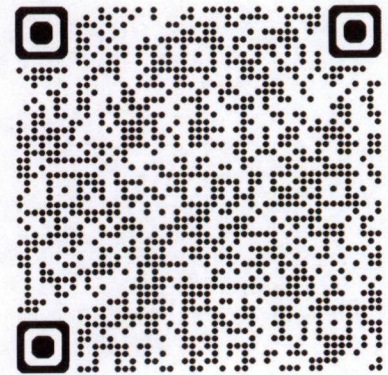


Because of you,  
life doesn't stop  
#vitaltolife

## City of Gillette

**TUESDAY, JUNE 4TH**  
**8:00 A.M. – 2:00 P.M.**  
**611 N. EXCHANGE AVE.**

**CITY WEST BLDG.-PUBLIC WORKS BREAK ROOM**



**Please scan the QR code to schedule your  
blood donation appointment or contact  
Jennifer Toscana at 307-686-5202.**

*NOT SURE IF YOU ARE ELIGIBLE TO DONATE BLOOD? FOR QUESTIONS WITH  
ELIGIBILITY AND MORE, CONTACT VITALANT AT 877-258-4825 AND TO SCHEDULE  
ONLINE VISIT [VITALANT.ORG](http://VITALANT.ORG) AND ENTER THE BLOOD DRIVE CODE: 10054532.  
All blood types are needed! Walk-ins are welcome. Appointments are preferred.*

 **GIVE BLOOD | [vitalant.org](http://vitalant.org)**

**vitalant.** 