



CITY COUNCIL AGENDA
COUNCIL CHAMBERS, 201 E 5TH ST.
CITY OF GILLETTE
Tuesday, October 15, 2024
6:00 PM

- A. Call to Order.**
- B. Invocation and Pledge of Allegiance.**
 - 1. Invocation and Pledge of Allegiance led by Reverend Zachary Viggers with Trinity Lutheran Church.**
- C. Approval of General Agenda.**
- D. Approval of Consent Agenda.**

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a member of Council so requests, in which case, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

1. Minutes

- a. Regular Meeting Minutes - October 1, 2024**
Executive Session Meeting Minutes - October 1, 2024

2. Other - Consent

- a. Council Consideration for the Write-off of Bad Debt on Uncollectible General Billing Accounts in the amount of \$12,169.44.**
Staff Reference: Michelle Henderson, Finance Director
Jennifer Richert, Finance Manager
- b. Council Consideration for the Write-Off of Bad Debt on Uncollectible Utility Accounts in the Amount of \$168,247.45.**
Staff Reference: Michelle Henderson, Finance Director

3. Ordinance 3rd Reading - Consent

- a. Council Consideration of an Ordinance to Amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use in Section 6.m.(2)(bbbbb); as Defined in the Zoning Ordinance. (Planning Commission Vote: 4/0) (City Council 1st Reading Vote: 6/0, City Council 2nd Reading Vote: 7/0)**
Staff Reference: Ry Muzzarelli, P.E., Development Services Director

4. Ordinance 2nd Reading - Consent

5. Bills and Claims

- a. Bills and Claims**
Staff Reference: Michelle Henderson, Finance Director

E. Approval of Conflict Claims.

F. Comments.
Council

- 1.
2. **Liaison Reports**
3. **Written**
4. **Other - Comments**
 - a. **A Proclamation Designating October 2024 as *Domestic Violence Awareness Month*. ~ Shawna McDonald, Gillette Abuse Refuge Foundation**
Staff Reference: Michael H. Cole, City Administrator
 - b. **Recognition of American Society of Safety Professionals, Safety Professional of the Year Award in the Public Sector - Randy Milliron, Safety Manager**
Staff Reference: Déca Wasson, Human Resources Director

G. Unfinished Business.

1. **Ordinance 2nd Reading.**
2. **Ordinance 3rd Reading.**
3. **Other.**

H. New Business.

1. Presentations

- a. **Employee Appreciation Day**
Staff Reference: Déca Wasson, Human Resources Director

2. Minute Action

- a. **Council Consideration of a Street Closure on the front half of the 3rd Street Plaza, from the alley to Gillette Avenue, on Thursday, October 31st, from 12:00 p.m. to 6:00 p.m. for a Trunk-or-Treat Event, requested by Gillette Main Street.**
Staff Reference: **MAP** - Jennifer Toscana, Public Affairs Director
- b. **Council Consideration of a Bid Award for the 2025 O'Henry Court Drainage Project to S & S Builders, LLC, in the Amount of \$81,108.00 (1% Project).**
Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director
- c. **Council Consideration for the Acceptance of Public Improvements for the 2024 Crack Seal Project, installed by Z & Z Sealing and Coating, in the Amount of \$124,987.22 (1% Project).**
Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director
- d. **Council Consideration for the Acceptance of Public Improvements for the 2024 Chip Seal Project, Installed by Simon Contractors, in the Amount of \$457,751.00 (1% Project).**
Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director
- e. **Council Consideration to Authorize the Mayor to Sign Amendment No. 17 of the Telecommunications Raceway Lease Agreement Between the City of Gillette and Visionary Communications, Inc.**
Staff Reference: Joff J. Pilon, P.E., Utilities Director
Sean Brown, City Attorney
- f. **Council Consideration of a Resolution Approving and Authorizing the Minor Subdivision of the Peterson Subdivision; to the City of Gillette, Wyoming, Subject to All Planning Requirements. (Planning Commission Vote: 6/0)**
Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director

3. Ordinance 1st Reading.

4. Appointments

I. Public Hearings and Considerations

1. **A Public Hearing for the Issuance of a New Restaurant Liquor License, RST-11, to Flores LLC d.b.a. Cinco de Mayo, Located at 103 E 3rd Street.**
Staff Reference:
2. **Council Consideration of a New Restaurant Liquor License, RST-11, to Flores LLC d.b.a. Cinco de Mayo, Located at 103 E 3rd Street.**
Staff Reference: Jennifer Toscana, Public Affairs Director
3. **A Public Hearing for the Transfer of Ownership of Retail Liquor License No. RTL-13, from Energy Lanes LLC d.b.a. Energy Lanes, to Big D Oil Company d.b.a. Big D #35, and Transfer of Location of said Retail Liquor License from 5700 S Douglas Hwy. to 2951 Dove Rd.**
Staff Reference: Jennifer Toscana, Public Affairs Director
4. **Council Consideration of the Transfer of Ownership of Retail Liquor License No. RTL-13, from Energy Lanes LLC d.b.a. Energy Lanes, to Big D Oil Company d.b.a. Big D #35, and Transfer of Location of said Retail Liquor License from 5700 S Douglas Hwy. to 2951 Dove Rd.**
Staff Reference: **MAP** - Jennifer Toscana, Public Affairs Director
5. **A Public Hearing to Amend the District Zoning Map of the City of Gillette, Wyoming, for Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, from R-4, Multi-Family Residential District, to C-2, Central Business District per the Attached Exhibit. Subject to all Planning Requirements. (Planning Commission Vote: 5/0)**
Staff Reference: Ry Muzzarelli, P.E., Development Services Director
6. **An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, from R-4, Multi-Family Residential District, to C-2, Central Business District per the Attached Exhibit. Subject to all Planning Requirements. (Planning Commission Vote: 5/0)**
Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director

J. Public Comment

The purpose of Public Comment is for the Council to receive thoughts, suggestions, and concerns from our citizens. To this end, the Council will not engage in any discussion with individuals presenting Public Comment; nor will the Council engage in discussion amongst itself during the Public Comment Period. The reason for this is to treat each presenter and the ideas presented with due respect. Many of the ideas presented will require time for careful consideration, review, and discussion with City Staff. After such time, the Council may respond to matters raised during Public Comment at an appropriate time and setting.

K. Administrator's Report

L. Executive Session

1. **Executive Session for Personnel Pursuant to W.S. 16-4-405(a)(ii)**

Staff Reference: Sean Brown, City Attorney

M. Adjournment

City Council Meeting Comment Form

MAYOR

Shay Lundvall

COUNCIL MEMBERS BY WARDS

WARD 1	WARD 2	WARD 3
Tricia Simonson	Billy Montgomery	Heidi Gross
Jim West	Timothy Carsrud	Nathan McLeland

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CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Invocation and Pledge of Allegiance led by Reverend Zachary Viggers with Trinity Lutheran Church.

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

[Click to download](#)

No Attachments Available



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Regular Meeting Minutes - October 1, 2024

Executive Session Meeting Minutes - October 1, 2024

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

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[Regular Meeting Minutes - 10.01.2024](#)

A regular meeting of the City Council was held on Tuesday the 1st day of October 2024, in the City Hall Council Chambers.

Present were Councilmembers Simonson, Carsrud, McLeland, Gross, Montgomery, West, and Mayor Lundvall; City Administrator Cole; City Attorney Brown; Chief of Police Deaton; Directors Henderson, Muzzarelli, Pilon, Toscana, Wasson, and Wilde; and City Clerk Allen.

Invocation and Pledge of Allegiance

The Invocation was led by Council President Carsrud. The Pledge of Allegiance was then led by The Civil Air Patrol Cadets, followed by a discussion regarding Wreaths Across America and supporting our living veterans.

Approval of General Agenda

Councilmember Simonson made a motion to approve the General Agenda; seconded by Councilmember McLeland. All voted aye. The motion carried.

Approval of Consent Agenda

Minutes

Regular Meeting Minutes – September 17, 2024

Bills and Claims

120 Water Audit Inc, 11,087.96; 2 Okies LLC, 242.85; Absolute Auto, LLC, 34.99; Air Tech Inc, 210.00; Also, 1,386.96; Altec Industries Inc, 15,968.58; Anixter Power Solutions, 429.36; Anixter Power Solutions, 7,755.37; Atlas Office Products, 806.79; Balco Uniform Co., Inc, 387.41; Best Best & Krieger LLP, 3,247.00; Big D Sanitation, 150.00; Big Horn Tire Inc, 300.73; Bighorn Hydraulics Inc, 252.04; BJ Nelson Inc/Nelson Auto Glass, 250.00; Bks4900, LLC, 262.67; Black Cat Construction LLC, 15,249.78; Black Hills Energy, 2,790.02; Black Hills Power & Light, 224,284.69; Black Hills Power & Light, 14,380.79; Black Hills Power & Light, 142,162.48; Black Hills Power & Light, 288,705.86; Black Hills Wyoming LLC, 213,742.81; Black Hills Wyoming LLC, 314,611.47; Blue Cross Blue Shield Of Wyoming, 64,312.73; Blue Cross Blue Shield Of Wyoming, 467,832.33; Bomgaars Supply, 465.89; Border States Electric, 795.00; Border States Electric, 50,354.93; Buckskin Mining Co, 606.78; Campbell County Chamber Of Commerce, 900.00; Campbell County Landfill, 111,543.00; Campbell County Public Health, 830.00; Car-Knack Inc, 1,699.00; CBH Co-Op, 240.00; CDW Government Inc, 11,674.92; Central Truck & Diesel Inc, 2,554.91; CenturyLink, 152.47; Chipps, Charles, 121.95; Chuta, Angel, 607.59; City Of Gillette - Petty Cash, 197.05; Collection Professionals Gillette, 159.21; Collins Communications Inc, 8,122.15; Colter Merrell, 548.00; Compasscom Software, 53,628.33; Converus, Inc, 3,650.00; Craig Furman, 225.00; Crum Electric Supply Company, 2,711.90; Curalinc, LLC, 1,150.20; Day, Christopher, 186.74; Deca Wasson, 752.89; Dell Computer Corp, 48,131.73; Dell Marketing LP, 15,615.64; Delta Dental Of Wyoming, 27,383.35; Department Of Energy, 65,139.53; Design Construction LLC, 98,208.00; Draggin Towing LLC, 225.00; Employment Testing Services Inc, 768.00; Energy Laboratories Inc, 1,753.00; Farmer Brothers Company, 62.29; FedEx, 13.75; Ferguson Enterprises, Inc #1116, 1,688.50; Ferguson, Haley, 58.36; First Interstate Bank Of Montana, 25.00; Flagshooter LLC, 727.98; Frandson Safety Inc, 120.00; Franzen, Donnie & Jeanie, 85.42; Frost, Lynette, 138.75; Gallagher Benefit Services, Inc, 135.00; Galls, An Aramark Company, 1,372.95; Gilford, Elizabeth, 115.36; Gillette College Foundation, 2,155.09; Gillette Community College District, 47.25; Gillette Contractors Supply Inc, 15,339.87; Gillette Steel Center, 880.00; GMCO Corporation, 51,606.00; Granicus LLC, 30,269.72; Grossenburg Implement Incorporated, 618.27; Groves, Alexis, 87.31; Guardian Uniform And Supply, 23,598.00; Hid Global Corporation, 1,035.00; Hiser, April, 140.00; Hladky Construction, 3,312.63; Hotline Electrical, 16,047.36; International Code Council Inc, 184.50; It Outlet Inc, 16,324.21; Jack's Truck Center Inc, 438.23; Jackson, Grady, 87.50; Jane Stearns M.S. LPC, 750.00; Jenna Grantham, 21.88; Lassel, Kayleigh, 17.87; Lawson Products, Inc., 285.20; Leatham Family, 2,882.78; Lewis, Austin, 28.70; Lexisnexis Matthew Bender, 537.61; Mc Aegis, 10,000.00; Mcm General Contractors, 191,288.00; McNeilus Truck & Manufacturing, 3,426.17; Michael Cole, 56.98; Michael Perkins, 1,200.00; Mii Life Insurance, Incorporated, 2,106.40; Mii Life Insurance, Incorporated, 737.12; Mii Life Insurance, Incorporated, 237.25; Mills, Donald, 3.11; Morrison Maierle Inc, 419.00; Motorola Solutions Inc, 21,705.36; Muirhead, Kenyon, 44.58; Murphy, Jim, 164.03; Natalie Clancy, 10.94; Ned Stroup, 1,216.85; New Vision Auto Body & Accessories, 349.99; Nicholas Marty, 28.36; Norco Inc, 114.84; Norco Inc, 4,666.87; North Park Trans Co, 333.43; Northern Truck Equipment Corp., 1,650.29; Office Of State Lands And Investments, 12,678.76; Office Of State Lands And Investments, 742.02; One Call Of Wyoming Corp, 531.75; Online Information Services Inc, 355.60; Optum Health Financial Services, 338.25; Paintbrush Sewer & Drain, 12,326.57; Pavlenko, Deanna, 589.48; Postal Pros Southwest Inc, 4,381.56; Powder River Energy Corporation, 25,156.96; Powder River Energy Corporation, 8,776.24; Powder River Heating & Conditioning

Corporation, 1,867.67; Prime Rib Restaurant, 2,588.25; PVS DX Inc, 9,869.71; Rathai, Kristin, 122.11; Record Supply Inc Napa, 788.30; Rms Instrument & Electrical, LLC, 9,803.00; Sawtooth Materials, 7,430.00; Scott Brady, 4,289.40; Shi International Corp, 8,462.61; Simon Contractors, 3,283.58; Source Office Products, 199.14; Spencer Fluid Power, 203.67; Stanton, Christopher, 82.72; Steven Peterson, 28.36; Stewart, Alexis, 92.38; Stotz Equipment, 366.57; Stuart C. Irby Co, 106.25; Stuart C. Irby Co, 4,138.60; Tami Waldner, 146.25; Tantalus Systems Inc, 4,710.49; Taylor, Sherrie Y, 332.06; Terry Sjolin, 575.00; The Good Shop Mycology & Wellness, 311.57; Thunder Basin Ford LLC, 445.46; TMMI, LLC, 632.40; Torgerson's, LLC, 1,395.65; TruGreen Chemlawn, 4,467.00; United Central Industrial Supply Co, 28.13; Verizon Wireless, 1,802.93; Wall, Darin, 76.96; Warm Property Pool, 2,700.13; Warne Chemical & Equipment Co, 102.40; Weatherby Parent LLC, 6,451.00; Weisheimer Law, LLC, 2,000.00; Western Stationers, 536.88; Williams, Tony, 86.07; Wilson, Steve, 130.45; Wyodak Resources Development Corp, 186,111.38; Wyoming Center For Clinical Excellence, 800.00; Wyoming Conference Building Official, 175.00; Wyoming Secretary Of State, 60.00; Zabel & Associates, 3,000.00; Zions Bank, 1,500.00

Councilmember Simonson made a motion to approve the Consent Agenda; seconded by Councilmember McLeland. Councilmembers Simonson, Carsrud, Montgomery, West, and Mayor Lundvall voted aye. Councilmembers Gross and McLeland abstained. The motion carried.

Comments

Council

Councilmember Gross invited Marilyn Mackey and Jaime Tarver with Yes for Cam-Plex to discuss the history of the Cam-Plex, the Specific Purpose Excise Tax that is being proposed on the 2024 Election Ballot, and the future goals and plans of the facility.

Councilmember Simonson thanked Will Ellis, Streets Operator, for pulling weeds in the Westover area.

Council President Carsrud welcomed the out of state hunters and encouraged safety for all hunting participants.

Liaison Reports

Councilmember Simonson stated that councilmember Montgomery and herself attended the Council of Community Services meeting, where they discussed updating their policies as well as a discussion pertaining to a \$1.5 million dollar grant.

Councilmember West gave an update regarding the 2% Lodging Tax that will be on the upcoming ballot.

Written

City Clerk Allen announced that the Clerk's Office received a written comment from Jace Spottedwolf requesting better resources and programs for Gillette's homeless people, and a written comment from Ben Decker with questions regarding a new overpass.

New Business

Presentations

Human Resources Director Déca Wasson presented information regarding Employee Benefits for 2025.

Administrator Cole presented a brief history of the Gurley Overpass, followed by an analogy by City Engineer Schoen for clarification, and concluded with an update from Director Toscana regarding the InformGillette.com website.

Public Affairs Director Jennifer Toscana presented a "Things to Know" video for October 2024.

Minute Action

Council President Carsrud made a motion to approve a Parade Permit Beginning in front of Twin Spruce Junior High, proceeding down Gillette Avenue to 1st street, on December 7th, 2024, from 2:00 p.m. to 2:30 p.m., Requested by ABATE of Northeast Wyoming; seconded by councilmember Gross. All voted aye. The motion carried.

Councilmember Simonson made a motion to approve a Bid Award for the Wastewater Treatment Facility Administration Building HVAC Replacement and Improvements Project to Powder River Heating and Air Conditioning, in the Amount of \$370,136.00; seconded by councilmember Gross. All voted aye. The motion carried.

Councilmember West made a motion to approve a Bid Award for the Sunburst Subdivision Valve Replacement Project to Hot Iron, Inc., in the Amount of \$696,135.57 (1% Project); seconded by councilmember Simonson. All voted aye. The motion carried.

Councilmember Simonson made a motion to approve the Acceptance of the bid to Fremont Motors Riverton, Wyoming in the amount of \$94,234.00 or \$47,117.00 each, for their bid on Two (2) NEW 2025 – 3/4 TON 4WD Long Wheelbase Extended or Double Cab Pickups; seconded by councilmember Gross. All voted aye. The motion carried.

Councilmember West made a motion to approve the Acceptance of Public Improvements for the 2024 Almon Repair Project Installed by Powder River Construction, Inc., in the Amount of \$168,275.83 (1% Project); seconded by Council President Carsrud. All voted aye. The motion carried.

Council President Carsrud made a motion to Grant City Staff Permission to Negotiate on Behalf of City Council for the Pre-Annexation Agreement Between the City of Gillette and Hoskinson Biotechnology Holding LLC for Property Located at 460 Hwy 50; seconded by councilmember Simonson. Administrator Cole stated that the purchaser wishes to extend city services to this property and that this is the beginning of that process for the agreement. Councilmembers Simonson, Carsrud, McLeland, Gross, Montgomery, and West voted aye. Mayor Lundvall abstained. The motion carried.

Councilmember Gross made a motion to Authorize the Mayor to Sign Amendment No. 16 of the Telecommunications Raceway Lease Agreement Between the City of Gillette and Visionary Communications, Inc.; seconded by councilmember Simonson. All voted aye. The motion carried.

RESOLUTION NO. 2883

A RESOLUTION TO APPROVE THE CITY'S HEALTH PLAN PREMIUMS AND PLAN DESIGN CHANGES EFFECTIVE JANUARY 1, 2025

Councilmember West made a motion to approve the foregoing Resolution; seconded by councilmember Simonson. All voted aye. The motion carried.

RESOLUTION NO. 2884

A RESOLUTION APPROVING AND AUTHORIZING THE MINOR SUBDIVISION OF LOTS 3A, 4A, & 5A OF BLOCK 2, HOMESTEAD ADDITION; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS (PLANNING COMMISSION VOTE: 5/0)

Council President Carsrud made a motion to approve the foregoing Resolution; seconded by councilmember Gross. Director Muzzarelli stated that the owner of these lots wishes to combine them to further expand the pre-existing car wash that is located there. All voted aye. The motion carried.

RESOLUTION NO. 2885

A RESOLUTION APPROVING AND AUTHORIZING UPDATED CUSTOMER SERVICE FEES FOR THE CITY OF GILLETTE PUBLIC UTILITIES (2024)

Councilmember Gross made a motion to approve the foregoing Resolution; seconded by councilmember Simonson. Attorney Brown explained that this Resolution is to offset the increases in fees for services. Director Henderson explained that the fees are not associated with water and utility rates. All voted aye. The motion carried.

Appointments

Council President Carsrud made a motion to appoint Joshua Abernathy to the Investment Advisory Committee for a Partial Term Expiring on June 30, 2026; seconded by councilmember West. All voted aye. The motion carried.

Public Hearings and Considerations

Mayor Lundvall opened a Public Hearing for the Extension of Expiration Date from February 6, 2025, to March 31, 2025, for a Retail Liquor License Held by DA Peterson & Associates, LLC, d.b.a. Gillette Travel Center, located at 200 N Garner Lake Road, formerly known as 400 N Garner Lake Road, Gillette, WY. Hearing no public comments, Mayor Lundvall closed the Public Hearing.

Council President Carsrud made a motion to approve of an Extension of Expiration Date from February 6, 2025, to March 31, 2025, for a Retail Liquor License Held by DA Peterson & Associates, LLC, d.b.a. Gillette Travel Center, located at 200 N Garner Lake Road, formerly known as 400 N Garner Lake Road, Gillette, WY; seconded by councilmember Simonson. All voted aye. The motion carried.

Mayor Lundvall opened a Public Hearing to Amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use in Section 6.m.(2)(bbbbb); as Defined in the Zoning Ordinance. (Planning Commission Vote: 4/0). Hearing no public comments, Mayor Lundvall closed the Public Hearing.

ORDINANCE NO. 25-01

AN ORDINANCE TO AMEND SECTION 6 – TO AUTHORIZE K-12 TRANSPORTATION FACILITY AS A PERMITTED USE IN SECTION 6.M.(2)(BBBBB); AS DEFINED IN THE ZONING ORDINANCE (PLANNING COMMISSION VOTE: 4/0)

Councilmember Gross made a motion to approve the foregoing Ordinance on second reading; seconded by councilmember Simonson. Administrator Cole explained that the first reading of this Ordinance did not include the Public Hearing. All voted aye. The motion carried.

Public Comment

Richard Cantu, Moorcroft resident, questioned if the City of Gillette has resources for injured and disabled oilfield workers.

Executive Session

Council President Carsrud made a motion to enter Executive Session for Potential Litigation Pursuant to W.S. 16-4-405(a)(iii); seconded by councilmember Gross. All voted aye. The motion carried.

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 8:06 p.m. The meeting can be viewed on the City’s website, www.gillettewy.gov/gpa. The next regularly scheduled meeting will be held on Tuesday, October 15, 2024, in the City Hall Council Chambers.

(S E A L)

Shay Lundvall, Mayor

ATTEST:

Alicia Allen, City Clerk

Publication Date: October 8, 2024



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration for the Write-off of Bad Debt on Uncollectible General Billing Accounts in the amount of \$12,169.44.

BACKGROUND:

Per State Statute 16-4-502, uncollectible debt is brought before Council annually for permission to discharge the debt and extinguish the debt as an account receivable. When appropriate, Collection Professionals, Inc., has exhausted all efforts for collection on the debt, and the statute of limitations has been met. Staff has performed an analysis on all inactive accounts prior to June 30, 2017. That analysis presented a total of 23 general billing accounts with the total collective value of \$12,169.44. An itemized list of the unpaid balances to be charged off is attached.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the approval of the Write-Off of Bad Debt on Uncollectible General Billing Receivable accounts in the Amount of \$12,169.44.

STAFF REFERENCE:

Michelle Henderson, Finance Director

Jennifer Richert, Finance Manager

ATTACHMENTS:

Click to download

[Write-Off Bad Debt](#)



CITY OF GILLETTE

www.gillettewy.gov

FINANCE DEPARTMENT

TO: Michelle Henderson, Finance Director & Jennifer Richert Finance Manager

FROM: Patience Blocker, General Billing Specialist

DATE: September 23, 2024

SUBJECT: FY2025 Account Receivable Write-Off

The FY2025 Account Receivable General Billing Write-Off listing is attached. Per State Statute 16-4-502, uncollectible debt is brought before Council for permission to discharge the debt and extinguish the debt as an account receivable. Collection Professional, Inc., has exhausted all efforts for collection on the debt as appropriate, and the statute of limitations has been met.

I request the FY2025 Account Receivable Write-Offs be included on the October 1st, 2024, Council Agenda for consideration.

FISCAL YEAR 2024-2025

GENERAL BILLING ACCOUNTS RECEIVABLE WRITE-OFFS

Customer Id-Bill Number	Customer Name	Bill Due Date	Amount
16291	Swan, Cindy	5/20/2016	\$ 10.50
17608	Fanscell, Matthew	1/12/20216	112.75
17661	Maxey, Patrick	1/25/2016	2,356.86
18336	Kraft, Bryan	5/11/2016	189.00
18336	Kraft, Bryan	6/29/2016	63.00
18591	Reynolds, J.R	6/10/2016	175.00
18671	Curr, Terry	6/23/2016	23.63
18711	Maltaverne, Randy	6/28/2016	100.00
18747	Hayzlett, George	6/30/2016	75.00
18748	Rogers, Rayleen	6/30/2016	70.00
16337	Hillius, Donald	9/12/2016	65.00
16402	Circle L Motel	11/7/2016	65.00
18336	Kraft, Bryan	7/25/2016	157.50
18748	Rogers, Rayleen	8/26/2016	75.00
18892	Enriquez, Candy	7/25/2016	23.63
18978	Johnson, Andrew	8/4/2016	1,991.91
19167	Esponda, Mitchell	9/12/2016	95.00
19335	Dean, Jeremy	10/18/2016	55.00
19472	Gruman, Meghan	11/7/2016	1,269.19
19485	Reiber, Adam	11/13/2016	742.50
19516	Meyers, Mitch	11/18/2016	21.00
19740	Makeshine, Cor	1/17/2017	4,152.97
20024	Atchinson, Taia	3/10/2017	280.00

\$ 12,169.44

CHARGES WERE INCURRED BETWEEN 2016 AND 2017.
ALL CHARGES HAVE MET THE STATUTE OF LIMITATIONS.

Customer Id	Customer Name	Bill Year	Bill Number	Bill Due Date	Total Due Now
16291	SWAN, CINDY - COLLECTION ACCT	2016	6259	05/20/2016	\$10.50
17608	FRANSCCELL, MATTHEW - COLLECTION ACCT	2016	5554	01/12/2016	\$112.75
17661	MAXEY, PATRICK (FWD ACCOUNT WO 1/23/24) -	2016	5605	01/25/2016	\$2,356.86
18336	KRAFT, BRYAN (FWD ACCOUNT WO 7/23/2024) -	2016	6159	05/11/2016	\$189.00
18336	KRAFT, BRYAN (FWD ACCOUNT WO 7/23/2024) -	2016	6459	06/29/2016	\$63.00
18591	REYNOLDS, J.R. - COLLECTION ACCT	2016	6378	06/10/2016	\$175.00
18671	CURR, TERRY(FWD ACCOUNT WO 6/21/2024) -	2016	6385	06/23/2016	\$23.63
18711	MALTAVERNE, RANDY (FNA/FWD ACCOUNT WO 6/26/24) -	2016	6431	06/28/2016	\$100.00
18747	HAYZLETT, GEORGE - COLLECTION ACCT	2016	6473	06/30/2016	\$75.00
18748	ROGERS, RAYLEEN - COLLECTION ACCT	2016	6475	06/30/2016	\$70.00
16337	HILLIUS, DONALD (COLLECTIONS)	2017	6671	09/12/2016	\$65.00
16402	CIRCLE L MOTEL - COLLECTION	2017	6889	11/07/2016	\$65.00
18336	KRAFT, BRYAN (FWD ACCOUNT WO 7/23/2024) -	2017	6555	07/25/2016	\$157.50
18748	ROGERS, RAYLEEN - COLLECTION ACCT	2017	6642	08/29/2016	\$75.00
18892	ENRIQUEZ, CANDY (FWD ACCOUNT WO 7/23/2024) -	2017	6550	07/25/2016	\$23.63
18978	JOHNSON, ANDREW - COLLECTION ACCOUNT	2017	6592	08/04/2016	\$1,991.91
19167	ESPONDA, MITCHELL - COLLECTION ACCT	2017	6672	09/12/2016	\$95.00
19335	DEAN, JEREMY(FWD ACCOUNT WO 10/16/2024)	2017	6778	10/18/2016	\$55.00
19472	GRUMAN, MEGHAN - COLLECTION ACCT	2017	6903	11/07/2016	\$1,269.19
19485	REIBER, ADAM (FWD ACCOUNT WO 11/11/2024)	2017	6907	11/13/2016	\$742.50
19516	MEYERS, MITCH - COLLECTION ACCT	2017	6922	11/18/2016	\$21.00
19740	MAKESHINE, CORY - COLLECTION ACCT	2017	7078	01/17/2017	\$4,152.97
20024	ATCHISON, TAIA - COLLECTION ACCOUNT	2017	7262	03/10/2017	\$280.00
					\$12,169.44



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration for the Write-Off of Bad Debt on Uncollectible Utility Accounts in the Amount of \$168,247.45.

BACKGROUND:

Per the Wyoming State statute 16-4-502 and in accordance with the City of Gillette's "COG" diligent and prudent business practices, an annual review of utility billing accounts has been performed on all accounts prior to June 30, 2017. The City of Gillette has defined a utility billing account "uncollectible" as any account that has remained closed with a balance remaining on the account for seven (7) consecutive years.

During August 2024, COG Customer Service performed a detailed analysis on all inactive accounts prior to June 30, 2017. The analysis presented a total of 543 utility billing accounts with the total collective value of \$168,247.45 which have been deemed uncollectible. The inclusive list of accounts is attached. Customer Service has made several attempts to recover the debt of these accounts, including multiple written and verbal correspondence efforts coupled with the assistance and expertise of Collection Professionals Inc., as the COG contracted professional service provider for the debt collection.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for approval of the Write-Off of Bad Debt on Uncollectible Utility Accounts in the Amount of \$168,247.45.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

[Letter to Finance Director](#)

[Write Off List-Utility](#)



CITY OF GILLETTE

Finance - Customer Service

P.O. Box 3003 • Gillette, Wyoming 82717-3003

Phone 307.686.5206

www.gillettewy.gov

DEPARTMENT OF FINANCE CUSTOMER SERVICE DIVISION

August 30, 2024

To: Michelle Henderson, Finance Director

From: Laura Shamion, Utility Services Manager

Re: Write-offs

Per the Wyoming State statute 16-4-502 and in accordance with the City of Gillette's "COG" diligent and prudent business practices, an annual review of utility billing accounts has been performed on all accounts prior to June 30, 2017. The City of Gillette has defined a utility billing account "uncollectible" as any account that has been closed with a balance remaining on the account for seven (7) consecutive years, deceased customer accounts, and customer accounts discharged through bankruptcy actions.

During August 2024, COG Customer Service performed a detailed analysis on all inactive accounts prior to June 30, 2017. The analysis presented a total of 543 utility billing accounts with the total collective value of \$168,247.45 which have been deemed uncollectible. The inclusive list of accounts is attached. Customer Service has made several attempts to recover the debt of these accounts, including multiple written and verbal correspondence efforts coupled with the assistance and expertise of Collection Professionals Inc., as the COG contracted professional service provider for the debt collection.

UNCOLLECTIBLE ACCOUNTS PRIOR TO JUNE 30, 2017

Account Number	Customer Number	Customer Name	Amount
13504	309481	ABBOTT, JUDY	\$587.61
13154	309269	ABBOTT, WILLIAM/ESPERANZA	\$413.16
17106	304060	ABEYTA, FERNANDO	\$676.01
16768	311467	ADAMS, CAROL	\$590.64
17760	17044	ADAMS, JESSICA	\$244.31
13548	21217	ALEXANDER, CONNIE LEE	\$379.45
15722	310914	ALLEN, SHELIA	\$126.36
36308	301927	ALLEN, YUVETTE	\$254.39
19516	313610	ALLRED, TANYA	\$352.07
38856	17299	ALVARADO, HERIBERTO	\$123.44
40658	322449	AMES, JACK	\$581.30
30870	19085	AMMAN, CODY	\$153.97
25058	17198	AMMAN, CORTNEY	\$299.68
17716	312222	ANDERSON, ANDI	\$333.29
17710	23348	ANDERSON, ANDIE	\$269.83
25156	302993	ANDERSON, BO	\$240.23
22826	20661	ANDERSON, KELCEE	\$107.67
13766	309634	ANDERSON, RON	\$248.39
13760	309634	ANDERSON, RON	\$265.55
3488	301788	ANDERSON, TERRY JR	\$456.03
26456	16935	ANDREWS, ERIC	\$598.01
24338	315077	APPLEBEES NEIGHBORHOOD GRILL	\$4,865.62
18080	30449	ARCEO, JASON	\$415.21
19056	25643	ARCHER, SCOTT	\$117.57
25046	20797	ARCHULETA, AUTUMN	\$114.57
16508	20797	ARCHULETA, AUTUMN	\$89.96
35414	320796	ARIAS, CHRISTINE	\$101.39
2526	300512	BAILEY, BETTE	\$80.30
4946	303153	BALL, ROBERTA/JASON	\$164.63
17732	310440	BALLS, KREIG	\$234.82
2214	17049	BARELMAN, JODI	\$334.95
18250	312777	BARNES, LISA	\$359.56
25116	17327	BARNETT, SHELLAI	\$296.24
8336	20048	BARNISH, CHRIS	\$254.52
43466	19386	BASIC ENERGY	\$95.97
6806	304619	BAUTISTA, HECTOR/ARIEL	\$94.30
3832	302075	BEITLER, MATT	\$396.95
10580	307366	BELL, JEFFERY/DANIELLE	\$233.25
20722	314153	BENSON, SHARLEEN	\$510.69
13400	309407	BICKNESE, ROBERT/SHELBY	\$598.48

18248	18557	BISHOP, MARCUS	\$102.00
24512	25844	BISHOP, RYAN	\$493.09
23262	316492	BLACK, GLORIA	\$31.80
20350	21800	BLACKJEWEL, LLC	\$2,731.03
31392	17567	BLAKE, LYLE	\$163.82
39108	321791	BLAKE, TRAVIS	\$265.95
9058	306070	BLOCK, LANCE	\$293.99
37416	309450	BOAM, BRADLEY	\$298.62
4656	310041	BOARDMAN, JAIME	\$81.68
30972	17423	BOLTON, TAIGEN	\$225.05
17780	312351	BOSCHEE, LEE	\$165.41
2214	302006	BOWEN, CINDY	\$120.19
38090	20836	BOWER, CHEYENNE/KYLE	\$98.07
5994	15750	BRADFORD, GOLDEN	\$180.65
34784	312034	BRAVO, JESSICA	\$284.12
40382	17534	BRENNAN, JOHN	\$72.48
6282	300828	BRENT, MICHAEL L	\$233.07
35222	19882	BRICE, JUSTIN	\$89.83
25116	315532	BRONSON, DESIREE	\$308.26
17638	16929	BROST, TERESA	\$163.53
24992	17828	BROWN, DANIELLE N	\$289.35
35566	320956	BROWN, DUSTIN	\$202.12
16908	311585	BROWN, LENITA	\$205.15
32430	300286	BROWN, MEGAN	\$165.01
13400	303912	BROWN, TREVOR/VALERIE	\$205.63
30458	22901	BRUCE, DANIEL	\$159.31
4874	300423	BRUNS, BRANDI	\$266.33
4196	306395	BRYAN, KATHY	\$306.79
33314	319382	BUCKEYE, DONALD	\$273.68
33498	17878	BURKE, STEPHANI	\$162.83
20136	313804	BURRO LOCO LLC	\$500.66
14056	17892	BURTON, ASHLEY/TAYLOR	\$118.69
27316	316745	BUTLER, JOHN/CHRISTINE	\$82.21
17642	18880	CAGE, DERRICK	\$310.88
24624	315253	CAMPBELL, BRUCE/RENEE	\$137.59
33866	319696	CARLSON, DUSTIN	\$65.45
7470	305107	CARLSON, ROBERT	\$406.77
33510	308969	CARMEN, KIERSTEN	\$137.93
9854	306739	CARPENTER, ALAINA	\$134.20
11164	23928	CARTER, DEBORAH	\$55.16
30920	318181	CASE, KEVIN	\$175.88
30888	17288	CASHEN, DRAKE	\$190.42

11984	308301	CATHCART, JEANIE/ROBERT	\$336.27
33850	319683	CAULK, WILLIAM B/RACHEL L	\$716.70
20640	314114	CHAMBERLAIN, SHARON	\$91.12
33902	301251	CHASE HOME FINANCIAL	\$145.54
19682	310691	CHASE, CODY	\$356.36
10206	307098	CHITTY, TIRAH/DERRICK	\$416.30
4770	302965	CHRISTENHAM, MICHELLE	\$161.19
16736	311439	CIOHON, PEGGY J	\$70.27
1888	300561	CIRCLE L MOTEL	\$2,228.81
1890	300561	CIRCLE L MOTEL	\$2,722.05
1892	300561	CIRCLE L MOTEL	\$463.98
21356	300561	CIRCLE L MOTEL	\$274.24
10642	16926	CJS PIONEER BUFFET	\$2,974.49
15134	310592	CLAUSEN, VIRGIL	\$41.65
36218	321129	CLEMENTS, BOBBYE	\$105.15
3056	301376	CLINE, BRENDA	\$104.76
16664	300892	CLOUD PEAK ENERGY	\$101.93
29308	305149	COLEMAN, ADAM	\$406.94
9898	19636	COLEMAN, BOBBIE JO	\$897.75
15104	19035	COLLINGWOOD, COURTNEY	\$48.68
9854	306740	COLLINS, RYAN	\$257.56
4438	17034	COLVIN, BRET	\$680.84
17756	307690	COOPER, FRANCIS	\$917.16
12830	308876	COSKEY, DEVAN	\$504.14
35562	17380	CRAGLE, BETTY	\$61.97
19484	313586	CRAWFORD, BEVERLY	\$120.27
10760	312304	CRAWFORD, KEVIN	\$176.02
10302	307186	CULEY, MICKY/BRETT	\$81.98
18358	312833	DAMIAN, GABRIELA	\$805.66
20514	303273	DANIELSON, HELENA	\$270.78
13930	309760	DAVIS, EDNA L	\$63.97
41216	322467	DAVIS, HEATHER	\$2,303.58
26556	316398	DEAN FOODS	\$398.41
33530	319506	DEAN, GREG	\$471.89
24940	315364	DEAN, SHARON/TOM	\$97.17
12102	308067	DEAVER, ROBERT & KAY	\$207.24
10432	316822	DECELLE, TABITHA/JOSEPH	\$349.24
5098	303287	DEMINCK, JACQUE	\$300.76
13344	309372	DENNIS, JESSE	\$446.00
36352	308099	DFM, LLC	\$93.23
4772	302968	DICKEY, ASHLYN	\$369.35
44374	322937	DICKEYS BARBECUE	\$1,586.74

9742	306754	DIETRICH, CHARLES	\$72.80
5984	16831	DIETSCHKE, ALEXANDRIA	\$283.87
38076	319942	DILLON, BRIAN	\$160.29
10052	306981	DOYLE, DICK	\$233.53
25220	16697	DRAPER, STEPHEN	\$140.79
9142	303863	DUNBAR, DEVIN	\$633.75
17348	311942	EARLE, MIKE/LESLIE	\$116.53
14108	19467	EATHERTON, CODY	\$68.31
26856	316529	EBERLEIN, PAT	\$77.07
19578	306958	EDWARDS, TONIA	\$474.12
26474	316339	EDWARDS, WANDA S	\$60.23
4196	18506	EGBERT, MELINDA	\$197.32
2980	301278	EISELE, BRIAN	\$226.89
20720	314152	ELDER, ALICE	\$29.87
17648	18961	ENGEL, ISABELLA	\$306.69
6946	304742	ERDOIZA, JOE	\$52.30
11110	307739	ESCOBAR, HECTOR	\$106.54
30736	309373	ESTATE OF MERIETA DENNIS	\$574.60
4808	303023	ESTELL, FERNANDA	\$38.76
17652	312129	EVERETT, ROBERT	\$130.31
25142	17623	EWALT, SUMMER/ROBERT	\$346.92
8408	305677	FARRIS, JAMES M	\$105.96
16528	311308	FENCHAK, KATHY D	\$752.66
3862	306324	FERBER, MELANIE	\$532.41
27308	17143	FERRIS, KATHERINE	\$101.20
24332	315069	FISHBECK, JONATHAN	\$411.15
10758	307523	FLEISCHMAN, STEVEN/KATHERINE	\$432.64
6326	16735	FLORES-PENA, STEPHANIE	\$269.98
2142	313143	FLORES, ANABEL/GARCIA, JOSE	\$133.17
17734	312263	FLORES, MARIE R	\$396.28
6732	304571	FOGLEMEN, JAMES	\$153.28
10144	307052	FOSTER, MICHELE	\$345.71
4756	302948	FREIER, CHEYENNE	\$99.48
41288	322484	FRESORGER, KALEB	\$292.21
26468	16904	FRIESEN, AMBER	\$205.12
9072	306076	FULLER, BARBARA	\$414.23
20278	313926	FULLER, NANCY	\$186.65
38992	321737	GAJEWSKI, TED	\$144.90
17076	309654	GARCHIA-CENICEROS, JOSE S	\$143.23
17642	17438	GASS, JEREMY	\$462.76
14160	17462	GAVIT, GALEN	\$143.75
16572	311346	GAYLIN, BREANA	\$74.54

17736	17563	GEARY, JOHNATHAN	\$292.08
5268	303384	GENERAL NUTRITION CORP	\$220.64
25082	322069	GENTRY, ROGER	\$304.74
25156	311139	GERBER, DAVID	\$125.01
20122	313788	GILLETTE ELECTRONIS	\$220.85
41364	321882	GILLETTE RENTAL COMPANY	\$452.52
39760	321882	GILLETTE RENTAL COMPANY	\$50.79
39758	321852	GILLETTE RENTAL COMPANY	\$19.35
39756	321882	GILLETTE RENTAL COMPANY	\$31.38
39754	321882	GILLETTE RENTAL COMPANY	\$76.35
39752	321882	GILLETTE RENTAL COMPANY	\$37.28
39750	321882	GILLETTE RENTAL COMPANY	\$38.41
39748	321882	GILLETTE RENTAL COMPANY	\$48.89
39746	321882	GILLETTE RENTAL COMPANY	\$59.28
39744	321882	GILLETTE RENTAL COMPANY	\$125.24
39740	321882	GILLETTE RENTAL COMPANY	\$86.66
39738	321882	GILLETTE RENTAL COMPANY	\$57.29
39736	321882	GILLETTE RENTAL COMPANY	\$31.48
39734	321882	GILLETTE RENTAL COMPANY	\$98.57
27018	300111	GOMPF, JASON	\$192.23
27020	300111	GOMPF, JASON	\$69.71
9682	306518	GONZALEZ, JESSICA & ROMAN	\$133.98
39716	322054	GOODWIN, MICHAEL	\$406.06
36338	321200	GORDON, LONNIE	\$236.94
6000	303837	GRANTT, PAUL	\$82.11
2604	315158	GRAY, JAMES	\$449.82
39520	321993	GREEN, JOHN & LAURA	\$83.71
13422	309434	GREWELL, WILMA	\$99.36
11248	18378	GUAJARDO JR, JUAN	\$275.48
29710	317752	GUESANBURU, RON	\$415.18
9844	16693	HABBEN, MITCH	\$352.00
3476	300696	HACK, WADE	\$122.22
16490	311269	HALE, JONATHAN	\$205.43
16816	311512	HAMEL, MARTIN	\$59.25
32832	319197	HAMMETT, TROY/TRINA	\$147.28
2532	315425	HAMMOND, MICHAEL	\$197.56
30976	318233	HANLEY, LEO	\$509.49
19290	19269	HANSON, CHRISTOPHER	\$179.72
4010	302195	HAPTONSTALL, SALLY	\$106.03
19350	18187	HARKINS, LARA	\$39.63
26312	17776	HARRINGTON, REBECCA	\$184.94
17816	19324	HARRIS, ANTHONY	\$368.64

14912	308635	HARTLEY, DAVID	\$545.12
8710	308635	HARTLEY, DAVID	\$230.39
12518	308635	HARTLEY, DAVID	\$329.24
29232	308635	HARTLEY, DAVID	\$242.47
5736	302435	HATCH, HOLLY	\$513.63
14572	310206	HAVILAND, STEVE	\$212.82
18850	27746	HAWKS, SAVANNA	\$389.04
20276	313920	HAWTHORNE, KORY	\$332.46
9676	306512	HAYCOCK, JAMES	\$109.24
3734	315254	HEMPHILL, COLBY	\$195.07
14820	310347	HENDERSON, ASHLEY	\$190.73
12708	17665	HENRY, GREGORY	\$65.08
7752	305305	HERRING, CAITLIN & JONATHAN	\$720.05
2028	300630	HILDRETH, ROBERT	\$210.67
15156	310618	HILDRETH, WILLIAM	\$177.93
11486	302082	HILLIUS, FRANCES	\$179.20
32670	25981	HIMES, MICHAEL	\$123.11
15140	16838	HOCKSTRA, NICHOLAS	\$365.11
11022	307638	HODGES, LOREN	\$343.82
9814	21467	HOFMEISTER, DONNA	\$464.78
2980	300581	HOME TEAM ASSOCIATES	\$91.94
9730	300581	HOME TEAM ASSOCIATES	\$233.12
4074	300581	HOME TEAM ASSOCIATES	\$36.54
30732	300581	HOME TEAM ASSOCIATES	\$141.90
31864	300581	HOME TEAM ASSOCIATES	\$63.34
16268	300581	HOME TEAM ASSOCIATES	\$525.98
12612	300581	HOME TEAM ASSOCIATES	\$65.50
33334	300581	HOME TEAM ASSOCIATES	\$753.38
14758	300581	HOME TEAM ASSOCIATES	\$15.00
14948	300581	HOME TEAM ASSOCIATES	\$590.85
26250	300581	HOME TEAM ASSOCIATES	\$144.28
34238	300581	HOME TEAM ASSOCIATES	\$28.52
28016	300581	HOME TEAM ASSOCIATES	\$34.94
13690	300581	HOME TEAM ASSOCIATES	\$109.24
19614	300581	HOME TEAM ASSOCIATES	\$152.85
36738	300581	HOME TEAM ASSOCIATES	\$75.38
44016	300581	HOME TEAM ASSOCIATES	\$162.25
9226	300581	HOME TEAM ASSOCIATES	\$27.35
2980	300581	HOME TEAM ASSOCIATES	\$91.94
38042	321477	HOOKS, KENNETH	\$41.53
9762	17250	HORTON, JOHNNY	\$322.87
17480	312021	HOTCHKISS, DONNA	\$490.71

11054	307677	HUFFORD, TIMOTHY	\$65.82
25452	24007	HUGS, OLIVER E III	\$114.15
7296	28102	HUTTON, TRISTAN	\$665.38
34238	319864	HUUS, TIMOTHY/JAYDEEN	\$99.67
26048	19285	IVEY, MATTHEW	\$310.60
17786	16881	JACKSON, SHARI	\$237.48
4516	19688	JACOB, CHRISTOPHER	\$109.28
13358	309383	JACOB, STEVE	\$148.44
24590	315230	JAHNKE, KEVIN	\$196.82
24146	314999	JASSEK, JONILEA	\$233.92
10724	316944	JELLE, LORELEI	\$100.08
27626	304314	JIMENEZ, GUADALUPE	\$160.43
20304	17640	JOBE, DELORES	\$524.28
19100	17852	JOCHIM, RICKY	\$185.96
12718	310639	JOHNSON, MICKEY	\$325.89
9214	309067	JOHNSON, RANDALL	\$428.88
30868	312790	JOHNSON, ROD	\$312.00
15332	310731	JOHNSON, TOM/PATTY	\$570.89
25866	312386	JOHNSON, TYLER	\$237.95
17010	311687	JOHNSTON, BRUCE	\$287.42
34508	319935	JOHNSTON, TYLER/LEA	\$497.33
5196	303348	K-MART	\$6,216.29
5198	303348	K-MART	\$42.92
13386	309400	KAHLE, DONALD	\$410.54
9760	306606	KALPIN, JANET	\$478.40
3168	301494	KAMISH, BRADLEY	\$40.40
15344	307636	KANAGY, JOHN/KAYLA	\$1,598.25
32436	320430	KEARNS, KAMI	\$41.21
15454	310803	KEITH, BRIAN	\$157.25
35578	312178	KENNEDY, KATH F	\$100.36
9876	306802	KENNY, GARY	\$558.21
3950	302138	KERR, TERRY	\$76.76
19076	313374	KERSTETTER, ANDREW	\$73.45
35168	18497	KINNEY, JUSTIN	\$46.38
16826	311147	KLEPEL, DANIELLE	\$246.21
18904	17800	KNIGGE, KAY	\$75.07
9844	17989	KNIPP, KYLE	\$319.81
1504	300277	KOCH, DONALD	\$188.66
18348	312822	KOCH, JESSE	\$123.21
20840	17496	KOESTER, TABITHA	\$346.14
37014	303041	KONYN, LINDSEY	\$204.45
38692	304638	KRICHER, GREGORY	\$39.76

24374	315097	KRUSSOW, ANTHONY	\$247.86
11106	307735	KUNTZ, RICHARD	\$754.48
37558	316107	LACASSE, CRYSTAL/MICHAEL	\$338.51
26054	316103	LACROSS, TYLER	\$112.20
33976	309849	LAKEY, MICHELLE	\$303.26
1476	17290	LAMASTERS, KELBY	\$458.04
9898	306829	LAMB, JAZMIN	\$185.69
7154	304899	LANDERS, CHRISTIAN	\$340.47
7034	318762	LANDGREN, MICHELLE/ALBERT	\$385.95
2612	301014	LANG, FRANKIE/PAULA	\$215.75
28286	317144	LANGE, CRYSTAL	\$70.99
13960	309779	LARA, BOBBY	\$211.17
17250	311869	LARA, VENITA	\$68.70
42430	17279	LARRALDE, JESSE	\$99.79
10088	307005	LARSEN, EVA/WADE	\$286.72
20712	17203	LASLEY, SCOTT	\$304.97
34524	319939	LAUB, JENNIFER/CODY	\$412.69
24946	315372	LAUGHLIN, DANIEL	\$229.52
26160	20161	LAUGHLIN, WILLIAM	\$575.18
33544	316777	LAZARUS, ZYLPHA (JACKIE)	\$352.42
24602	27636	LEACH, JEREMIAH	\$905.93
62073	6756	LECHLER, NORA/JIM	\$400.42
14112	20364	LEGRAND, JEFFREY	\$118.47
7364	305033	LEHMAN, LUCAS	\$288.03
18156	23032	LEONARD, WILLIAM	\$573.74
9196	23032	LEONARD, WILLIAM	\$279.09
14900	310405	LEWIS, JOHN/JUDY	\$1,257.96
27596	312497	LEYVA, EVER/GRISELDA	\$559.76
18706	313066	LIGHTNER, JACQUENETTE	\$184.67
17094	311766	LIMA, MIGUEL	\$341.33
25162	308207	LIVELY, SHELLY	\$352.37
37618	20331	LIVERMAN, CLIFF	\$464.87
12860	20173	LOCATELLI, STEPHANIE	\$130.70
6388	304253	LOERA, VANESSA	\$182.12
25044	17715	LONG, HEATHER	\$188.89
34882	320153	LORDUY, ALEXANDER	\$47.38
14340	310064	LOVELESS, WILLIAM	\$59.70
18088	19418	LUCAS, DELICIA	\$160.71
36264	321161	LUCERO, DIANA/FERDINAND	\$123.78
12842	308333	LUCERO, JEREMY/FELICIA	\$365.00
3244	303245	MACKENZIE, AMBER	\$146.47
34144	311605	MADSEN, MELISSA	\$327.44

35972	321013	MANKE, JESSICA	\$415.01
14428	310139	MARQUEZ, JAVIER	\$140.10
19656	313701	MARSHALL, BRANDY	\$354.66
9808	306665	MARSHALL, LORI	\$472.68
11054	307676	MARTIN, JEREMY	\$223.47
35428	320812	MARTIN, NATHAN	\$149.04
34762	17957	MARTINEZ, BRIAN	\$277.91
4966	303172	MARTINEZ, ERNEST/MAGGIE	\$50.73
9860	16868	MARTINEZ, LOGAN	\$312.61
12644	18252	MARX, RUSTY	\$361.16
13094	16913	MATERI, CRYSTAL	\$119.26
16820	311514	MATSON, ZACHARY	\$268.10
31100	18588	MATTILA, DEREK	\$571.16
2894	23966	MCCOY, DAVID	\$568.48
3988	302168	MCCOY, RAYMOND E	\$158.54
26662	302168	MCCOY, RAYMOND E	\$429.55
39400	321929	MCDERMOTT, MICHELLE	\$67.71
19276	25153	MCKENZIE, MARJORIE	\$488.62
21166	24140	MCKESSON, CURTIS	\$47.02
10786	18118	MCMILLAN, PATRICIA	\$189.71
30922	310161	MEANS, ASHLEY	\$118.52
13094	309225	MEMMEL, LINDA	\$834.14
27380	302924	MENDOZA, BIANCA	\$405.68
9560	306433	MENDOZA, LESLI	\$293.29
7648	306638	MERCHEN, MIKE/ASHLEY	\$56.41
35016	312297	MEYERS, MIKE	\$413.47
13934	301926	MILLER, BRITTANY	\$152.88
14602	310225	MILLER, MIKE	\$517.61
19528	313617	MILLER, ROBERT/SHARI	\$196.00
12038	308334	MILLS, CLAYTON	\$161.42
21064	315603	MIRAMONTES, PATRICIA	\$512.44
18932	19658	MOORE, CHRISTOPHER	\$31.08
32262	18696	MOORE, ERIK	\$67.09
15116	19244	MORA, AMOS	\$314.94
17074	311748	MORRIS, AARON	\$123.21
1830	19185	MOSLEY, MARLAYNA	\$189.74
34786	319115	MUNGUIA, RONALD	\$325.69
16496	311274	MURRAY, MICHAEL R	\$179.41
36342	321203	NAWROCKI, SETH/MICHELLE	\$128.41
16548	311319	NELSON, GEORGE	\$248.39
6158	303967	NEWTON, AMANDA/SHAUN	\$566.16
24992	17458	NICHOLSON, MIKE	\$58.29

30868	17859	NORRIS, KRYSTA	\$183.15
3080	301400	NORRIS, NOLAN	\$76.30
10778	307543	NUGENT, MIKE	\$267.47
30968	310156	NYGAARD, DEB	\$145.18
14468	310156	NYGAARD, DEB	\$218.57
27162	310156	NYGAARD, DEB	\$161.80
36172	307438	OBRIEN, BRADLEY	\$194.79
21034	307438	OBRIEN, BRADLEY	\$371.55
4004	300982	ODELL, NICK	\$36.13
35406	322638	OLIVER, ANGELA/HEATH	\$101.63
30946	318215	OLIVER, THOMAS	\$128.43
5980	16802	ONKKA, JOSHUA	\$176.12
40200	322312	OSTER, DAVID	\$625.14
16936	311613	OVALLE, ANTONIO	\$1,033.03
40102	322277	PALOMO, LORI	\$2,682.40
9024	306044	PARFAIT, OCTAVE/CHRISTINE	\$432.62
25810	315978	PARKINSON, JACKIE	\$160.27
40374	26856	PASSANTINO, CHARLES	\$439.66
18625	21691	PAULSON, JANET L	\$168.43
42538	322727	PAULSON, MELISA	\$115.74
20118	313798	PAYLESS SHOESOURCE WORLDWIDE	\$225.82
11040	307658	PELTONEN, BILLI J	\$108.13
30916	318635	PERAZA, JAIME	\$125.55
1422	300716	PETERSON, JASON	\$96.16
6674	304525	PETTIGREW, ANTHONY	\$139.43
25130	311734	PIERCE, GENE	\$224.39
16775	17220	PIERCE, RENA	\$246.20
18608	302289	PILCH, PAUL	\$204.64
26048	17119	PIRELLI, AMY	\$373.95
18082	312624	POITRA, NICOLE	\$103.09
12018	30357	PORTER, THELMA	\$222.96
16656	311379	POWDER RIVER COAL	\$36.06
6112	312128	PROKOP, ROSE/BRIAN	\$79.29
2154	300707	PRUITT, CHERYL	\$183.76
31552	306408	PUCKETT, ELIZABETH	\$95.63
34472	314438	PYNE, AMY & BRAD	\$162.53
42460	306492	RALEY, RYAN	\$181.63
12122	20819	RAMIREZ, PEGGY	\$101.95
12256	308251	REID, RHONDA	\$411.11
8830	302367	RENTERIA, DOUG	\$205.13
12280	308473	REUB, LENARD	\$96.82
25826	301976	REUM, FRED	\$244.16

17780	312351	RICHARDSON, RANDY	\$165.41
12926	309056	RIEDER, DAVE	\$28.68
4454	302631	ROBERTS, JOHN D	\$138.10
13046	309193	ROBERTS, LEVI/SARAH	\$58.37
32844	319208	ROBERTSON, BRETT	\$118.25
4562	302745	RODRIGUEZ, ANGEL	\$604.02
29130	311343	RODRIGUEZ, DIEGO	\$336.22
17752	312343	RODRIGUEZ, KANDY	\$188.06
8286	305584	ROHAN OXFORD HOUSE	\$788.87
29638	317708	ROHDE, FRANCIE	\$144.48
3944	306730	ROOK, LENA E	\$601.00
2636	319071	ROSS, THARRON	\$70.76
5216	303354	RUE 21	\$129.22
5218	303354	RUE 21	\$462.90
2510	300942	RUMPH, GLENDA	\$302.78
33140	301662	S & P BRAKE	\$92.61
14268	17509	SALAI S, ELIOMAR	\$150.75
10784	307551	SANCHEZ, ANDREANNA	\$84.14
16796	311490	SANCHEZ, JOE	\$231.42
17640	19218	SANDERLIN, SCOTT	\$445.93
3886	315914	SANTI, FARA	\$318.07
9908	311300	SATHER, MICHAEL	\$338.80
26940	316419	SCHAFFER, SHIRLEY	\$62.31
28418	317201	SCHAFFER, SHIRLEY	\$164.17
15172	308962	SCHMIDT, JOSHUA	\$311.69
7580	305183	SCHOEPF, DAVID	\$145.76
13820	24891	SCHUKMAN, GARY	\$60.43
1466	300246	SCHWARZE, SAM	\$119.22
17952	311316	SCOTT, JEFFREY	\$220.15
17076	309654	SERGIO GARCIA-CENICEROS	\$143.23
6482	304361	SHATWELL, ROSE	\$134.41
32682	17432	SHELLHAMER, MIKE/TAMMY	\$94.29
1994	17988	SHOWERS, ANDRIA	\$467.72
17306	311904	SHUBERT, ALEX/TIFFANY	\$372.98
21196	314352	SHUPE, APRIL	\$33.20
17640	319271	SIMMONS, MARJORIE	\$483.58
40036	322208	SITTING EAGLE FRANK	\$220.87
26472	304287	SMELSER, AMANDA	\$419.24
36152	18389	SMITH, ANGIE	\$163.19
13356	312855	SMITH, CHRISTOPHER	\$169.74
36258	321155	SMITH, JENNIFER	\$73.55
17940	303855	SMITH, PATRICK	\$157.58

16494	311273	SNELL, SAM	\$317.67
34842	320105	SNOOK, WILLIAM/MICHELLE	\$156.85
20224	24916	SOLIZ, MEGAN	\$33.71
44016	322912	SORENSEN, TYLEA	\$356.76
33436	319448	SPEER, CASEY	\$1,030.19
42558	322739	SPEER, KEARY	\$98.04
29286	317559	SPIEGELBERG, VAUGHN & HEATHER	\$146.66
4366	19523	SPRADLIN, MAXINE	\$479.13
15518	310822	SPRAGUE, MARY	\$1,140.35
39308	22324	STAI, NORM	\$125.60
7186	17834	STALEY, BRANDIE	\$228.60
16718	311422	STEEL, RHODA	\$415.75
30874	17062	STEWART, DANI	\$565.41
9864	18101	STEWART, MARCUS	\$137.32
40034	322207	STIMPSON, TAMMY	\$135.25
15158	310621	STOLT, DIANNA	\$335.28
2714	17565	STRATTON, BRYAN	\$172.85
32868	318849	STRATTON, JORDAN	\$193.96
30886	301916	STRINGFELLOW, FRANCIE	\$278.50
25134	315546	STRITTMATER, MARK	\$96.48
26052	316100	STROHMEYER, WILLIAM	\$281.17
41226	322469	STUMBRIE, JARED/MELISSA	\$526.45
17482	312022	SWARTFAGER, LISA/CHRIS	\$135.57
40074	19197	SWEENEY, KEN	\$264.42
4314	19219	SWETNAM, WESLEY	\$222.68
14112	17369	TAYLOR, LANE	\$179.01
8652	19172	TAYLOR, TRISH	\$1,645.80
9540	306399	TEMPLETON, MISSY	\$434.95
16706	311406	TENNANT, DONALD/EILEEN	\$169.92
17356	305512	TERRY, JESSICA/DUANE	\$429.81
38794	321657	THAYNE, COLTON	\$245.27
25398	315724	THOMPSON, DALE/EVE	\$47.85
13408	309421	THOMPSON, DELCENA	\$511.87
11680	17731	THOMPSON, KAYLA	\$243.84
38844	18531	THORNE, MIKYLE	\$233.14
9922	306860	THORNTON, RHONDA/TODD	\$777.72
16895	17338	TITAN WELDING	\$344.59
16472	310018	TOPPING, ERIC	\$252.21
16574	307556	TORRES, PAUL	\$154.37
9866	306774	TRAINER, ADAM	\$64.05
15218	22463	TRUMBULL, TYLA	\$377.04
20234	313868	TURNER, RALPH	\$441.56

32962	319272	TWITE, CORY	\$37.41
8898	306021	UTTER, HAILEY	\$253.94
17196	311839	VANDOM, REBECCA	\$262.06
16580	17657	VARELA, DIEGO	\$220.02
18354	302561	VARGAS, ROGELIO	\$153.40
19684	313718	VIERGUTZ, LETA	\$228.34
10766	307529	VINES, JESSE	\$129.56
4470	307936	WALKER, MERLE	\$269.36
18482	311935	WALLACE, NOLA	\$145.47
19210	17033	WANKE, MARLA	\$149.72
15444	28440	WARNEKA, JENNIFER	\$163.23
39588	322020	WARNER, DONNA	\$136.06
9526	306379	WARNER, KRISTEN	\$174.35
19614	17858	WATKINS, NEIL	\$443.93
40332	318974	WATSON, MARYJETON	\$984.19
13838	309690	WAUGH, JESSICA	\$276.94
15178	17355	WEEKES, TIM	\$274.72
12716	308803	WEHUNT, MARTI	\$51.89
14260	17160	WEST, MONTEL	\$77.09
6246	304039	WEST, OSCAR	\$174.13
30864	304522	WESTERN, CHRISTY	\$864.61
39578	322016	WHETSTONE, WADE	\$242.06
33902	302674	WILLIAMS, KIMBERLY	\$108.01
29662	317721	WILSON, CLARENCE	\$115.30
25040	315455	WILTBANK, JOHN	\$100.01
9532	19225	WINDER, RON	\$516.15
40666	302511	WINTERHOLLER, JON	\$55.05
16902	311581	WITHERELL, JAMES	\$473.03
11150	18744	WOLFE, JENNIFER	\$439.07
31442	308899	WOODWARD, ASHLEY & JASON	\$306.20
2390	300871	WORMAN, LEE	\$411.01
12692	308773	WREN, DAVID/DAPHNE	\$66.38
1800	300513	WRIGHT, JAMIE	\$377.79
18422	302586	WRIGHT, KELLEY	\$412.55
10772	302586	WRIGHT, KELLEY	\$92.36
29636	308292	WRIGHT, NICK J	\$718.01
31496	318375	WYATT, JESSE	\$240.97
4464	302645	YAZZIE, SAMANTHA	\$232.63
40264	29128	YORK, KENNETH	\$922.09
4814	306680	ZAFFARANO, ANITA	\$442.08
27314	320941	ZAPLETAL, CARROLL	\$97.36
TOTAL			\$168,247.45



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of an Ordinance to Amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use in Section 6.m.(2)(bbbbb); as Defined in the Zoning Ordinance. (Planning Commission Vote: 4/0) (City Council 1st Reading Vote: 6/0, City Council 2nd Reading Vote: 7/0)

BACKGROUND:

Passed and approved Ordinance 1st Reading 09/17/2024: 6/0

Passed and approved Ordinance 2nd Reading 10/01/2024: 7/0

Please see attached memo from City Administrator Cole.

This case was approved by the Planning Commission during their September 10, 2024, meeting with vote of 4/0.

ACTUAL COST VS. BUDGET:

N/A

SUGGESTED MOTION:

I move to Approve an Ordinance to Amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use in Section 6.m.(2)(bbbbb); as Defined in the Zoning Ordinance.

STAFF REFERENCE:

Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Ordinance
<input type="checkbox"/> Memo from City Administrator Cole
<input type="checkbox"/> Letter from CCSD
<input type="checkbox"/> C-1 zoning map
<input type="checkbox"/> Meeting Minutes 9.10.24
<input type="checkbox"/> Finding of Facts

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 6 – TO AUTHORIZE K-12 TRANSPORTATION FACILITY AS A PERMITTED USE IN SECTION 6.m.(2)(bbbbb); AS DEFINED IN THE ZONING ORDINANCE

WHEREAS, the Governing Body of the City of Gillette desires to amend Section 6 – to Authorize K-12 Transportation Facility as a Permitted Use as Section 6.m.(2)(bbbbb); of the City of Gillette Zoning Ordinance.

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE. Section 6.m.(2)(bbbbb) is added to Section 6 District Regulations – General Commercial District (C-1) of the City of Gillette Zoning Ordinance and shall read as follows:

(2) Permitted Uses. The following uses may be operated as permitted uses in the district:

(bbbbb) K-12 Transportation Facility

PASSED, APPROVED, AND ADOPTED this 15th day of October 2024.

Shay Lundvall, Mayor

(SEAL)
ATTEST:

Alicia Allen, City Clerk
Publication Date:



CITY OF GILLETTE

www.gillettewy.gov

Administration

307.686.5203

MEMO

TO: City of Gillette Planning Commission

FROM: Michael H. Cole, City Administrator *Michael H. Cole*

COPY: Mayor and City Council
Ry Muzzarelli, PE, Development Services Director
Meredith Duvall, Planning Manager

DATE: September 03, 2024

RE: **Zoning Text Amendment; C-1 General Commercial Zoning District**
Proposed CCSD#1 Transportation Facility

Background

My office has been working closely with the CCSD#1 Administration for the past 15 months to identify a suitable location for a new K-12 Public School Transportation Facility ("Facility") to replace the current bus barn located at 1000 W. 8th Street, immediately south of the Hospital. The existing bus barn is currently zoned C-O, Office & Institution Zoning District. It is old, too small, and has outgrown its current location.

It is my understanding CCSD#1 has considered three locations for the new Facility.

- The first location is a parcel of land, currently outside the city limits, located between the existing Sheriff's Office at 600 W. Boxelder Rd. and the old landfill. This site is owned by the County, is contiguous to the city limits, and is adjacent to the City's C-O, Office & Institution zoning district. Due to significant environmental concerns, this site was eliminated from further consideration by CCSD#1.
- The second location is a vacant land parcel located at 201 W. Warlow Drive, immediately south of the Bicentennial Park soccer fields. This parcel is currently zoned R-S, Suburban Residential zoning district, and is owned by the School District. Due to the current residential zoning designation, and proximity to an established residential neighborhood located immediately east of this site, CCSD#1 was encouraged to explore other locations.
- At this time, CCSD#1 is interested in building the new transportation facility on a vacant land parcel at the intersection of Southern Drive and Enzi Drive. This parcel is currently C-1, General Commercial zoning district.

Staff Recommendation

City Staff supports the development of the new School District Transportation Facility on the vacant site at the intersection of Southern Drive and Enzi Drive for the following reasons:

1. Heavy vehicle and bus traffic will access this site from the City's transportation network on established arterial roads. Primary access points will be located on Southern Drive and at the south end of Enzi Dr.
2. All necessary utility services like water, sewer, power, fiber optics, natural gas and other communication systems necessary to serve the proposed Facility exist along Enzi/Southern.

3. Adequate buffer and screening opportunities exist to separate the proposed Facility from existing residential neighborhoods. It is my understanding that only the south portion of this land parcel will be used for the proposed Facility. The north portion will remain undeveloped and will be reserved for a future elementary school site. A school site located on the north portion of this parcel is compatible with existing residential uses within the RC Ranch neighborhood, and will provide adequate transition, buffering and screening from the proposed Facility. Existing land uses south of the proposed site include commercial office space (VA Outpatient Clinic) and rental storage units. The City owns the large, vacant tract of land immediately east of the proposed site. The City's parcel is currently zoned C-O, Office & Institution zoning district. Aside from improvements to the existing, temporary softball/baseball practice fields, the City has no plans to develop this parcel in the future.
4. Available funding from the State School Facilities Commission for the proposed Facility requires a site to be selected soon. It is my understanding the funding for this new Facility is highly competitive and could exceed \$20 million. Any delays in selecting the site and any public criticism resulting from the site selection might jeopardize this funding.
5. Replacement of the existing bus barn and construction of the proposed CCSD#1 Transportation Facility at the intersection of Southern Drive and Enzi Drive is imperative; City Staff considers this type of Facility an essential public service.

Appropriate Zoning District

Although not ideal, a Zoning Text Amendment is an appropriate method prescribed by our existing zoning ordinance to add this type of use to the C-1, General Commercial zoning district.

Similar land uses exist in other commercial zoning districts. These are listed below.

- As previously mentioned, the current CCSD#1 bus barn, located at 1000 W. 8th Street, is currently zoned C-O, Office & Institution zoning district.
- The Campbell County Senior Center operates a fleet of smaller buses. Their transportation facility, located at 701 Stocktrail Ave, is currently zoned C-O, Office & Institution zoning district.
- Powder River Transportation d.b.a. Coach USA operates a fleet of large buses. They are located at 1700 E. Hwy 14-16 and currently zoned C-1, General Commercial zoning district.
- Finally, while the City of Gillette does not own or maintain a transit fleet, the City's vehicle maintenance and fleet/equipment storage facility at City West, located at 611 Exchange Ave, is currently zoned C-3, Business and Services District.

Additionally, similar permitted uses are currently allowed within the C-1, General Commercial zoning district. Some of these permitted uses include:

- essential public utility and public service installation
- garage (public and private)
- gasoline filling station
- parking of vehicles; must comply with all the provisions of Section 9.b., relating to the design, use and maintenance of off-street parking
- public or private school for elementary or secondary education
- tire repair shop

The City's current land use plan from 2013 intended this parcel to be used for "Public Facilities." A School District Transportation Facility is an example of a "Public Facility." Until our future land use plan is updated next year, the current zoning and intended land uses are compatible with the proposed Facility.

Some type of Industrial Zone was initially considered by staff to be located adjacent to Southern Drive. However, a change in zoning from C-1, General Commercial, to either I-1, Light Industrial, or I-2, Heavy Industrial, would be problematic if the parcel were to remain undeveloped and a change in ownership from the School District to a private landowner were to occur.

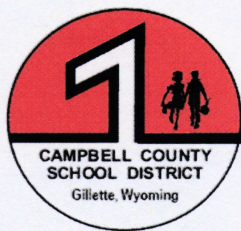
Our only concern with the proposed zoning text amendment is that all other land parcels within the C-1, General Commercial zoning district would be eligible for this type of use. As such, the proposed zoning text amendment was crafted with the intent that only a Transportation Facility serving a K-12 Public School District be considered as a specific, allowed use.

Conclusion

In summary, City Staff supports the development of the new School District Transportation Facility on the vacant site at the intersection of Southern Drive and Enzi Drive.

Enclosure(s): CCSD#1 Zoning Text Amendment Application and Supporting Documentation

- End of Memo -



109 North Gurley Avenue - FAX (307) 685-4157 - Phone (307) 682-2750
GILLETTE, WYOMING 82716-2905

Teaching Effectively — Learning Successfully

Alex Ayers, Ed.D.
Superintendent of Schools
Kirby Eisenhauer
Deputy Superintendent
David Bartlett
Associate Superintendent

August 30, 2024

Ry Muzzarelli, Development Services Director
City of Gillette
PO Box 3003
Gillette, WY 82717

RE: Zoning Text Amendment

Dear Mr. Muzzarelli,

The Campbell County School District (District) submitted a zoning text amendment request on July 31, 2024 following coordination with the City on how best to proceed with development of a new transportation facility on the District's property known as Tract B2 RC RANCH PH 1. The purpose of the text amendment is to provide clarity and specifically include "K-12 public school transportation facility" as a permitted use within the C-1 zoning District.

The District has worked for several years to acquire the funding and obtain approval for a new transportation facility and we are committed to replace the existing transportation facility which we have outgrown and which has been deemed unsuitable and impeding education in Campbell County. We are also committed to being a good neighbor, with the transportation facility being a positive addition to the neighborhood. As such, we will comply with all City zoning and landscape ordinances and also:

- Locate the transportation facility in the southern portion of the parcel to provide an expanded buffer between the facility and the residential area
- Incorporate expanded bufferyard, 20% of lot depth between a minimum of 20 feet and a maximum of 40 feet
- Provide landscaping and screening towards residential areas
- Work with the architect to create aesthetic building elevations fitting for the neighborhood

Time is of the essence for the District to utilize the appropriated funds, secure a design team, and bid the project in 2025. The City's approval of the proposed transportation facility as a permitted use in the C-1 zoning district is a critical next step and a prerequisite to design. We look forward to reaching this important milestone and working with City planning and engineering throughout design.

Feel free to contact Dave Bartlett if you have any questions at dbartlett@ccsd.k12.wy.us or 307.687.4540.

Sincerely,

Dr. Alex Ayers
Superintendent

Dave Bartlett
Associate Superintendent



PL2023-0081 - Zoning Text Amendment – K-12 Transportation Facility

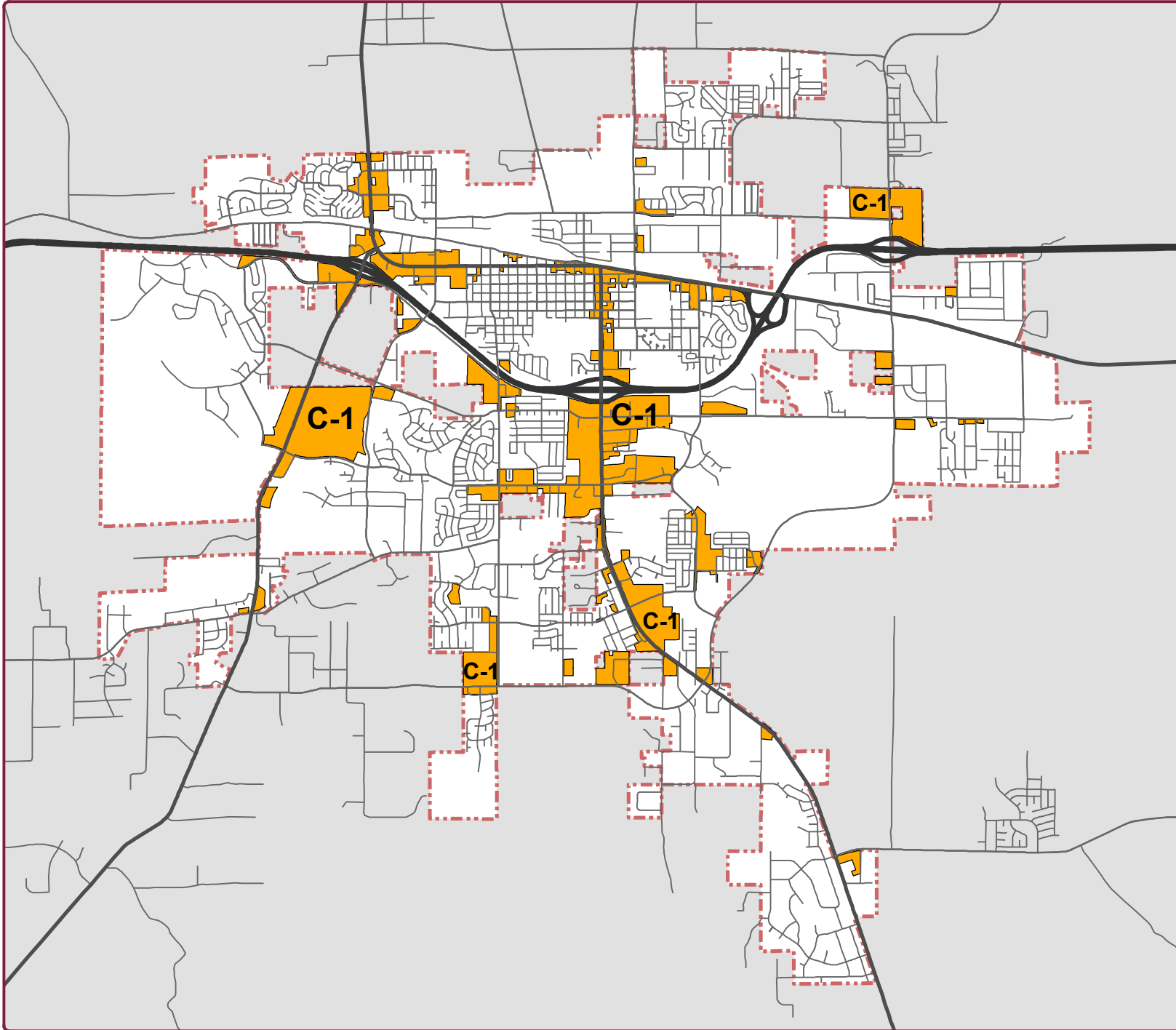


CITY OF GILLETTE

Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

-  C-1 Zoning District
-  City Limits



H:\PL\PlanningCommissionMaps\PL2023-0081.mxd

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



PL2023-0081
Zoning Text Amendment
K-12 Transportation Facility

September 03, 2024

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

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ September 10, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Vice-Chair Ryan Conklin, Richard Cone, Matthew Nelson and Jack Colson,

Commission Members Absent: Chair Shaun Hottell, Cristal Pratt, and Ian Scott.

Staff Present: Shannon Stefanick, Planner; Ry Muzzarelli, Development Services Director; Mike Cole, City Administrator; Sean Brown, City Attorney; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Vice-Chair Ryan Conklin called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Richard Cone to approve the meeting minutes of August 27, 2024. Jack Colson seconded the motion. Motion carried 4/0.

Case No.
PL2024-0081
ZONING TEXT
AMENDMENT
– K-12
Transportation
Facility

CCSD#1 Administration has been working to identify a suitable location for a new K-12 Public School Transportation Facility to replace the current bus barn located at 1000 W. 8th Street, immediately south of the Hospital. The existing bus barn is currently zoned C-O, Office & Institution Zoning District. It is too small and has outgrown its current location.

CCSD#1 is interested in building the new transportation facility on a vacant land parcel at the intersection of Southern Drive and Enzi Drive. This parcel is currently C-1, General Commercial Zoning District.

The city's current land use plan from 2013 intended this parcel to be used for "Public Facilities." A School District Transportation Facility is an example of a "Public Facility." Until the city's future land use plan is updated next year, the current zoning and intended land uses are compatible with the proposed Facility.

Some type of Industrial Zone was initially considered by city staff to be located adjacent to Southern Drive. However, a change in zoning from C-1, General Commercial, to either I-1, Light Industrial, or I-2, Heavy Industrial, would be problematic if the parcel were to remain undeveloped and a change in ownership from the School District to a private landowner were to occur.

With the proposed zoning text amendment all other land parcels within the C-1, General Commercial zoning district would be eligible for this type of use. As such, the proposed zoning text amendment was crafted with the intent that only a Transportation Facility serving a K-12 Public School District be considered as a specific, allowed use.

Director Muzzarelli said if the zoning text amendment passed the necessary city council readings, the school district would have to submit a commercial site plan or development plan for review by the Planning Division. Director Muzzarelli said the proposed site was originally intended to be used by the school district for a future junior high school, and the bus barn would be in the middle of the property with buffers on the north and south with a school on the north end of the property and possible commercial development on the south portion of the property.

Richard Cone asked if there had been any traffic studies done for the area to see if the roadway could handle the additional traffic that would come with the new facility. Director Muzzarelli said the traffic study would be part of the plan review process and would be submitted at that time.

Mr. Cone asked how many buses the school district owns and would be on the property. Jaime Tarver, agent for the case was present, and introduced from the school district Dave Bartlett, Associate Superintendent of Instructional Support and Sean Mathes, Supervisor of Building and Grounds. Ms. Tarver said the school district had around 150 buses and had about 250 staff and fleet vehicles.

Mr. Cone asked if the 150 buses were entering and exiting the facility daily. Dave Bartlett said while a portion of the buses are activity buses, approximately 125 are school route buses with about 20 of the route buses are being used at rural schools and Wright. Ms. Tarver said also the buses are typically leaving and entering the property in a staggered timing and not all at once.

Mr. Cone asked if using the south portion of the property as commercial development and northern portion for a school, if all the exits and entrances would be off of Enzi Drive. Ms. Tarver said with the site design process the traffic will be evaluated and optimized. Ms. Tarver said this site is more ideal over others as it has two arterial roads.

Vice-Chair Conklin asked what the current zoning needed for a bus barn was. Administrator Mike Cole there was not a current zoning for a bus barn in city code. Administrator Cole said while the city code has existing similar uses in C-1 General Commercial District, it does not include a bus barn facility.

Vice-Chair Conklin asked if there was a minimum acreage needed for this type of facility and Administrator Cole said there was not and since this property was already zoned C-1 it meets the minimum zoning district size for that purpose.

Vice-Chair Conklin asked about the complaints the current bus barn has gotten regarding fumes, etc. and if there was a concern of the surrounding developments having the same issues. Mr. Bartlett said while they go through the design process, they want to make sure they are good neighbors as well and will ensure proper buffering. Mr. Bartlett said they have looked at many other communities and how they are doing their bus barn facilities within their communities and dealing with their growth.

Matthew Nelson asked what the acreage was at the current facility and what the zoning was. Ms. Tarver said it was approximately five acres and it was zoned C-O, Office and Institution District. Mr. Nelson asked what the proposed lot acreage was, and Ms. Tarver said it was just over 35 acres, and for the proposed transportation facility 15 acres would be needed but they would like 20 acres for buffering.

Matthew Nelson asked if the school district felt that the bus barn would be sufficient at the size it would be at for the next 50 years on the 20 acres that is being proposed. Mr. Bartlett said the original site was 14 acres, and they have added in six acres to give themselves room to grow.

Vice-Chair Conklin asked if there were any comments received from the public on the case by Planning staff. Director Muzzarelli and Shannon Stefanick said there had been

no comments from the public on the case. Administrator Cole said the City Council was anxious to look at this text amendment as they have been looking at this as well.

There being no further comments or questions Matthew Nelson made a motion to approve the case, and Richard Cone seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meetings will be September 24, 2024, and October 8, 2024.

ADJOURNMENT The meeting was adjourned at 5:43 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.

DRAFT

BEFORE THE CITY OF GILLETTE PLANNING COMMISSION

CAMPBELL COUNTY SCHOOL DISTRICT)	PL2024-0081
)	
)	ZONING TEXT AMENDMENT RE
)	SECTION 6(M) OF THE
)	CITY OF GILLETTE ZONING ORDINANCE
)	
PETITIONER)	

FINDINGS OF FACT; CONCLUSIONS OF LAW; RECOMMENDATION

THIS MATTER came before the City of Gillette Planning Commission (“Commission”) on September 10, 2024, for hearing on the Zoning Text Amendment filed by Petitioner, Campbell County School District. Petitioner seeks to add a k-12 Transportation Facility as a Permitted Use in Section 6.m – General Commercial District (C-1) of the City of Gillette Zoning Ordinance. Ryan Conklin, Vice-Chairman of the Commission presided. Commissioners Richard Cone, Matthew Nelson, and Jack Colson were also present.

Ry Muzzarelli, Development Services Director for the City of Gillette, acted as Case Manager for the proceedings. Jaime Tarver, acting as agent for the Petitioner, was present, as was David Bartlet and Sean Mathes from the Campbell County School District. The Commission, having heard the statements and evidence presented by the Petitioner and Case Manager, reviewed the case herein, and being otherwise fully advised in the premises, makes the following findings of fact, conclusions of law, and recommendation to the Gillette City Council.

FINDINGS OF FACT

1. These matters are a request by the Petitioner to change the City of Gillette Zoning Ordinance (“Ordinance”) and the required notice of the hearing date and time for such request was published in the local newspaper of record, as required by W.S.15-1-602 and Section 12(c)(1) of the Ordinance.

2. Specifically, Petitioner is requesting to add k-12 Transportation Facility as a Permitted Use in Section 6.m.(2) – General Commercial District (C-1), of the Ordinance.

3. By allowing the above-reference text amendment, Petitioner would be allowed to install a k-12 Transportation Facility at the intersection of Southern Drive and Enzi Drive, which is currently classified as a General Commercial District (C-1) under the Ordinance.

4. Currently, Section 6.m.(2) of the Ordinance does not explicitly designate a k-12 Transportation Facility as a Permitted Use in a General Commercial District (C-1) area.

5. However, based on credible information presented by the Case Manager and City staff, the current many of the current permitted uses in the General Commercial District (C-1) designation are substantially similar to the function of a k-12 Transportation Facility, meaning that this designation can rationally accommodate a k-12 Transportation Facility as a Permitted Use.

6. The Case Manager credibly argued that, particularly given the recent growth and development of the City of Gillette, the proposed changes will not adversely affect the residential character of nearby neighborhoods with the addition of k-12 Transportation Facility as a Permitted Use.

7. In addition to providing materials for review, Petitioner addressed the Commission and noted that allowing a k-12 Transportation Facility as a Permitted Use in a General Commercial District (C-1) would be of a great benefit to not only Petitioner, but to school students and parents within the City of Gillette and Campbell County, Wyoming as well.

8. The Case Manager and City staff stated that all parties agree that the property owned by Petitioner is the ideal location for a k-12 Transportation Facility.

9. According to the Case Manager, in response to the published notice of this hearing, City staff received no inquiries, complaints, or protests regarding this proposed text amendment. stated that were no inquiries after publication of the case in the local newspaper.

10. Additionally, no member of the public addressed the Commission through public comment regarding this matter.

CONCLUSIONS OF LAW

1. Under W.S. 15-1-602, the governing body shall specify how regulations and the district boundaries are to be determined, established, enforced, amended, supplement or otherwise changed.

2. As stated in Section 12.a of the Ordinance:

[i]t is the intent of the City of Gillette that the zoning ordinance, which includes both the ordinance and the district zoning map have been established for the purpose of promoting sound and desirable development and for maintaining stable land use patterns. In harmony with this purpose, the ordinance and map shall not be amended, except to (1) correct an obvious error or oversight in the regulations; or to: (2) recognize changing conditions in the City, which require that amendments be adopted for the promotion of the public health, safety or general welfare.

3. Based on the Findings of Fact above, and in particular, Findings of Fact ¶¶ 5-8, the Commission concludes that Section 6.m.(2) should be amended to permit a k-12 Transportation Facility as a Permitted Use in a General Commercial District (C-1) as requested by Petitioner.

4. The basis for this Conclusion is that permitting such use reflects a recognition of changing conditions in the City due to growth and development; moreover, such changes require the proposed amendments as it promotes safety and welfare of the City's citizens.

RECOMMENDATION TO THE GILLETTE CITY COUNCIL

By virtue of a unanimous 4-0 vote, the Commission recommends that the Gillette City Council approve a zoning text amendment to the Ordinance; namely, by amending Section 6.m add a k-12 transportation facility as a Permitted Use in Section 6.m.(2).

DATED THIS _____ day of September, 2024.

CITY OF GILLETTE PLANNING COMMISSION

Ryan Conklin, Commission Vice-Chair

ATTEST: _____
Jill McCarty, Administrative Coordinator



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Bills and Claims

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move that the bills and claims, excepting any and all conflict claims, be approved.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

[Bills and Claims](#)

[Bills and Claims - Prepays](#)

[Wire Transfers](#)

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
4555-ATLAS OFFICE PRODUCTS			
	180112	OS INVENTORY	367.43
	180113	OS INVENTORY	73.92
	180114	CUSTODIAL INVENTORY	209.58
		VENDOR TOTAL:	650.93
7777-MISC ONE TIME VENDOR			
	180005	RETURN BID SECURITY DEPOSIT	5,113.75
		VENDOR TOTAL:	5,113.75
1511-NORCO INC			
	180169	CUSTODIAL INVENTORY	78.54
		VENDOR TOTAL:	78.54
2437-STATE OF WYOMING OFFICE OF THE ATTORNEY GENERAL			
	179906	SEPTEMBER 2024 OFFICE TRAINING FEES	60.00
		VENDOR TOTAL:	60.00
2300-WESTERN STATIONERS			
	180184	OS INVENTORY	40.00
		VENDOR TOTAL:	40.00
2627-WYOMING DIVISION VICTIM SERVICE			
	179903	JULY - SEPTEMBER 2024 CRIME VICTIM SURCHAGE	1,998.82
		VENDOR TOTAL:	1,998.82
2435-WYOMING STATE			
	179904	JULY - SEPT 2024 INDIGENT CIVIL LEGAL SERVICE FEE	3,944.44
	179905	JULY - SEPTEMBER 2024 AUTOMATON FEES	11,525.28
		VENDOR TOTAL:	15,469.72
		DIVISION TOTAL:	23,411.76
		DEPARTMENT TOTAL:	23,411.76

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Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
10-ADMINISTRATION			
01-MAYOR & COUNCIL			
	5057-MICHELLE L. DENNIS		
	180064	GILLETTE HISTORIC PRESERVATION PLAN	1,400.00
		VENDOR TOTAL:	1,400.00
		DIVISION TOTAL:	1,400.00
02-ADMINISTRATION			
	55555-MISC EMPLOYEE VENDOR		
	180001	TRAVEL REIMBURSEMENT	170.18
		VENDOR TOTAL:	170.18
	2431-WYOMING ASSOCIATION MUNICIPALITIES		
	179818	WYOCMA FALL WORKSHOP - M COLE	105.00
		VENDOR TOTAL:	105.00
		DIVISION TOTAL:	275.18
04-SPECIAL PROJECTS			
	1864-FIRST NATIONAL BANK OF GILLETTE		
	180037	CITY POOL RECONSTRUCTION RETAI	26,791.77
		VENDOR TOTAL:	26,791.77
	4422-INTERSTATE ENGINEERING, INC		
	180061	CITY POOL RECONSTRUCTION	20,039.42
		VENDOR TOTAL:	20,039.42
	1958-PCA ENGINEERING INC		
	179927	ESCS PLANNING FOR SUBDIVISION	859.85
	180074	ENZI PRACTICE FIELD IMPROVEMEN	16,143.43
		VENDOR TOTAL:	17,003.28
	2033-POWDER RIVER CONSTRUCTION		
	180036	CITY POOL RECONSTRUCTION	509,043.70
		VENDOR TOTAL:	509,043.70
		DIVISION TOTAL:	572,878.17
		DEPARTMENT TOTAL:	574,553.35

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
15-ATTORNEY			
15-ATTORNEY			
1082-ARROW PRINTING AND GRAPHICS INC			
	179802	BUSINESS CARDS - S SMITH	92.00
		VENDOR TOTAL:	92.00
		DIVISION TOTAL:	92.00
		DEPARTMENT TOTAL:	92.00

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
20-HUMAN RESOURCES			
20-HUMAN RESOURCES			
	1753-EMPLOYMENT TESTING SERVICES INC		
	179804	RANDOM, PRE-EMPLOMENT AND POST ACCIDENT TESTING	589.00
		VENDOR TOTAL:	589.00
	5555-MISC EMPLOYEE VENDOR		
	180003	TRAVEL REIMBURSEMENT	219.52
		VENDOR TOTAL:	219.52
		DIVISION TOTAL:	808.52
21-SAFETY			
	1511-NORCO INC		
	179907	SAFETY SUPPLIES	20.58
		VENDOR TOTAL:	20.58
		DIVISION TOTAL:	20.58
		DEPARTMENT TOTAL:	829.10

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
25-FINANCE			
	55555-MISC EMPLOYEE VENDOR		
	180072	TUITION REIMBURSEMENT	1,605.75
		VENDOR TOTAL:	1,605.75
		DIVISION TOTAL:	1,605.75
26-CUSTOMER SERVICE			
	1898-ONLINE UTILITY EXCHANGE		
	179924	ONLINE UTILITY EXCHANGE	352.64
		VENDOR TOTAL:	352.64
	3369-POSTAL PROS SOUTHWEST INC		
	179915	PRINT & MAIL UTILITY BILLS, REMINDS, DISCONNECTS	2,774.18
		VENDOR TOTAL:	2,774.18
		DIVISION TOTAL:	3,126.82
27-PURCHASING			
	2300-WESTERN STATIONERS		
	180183	PURCHASING * FILE CABINET * TONIA	531.00
		VENDOR TOTAL:	531.00
		DIVISION TOTAL:	531.00
34-INFORMATION TECHNOLOGY			
	4025-AGOSTO HOLDINGS, LLC		
	179891	GOOGLE VOICE	3,487.96
		VENDOR TOTAL:	3,487.96
	5055-ALOFT TECHNOLOGIES, INC		
	179914	ALOFT FLIGHT MANAGEMENT	3,800.00
		VENDOR TOTAL:	3,800.00
	2625-CHARTER MEDIA		
	179808	INTERNET SERVICE	1,099.00
		VENDOR TOTAL:	1,099.00
	1901-FRONTIER PRECISION INC		
	179810	REPLACEMENT STYLUS TIPS	35.00
		VENDOR TOTAL:	35.00

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
34-INFORMATION TECHNOLOGY			
5018-GLOBAL PAYMENTS INC			
	179899	NOVEMBER 2024 PARKS RESERVATION	583.33
		VENDOR TOTAL:	583.33
4762-GOVERNMENTJOBS.COM			
	179811	POWERDMS SSO	600.00
		VENDOR TOTAL:	600.00
2179-TYLER TECHNOLOGIES INC			
	179893	UB FORM CHANGE	700.00
		VENDOR TOTAL:	700.00
2222-VERIZON WIRELESS			
	179809	CELLULAR SERVICE	11,164.87
		VENDOR TOTAL:	11,164.87
2247-VISIONARY COMMUNICATIONS			
	179892	INTERNET SERVICE	1,092.96
		VENDOR TOTAL:	1,092.96
		DIVISION TOTAL:	22,563.12
		DEPARTMENT TOTAL:	27,826.69

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
40-POLICE DEPARTMENT			
40-PD ADMINISTRATION			
		2315-THUNDER BASIN FORD LLC	
	179970	PARTS	116.71
		VENDOR TOTAL:	116.71
		DIVISION TOTAL:	116.71
		DEPARTMENT TOTAL:	116.71

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
33-CITY HALL BUILDING MAINTENANCE			
1040-ALSCO			
	179749	RUG CLEANING	19.82
	179754	RUG CLEANING	28.69
	179755	RUG CLEANING	19.82
	179756	RUG CLEANING	42.89
	179757	RUG CLEANING	46.10
	179764	RUG CLEANING	19.82
	179993	PARTS	46.10
	179996	PARTS	28.69
	179997	PARTS	19.82
		VENDOR TOTAL:	271.75
4550-BIGHORN MOUNTAIN ELECTRIC LLC			
	179813	GPA UPS INSTALL	9,459.88
		VENDOR TOTAL:	9,459.88
1397-COLLINS COMMUNICATIONS INC			
	179815	FIRE ALARM REPAIRS	171.96
		VENDOR TOTAL:	171.96
1844-FARMER BROTHERS COMPANY			
	179824	COFFEE AT CITY HALL	463.25
		VENDOR TOTAL:	463.25
2036-POWDER RIVER HEATING & CONDITIONING CORPORATION			
	179793	CHEMICAL PUMP INSPECTION	140.00
	179794	REPAIR MINI SPLIT AC SYSTEM	280.00
		VENDOR TOTAL:	420.00
		DIVISION TOTAL:	10,786.84
50-PUBLIC WORKS ADMIN			
5555-MISC EMPLOYEE VENDOR			
	180002	TUITION REIMBURSEMENT	1,800.00
		VENDOR TOTAL:	1,800.00

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
50-PUBLIC WORKS ADMIN			
4148-TERRY SJOLIN			
	180023	SCHEDULING FOR THE FIELDS	625.00
		VENDOR TOTAL:	625.00
		DIVISION TOTAL:	2,425.00
51-PARKS			
1040-ALSCO			
	179753	UNIFORM CLEANING	64.04
	179761	UNIFORM CLEANING	64.04
	179995	PARTS	64.48
		VENDOR TOTAL:	192.56
3926-ANTELOPE VALLEY IMPROVEMENT & SERVICE DISTRICT			
	179999	ANTELOPE VALLEY PARK WATER	7.50
		VENDOR TOTAL:	7.50
3909-CRESTVIEW IMROVEMENT & SERVICE DISTRICT			
	180000	CRESTVIEW PARK WATER	27.58
		VENDOR TOTAL:	27.58
5555-MISC EMPLOYEE VENDOR			
	180004	SAFETY BOOT REIMBURSEMENT	99.21
		VENDOR TOTAL:	99.21
2349-TRUGREEN CHEMLAWN			
	179795	HYW 59 WEED SPRAYING	1,287.00
	179796	HWY 14/16 WEED SPRAYING	1,653.00
		VENDOR TOTAL:	2,940.00
		DIVISION TOTAL:	3,266.85
54-STREETS			
1040-ALSCO			
	179751	UNIFORM CLEANING	61.33
		VENDOR TOTAL:	61.33

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
54-STREETS			
4887-GMCO CORPORATION			
	179797	ICE SLICE	32,754.00
	179798	ICE SLICE	8,979.00
	179888	ICE SLICE	18,177.00
	179889	ICE SLICE	9,015.00
		VENDOR TOTAL:	68,925.00
2958-LINE FINDERS, LLC			
	179890	HYDROVAC	735.00
		VENDOR TOTAL:	735.00
1802-SIMON CONTRACTORS			
	179792	ROAD BASE	330.00
		VENDOR TOTAL:	330.00
		DIVISION TOTAL:	70,051.33
		DEPARTMENT TOTAL:	86,530.02

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
60-ENGINEERING & DEV SERVICES			
62-TRAFFIC SAFETY			
	4583-KATIE J GOLINVAUX		
	179885	PROFESSIONAL DEVELOPMENT FOR TRAFFIC SAFETY	194.00
		VENDOR TOTAL:	194.00
		DIVISION TOTAL:	194.00
63-PLANNING			
	4933-VERDUNITY		
	180024	COMPREHENSIVE PLAN	26,111.10
		VENDOR TOTAL:	26,111.10
		DIVISION TOTAL:	26,111.10
		DEPARTMENT TOTAL:	26,305.10

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
65-PUBLIC AFFAIRS DEPARTMENT			
03-PUBLIC ACCESS			
1091-AVI SYSTEMS			
	179799	AJAGEN 10 SETUP	900.00
		VENDOR TOTAL:	900.00
		DIVISION TOTAL:	900.00
31-CITY CLERK/PRINT SHOP			
1482-NEWS RECORD			
	179909	SEPTEMBER 2024 LEGAL ADVERTISING	3,487.24
		VENDOR TOTAL:	3,487.24
		DIVISION TOTAL:	3,487.24
32-JUDICIAL			
4969-WEISHEIMER LAW, LLC			
	179918	PUBLIC DEFENDER	500.00
	179919	PUBLIC DEFENDER	500.00
	179920	PUBLIC DEFENDER	500.00
	179921	PUBLIC DEFENDER	500.00
		VENDOR TOTAL:	2,000.00
		DIVISION TOTAL:	2,000.00
65-PUBLIC AFFAIRS ADMINISTRATION			
3976-GRANICUS LLC			
	179894	COMMUNICATIONS CLOUD FOR WEBSITE	10,769.60
		VENDOR TOTAL:	10,769.60
1482-NEWS RECORD			
	179910	SEPTEMBER 2024 ADVERTISING	1,425.40
		VENDOR TOTAL:	1,425.40
		DIVISION TOTAL:	12,195.00
		DEPARTMENT TOTAL:	18,582.24
		FUND TOTAL:	758,246.97

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1276-CAMPBELL COUNTY JOINT POWERS FIRE BOARD			
	179800	FY24/25 2ND QTR OPERATING	1,227,902.00
		VENDOR TOTAL:	1,227,902.00
1381-CITY OF GILLETTE			
	180035	L & H ALLEY PROJECT - RETAINAG	2,227.78
		VENDOR TOTAL:	2,227.78
1415-CONSOLIDATED ENGINEERS INC			
	180052	2024 CRACK SEAL PROJECT	1,663.80
	180053	2024 ASPHALT POTHOLE REPAIR PR	433.75
	180059	2024 ASPHALT POTHOLE REPAIR PR	6,491.40
	180068	HIDDEN VALLEY PLAYGROUND RENOV	7,554.85
	180094	DESERT HILLS CIRCLE FDR - DESI	1,425.65
		VENDOR TOTAL:	17,569.45
1559-DOWL LLC			
	180063	TRAFFIC INTERSECTION EVALUATIO	2,101.25
		VENDOR TOTAL:	2,101.25
1684-DRM INC			
	180028	CAM-PLEX WASTEWATER LIFT STATI	140,578.74
		VENDOR TOTAL:	140,578.74
1864-FIRST NATIONAL BANK OF GILLETTE			
	180027	HIDDEN VALLEY PLAYGROUND RENOV	13,678.59
	180031	2024 ASPHALT POHOLE REPAIR PRO	9,718.94
	180039	2025 CONCRETE POTHOLE REPAIR -	5,114.58
	180041	IRRIGATION CENTRAL CONTROL IMP	4,764.85
		VENDOR TOTAL:	33,276.96
1866-FIRST NORTHERN BANK OF WYOMING			
	180029	CAM-PLEX WASTEWATER LIFT STATI	7,398.88
		VENDOR TOTAL:	7,398.88

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1450-HDR ENGINEERING INC			
	180055	CAM-PLEX WASTEWATER LIFT STATI	23,772.93
	180079	HERITAGE LIFT STATION REPLACEM	4,682.81
		VENDOR TOTAL:	28,455.74
4267-HECTOR FUENTES			
	180034	L & H ALLEY PROJECT	42,327.87
		VENDOR TOTAL:	42,327.87
1560-HLADKY CONSTRUCTION			
	180040	IRRIGATION CENTRAL CONTROL PRO	90,532.21
		VENDOR TOTAL:	90,532.21
1589-HOT IRON			
	179898	REMOVE AND REPLACE CONCRETE COLLARS	4,950.00
	180032	MCCANN HEIGHTS RECONSTRUCTION	321,926.03
	180042	SUTHERLAND SUBDIVISION VALVE P	92,517.19
		VENDOR TOTAL:	419,393.22
1754-KLJ ENGINEERING LLC			
	180058	2023 MCCANN HEIGHTS PROJECT	27,751.19
	180067	COTTONWOOD PARK DRAINAGE REPOR	12,615.30
	180082	ARLINGTON COURT DRAINAGE ACCES	4,590.20
	180083	ALLEN AVE RECONSTRUCT AND DRAI	2,672.98
		VENDOR TOTAL:	47,629.67
1663-LAND SURVEYING INCORPORATED			
	179925	FOOTHILLS DRAINAGE IMPROVEMENTS	3,000.00
	179926	FOOTHILLS DRAINAGE IMPROVEMENTS	705.77
		VENDOR TOTAL:	3,705.77
1312-MORRISON MAIERLE INC			
	180080	640 N HWY 14-16 SEWER IMPROVEM	12,269.50
		VENDOR TOTAL:	12,269.50

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
4226-NATHAN G STEINER			
	180077	SHOSHONE AVE BEAUTIFICATION	2,601.00
	180078	SHOSHONE AVE BEAUTIFICATION	1,228.05
		VENDOR TOTAL:	3,829.05
1958-PCA ENGINEERING INC			
	180060	2024 CONCRETE POTHOLE REPAIR P	699.92
	180066	CENTRAL CONTROL PHASE 1	2,158.90
	180084	RC RANCH MILL AND OVERLAY	1,762.79
	180085	2025 CHIP SEAL PROJECT	1,588.75
	180086	L&H ALLEY IMPROVEMENTS	7,615.50
		VENDOR TOTAL:	13,825.86
2033-POWDER RIVER CONSTRUCTION			
	180026	HIDDEN VALLEY PLAYGROUND RENOV	259,893.21
		VENDOR TOTAL:	259,893.21
1493-S & S BUILDERS			
	180030	2024 ASPHALT POHOLE REPAIR PRO	184,659.86
	180038	2025 CONCRETE POTHOLE REPAIR	97,176.95
		VENDOR TOTAL:	281,836.81
1779-SECURITY STATE BANK			
	180033	MCCANN HEIGHTS RECONSTRUCTION	16,943.46
	180043	SUTHERLAND SUBDIVISION VALVE P	4,869.33
		VENDOR TOTAL:	21,812.79
1802-SIMON CONTRACTORS			
	179998	ROCK FOR PD WEST	5,152.39
		VENDOR TOTAL:	5,152.39
2363-WWC ENGINEERING			
	180046	4-J/6TH STREET AND SHOSONE	168.00
	180047	2024 TWIN SPRUCE SEWER REPAIR	8,383.00
	180048	2025 ALLEY PROJECT	252.00
	180049	CAMPBELL COUNTY PATHWAY GRAINA	1,641.61

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
2363-WWC ENGINEERING			
	180050	2025 ROHAN DRAINAGE * DESIGN	1,683.62
	180051	O'HENRY DRAINAGE PROJECT	5,016.36
	180071	FEMA DONKEY CREEK MASTER DRAIN	25,747.00
	180073	SUNBURST SUBDIVISION VALVE PRO	17,548.00
	180091	SUTHERLAND SUBDIVISION VALVE P	4,894.63
		VENDOR TOTAL:	65,334.22
		DIVISION TOTAL:	2,727,053.37
		DEPARTMENT TOTAL:	2,727,053.37
		FUND TOTAL:	2,727,053.37

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	Invoice Number	Invoice Description	Amount
301-MADISON WATERLINE			
70-UTILITIES			
72-MADISON WATER LINE			
1559-DOWL LLC			
	180044	GILLETTE REGIONAL WATER SUPPLY	8,409.65
		VENDOR TOTAL:	8,409.65
5056-FIRST STATE BACK, DIVISION OF GLACIER BANK			
	180093	GRWSP - PHASE IV FOX RIDGE ROA	1,671.61
		VENDOR TOTAL:	1,671.61
1450-HDR ENGINEERING INC			
	180062	GILLETTE REGIONAL WATER SUPPLY	6,027.00
		VENDOR TOTAL:	6,027.00
1312-MORRISON MAIERLE INC			
	180075	GRWSP - PH 5 DISTRICT EXT	8,210.00
		VENDOR TOTAL:	8,210.00
5023-PHIL GONZALES			
	180019	EASEMENT RESEARCH AND NEGOTIATION	810.00
		VENDOR TOTAL:	810.00
4738-STEVEN GERBER			
	180092	GRWSP - PHASE IV FOX RIDGE ROA	31,760.61
		VENDOR TOTAL:	31,760.61
		DIVISION TOTAL:	56,888.87
		DEPARTMENT TOTAL:	56,888.87
		FUND TOTAL:	56,888.87

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	Invoice Number	Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND			
70-UTILITIES			
70-UTILITIES ADMINISTRATION			
1482-NEWS RECORD			
	179909	SEPTEMBER 2024 LEGAL ADVERTISING	2,759.40
		VENDOR TOTAL:	2,759.40
2406-XEROX CORPORATION			
	179923	METER READ	17.59
	179990	METER READ	20.34
		VENDOR TOTAL:	37.93
		DIVISION TOTAL:	2,797.33
		DEPARTMENT TOTAL:	2,797.33
		FUND TOTAL:	2,797.33

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	Invoice Number	Invoice Description	Amount
502-SOLID WASTE FUND			
50-PUBLIC WORKS			
55-SOLID WASTE			
1040-ALSCO			
	179752	UNIFORM CLEANING	20.14
	179760	UNIFORM CLEANING	56.71
	179766	UNIFORM CLEANING	20.14
	179851	UNIFORM CLEANING	20.14
		VENDOR TOTAL:	117.13
2434-AMERICAN WELDING & GAS INC			
	179916	CYLINDER RENT	39.52
		VENDOR TOTAL:	39.52
2329-TOTER INC			
	180177	TOTER MODEL 79296- TOTER 96 GALLON EV	30,306.82
		VENDOR TOTAL:	30,306.82
		DIVISION TOTAL:	30,463.47
		DEPARTMENT TOTAL:	30,463.47
		FUND TOTAL:	30,463.47

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
4983-CAHOY PUMP SERVICE			
	179801	TESTING WATER SAMPLES WELL M-7	2,283.00
		VENDOR TOTAL:	2,283.00
2484-CAMPBELL COUNTY TREASURER			
	179902	1ST HALF PROPERTY TAXES BENNOR ESTATES	300.00
		VENDOR TOTAL:	300.00
1381-CITY OF GILLETTE			
	180017	WATER - 104 E LAUREL ST	12.74
	180018	WATER - 104 E LAUREL ST	145.32
		VENDOR TOTAL:	158.06
4864-EDI MENDOZA			
	179819	CONCRETE REPAIR	9,157.50
	179991	CONCRETE REPAIRS	39,954.00
		VENDOR TOTAL:	49,111.50
1792-ENERGY LABORATORIES INC			
	179806	TESTING	390.00
	179807	TESTING	90.60
	179821	TESING	53.00
		VENDOR TOTAL:	533.60
1892-FRANDSON SAFETY INC			
	179822	TESTING	150.00
		VENDOR TOTAL:	150.00
1422-GILLETTE CONTRACTORS SUPPLY INC			
	180134	WATER * FITTINGS * TROY/MIKE J	1,437.31
	180135	WATER * FITTINGS * TROY/MIKE J	417.64
		VENDOR TOTAL:	1,854.95
1450-HDR ENGINEERING INC			
	180076	PUMP STATION #1 UPGRADES - DES	16,890.00
	180081	30" MADISION TRANSMISSION LINE	21,907.42
		VENDOR TOTAL:	38,797.42

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
	1312-MORRISON MAIERLE INC		
	180097	FOX PARK WATER MONITORING STAT	1,784.25
		VENDOR TOTAL:	1,784.25
	1919-PAINTBRUSH SEWER & DRAIN		
	179823	SEPTIC PUMPING	1,089.00
		VENDOR TOTAL:	1,089.00
	1802-SIMON CONTRACTORS		
	179820	ROAD BASE	850.68
		VENDOR TOTAL:	850.68
	4630-TEN POINT SALES & MARKETING LLC		
	180176	ORIGINAL PO 2240733 VALVE MACHINE ON TRAILER	102,275.00
		VENDOR TOTAL:	102,275.00
		DIVISION TOTAL:	199,187.46
		DEPARTMENT TOTAL:	199,187.46
		FUND TOTAL:	199,187.46

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	179716	UE 14394 815 LINCOLN	12.98
	179717	UE 33714 824 GURLEY	4.89
	179718	UE 27354 1001 DESERT HILLS	12.24
	179719	UE 17327 5551 MAGNUSON	70.19
	179720	UE 17132 5 SAGE	129.05
	179721	UE 27612 1101 DESERT HILLS	126.42
	179722	UE 14464 708 LINCOLN	75.23
	179723	UE 35048 701 EXPRESS	133.33
	179724	UE 17908 1010 ELON	130.00
	179725	UE 24332 802 LARCH	86.62
	179726	UE 4856 2513 DOGWOOD	80.49
	179727	UE 39612 1054 COUNTRY CLUB	152.70
	179728	UE 32600 4524 RUNNING W	112.77
	179729	UE 13268 623 COMMERCIAL	17.99
	179730	UE 20821 2802 SASSICK	81.69
	179731	UE 7040 3301 FITZPATRICK	98.10
	179732	UE 40006 2501 LEDOUX	147.93
	179733	UE 35310 713 EXPRESS	154.10
	179734	UE 3150 300 COTTONWOOD	133.78
	179735	UE 39928 1931 HARVEST MOON	176.28
	179736	UE 15156 71 CONSTITUTION	172.60
	179737	UE 42540 2673 LEDOUX	76.52
	179738	UE 35228 707 EXPRESS	69.72
	179739	UE 33314 2005 LIMECREEK	13.03
	179740	UE 17054 77 SIERRA	6.90
	179741	UE 32282 4510 RUNNING W	56.95
	179742	UE 33130 1354 WARLOW	207.88

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	179743	UE 32290 4510 RUNNING W	44.46
	179744	UE 4400 2309 EMERSON	90.55
	179745	UE 38076 804 MOUNTAIN VIEW	132.32
		VENDOR TOTAL:	2,807.71
		DIVISION TOTAL:	2,807.71
		DEPARTMENT TOTAL:	2,807.71

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
1447-ANIXTER POWER SOLUTIONS			
	179887	ARM FOR STEEL POLE	1,447.50
	180102	ORIGINAL PO 2241126 * FR EW	1,749.11
	180103	ORIGINAL PO 2241126 * FR EW	72.08
	180110	SAFETY - FR WINTER GEAR	240.00
		VENDOR TOTAL:	3,508.69
2484-CAMPBELL COUNTY TREASURER			
	179900	1ST HALF PROPERTY TAX WYGEN III/CTII	92,265.56
	179901	1ST HALF PROPERTY TAX OTHER	69,974.02
		VENDOR TOTAL:	162,239.58
1684-DRM INC			
	179886	REPAIR OF PRIMARY CONDUIT	3,827.50
		VENDOR TOTAL:	3,827.50
1852-FEDERAL EXPRESS CORPORATION			
	179803	MISC SHIPPING	25.24
		VENDOR TOTAL:	25.24
3678-MARKEE ESCROW SERVICES, INC			
	179817	BRC LOAD PAYMENT FOR GILLETTE SOUTHERN ADD'N	153,549.56
		VENDOR TOTAL:	153,549.56
1264-MCM GENERAL CONTRACTORS			
	180020	ANNUAL TRENCHING AND BORING AG	13,174.15
	180021	ANNUAL TRENCHING AND BORING AG	17,210.75
		VENDOR TOTAL:	30,384.90
88888-MISC UTILITY OVERPAYMENTS			
	180006	REFUND PAYMENT ON COLLECTION ACCOUNT	45.00
		VENDOR TOTAL:	45.00
2071-PROELECTRIC INC			
	180022	ANNUAL MISCELLANEOUS ELECTRICAL	1,673.71
		VENDOR TOTAL:	1,673.71

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
2198-STUART C. IRBY CO			
	180174	ELECTRICAL * AMP METER * MICK	5,985.00
		VENDOR TOTAL:	5,985.00
		DIVISION TOTAL:	361,239.18
		DEPARTMENT TOTAL:	361,239.18
		FUND TOTAL:	364,046.89

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1040-ALSCO			
	179758	UNIFORM CLEANING	143.18
	179765	UNIFORM CLEANING	138.02
		VENDOR TOTAL:	281.20
1165-BIG D SANITATION			
	179767	PORTA POTTIES	250.00
	179768	PORTA POTTIES	250.00
	179769	PORTA POTTIES	250.00
	179770	PORTA POTTIES	250.00
	179771	PORTA POTTIES	250.00
	179772	PORTA POTTIES	250.00
	179773	PORTA POTTIES	250.00
	179774	PORTA POTTIES	250.00
	179775	PORTA POTTIES	250.00
	179776	PORTA POTTIES	250.00
	179777	PORTA POTTIES	250.00
	179778	PORTA POTTIES	250.00
	179779	PORTA POTTIES	250.00
	179780	PORTA POTTIES	250.00
	179781	PORTA POTTIES	250.00
	179782	PORTA POTTIES	250.00
	179783	PORTA POTTIES	250.00
	179784	PORTA POTTIES	250.00
	179785	PORTA POTTIES	250.00
		VENDOR TOTAL:	4,750.00
5032-BLACKMORE AND GLUNT, INC			
	180116	3" PUMP - WW*BRETT	6,032.42
		VENDOR TOTAL:	6,032.42

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
3904-CBH CO-OP			
	180127	WW * DIESEL	2,451.31
		VENDOR TOTAL:	2,451.31
1705-DYKMAN ELECTRICAL INC			
	179897	NON-POTABLE PUMP VFD'S	7,886.84
		VENDOR TOTAL:	7,886.84
1792-ENERGY LABORATORIES INC			
	179789	TESTING	67.80
	179895	TESTING	155.50
		VENDOR TOTAL:	223.30
1892-FRANDSON SAFETY INC			
	179790	MULTI-GAS MONITOR CALIBRATION	90.00
	179791	MULTI-GAS MONITOR CALIBRATION	90.00
		VENDOR TOTAL:	180.00
4427-G & R CONTROLS INC			
	179788	REPAIRS	3,165.00
		VENDOR TOTAL:	3,165.00
1422-GILLETTE CONTRACTORS SUPPLY INC			
	179896	PARTS	1,402.01
		VENDOR TOTAL:	1,402.01
1450-HDR ENGINEERING INC			
	180045	WWTF HEADWORKS IMPROVEMENTS PR	81,414.71
	180057	WWTP PHASE II PROJECTS	9,016.00
	180096	WWTF HEADWORKS IMPROVEMENTS PR	46,206.16
		VENDOR TOTAL:	136,636.87
1549-HILLCREST SPRING WATER INC			
	179825	DISTILLED WATER	162.50
		VENDOR TOTAL:	162.50

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1589-HOT IRON			
	179787	REPLACEMENT OF 2 FIRE HYDRANTS AT THE WWTF	19,754.66
	179928	MANHOLE SPOT REPAIR	66,850.00
		VENDOR TOTAL:	86,604.66
5025-MECHANICAL DESIGN WORKS			
	179805	ADMIN HVAC PROJECT	5,500.00
		VENDOR TOTAL:	5,500.00
5046-NEW PIG CORPORATION			
	180164	WASTEWATER * SPILL KITS * BRANDON	6,641.05
		VENDOR TOTAL:	6,641.05
1919-PAINTBRUSH SEWER & DRAIN			
	179929	HYDROVAC	1,390.00
		VENDOR TOTAL:	1,390.00
1958-PCA ENGINEERING INC			
	179917	WWTP HEADWORKS IMPROVEMENTS TESTING	1,551.35
		VENDOR TOTAL:	1,551.35
4228-RMS INSTRUMENT & ELECTRICAL, LLC			
	179786	VFD UPGRADE FOR PUMPS 1109-1110 & 1101-1102	4,362.68
	179908	VFD UPGRADE FOR NON-POTALBE PUMPS 1101&1102	4,173.18
		VENDOR TOTAL:	8,535.86
		DIVISION TOTAL:	273,394.37
		DEPARTMENT TOTAL:	273,394.37
		FUND TOTAL:	273,394.37

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	Invoice Number	Invoice Description	Amount
601-CITY WEST FUND			
50-PUBLIC WORKS			
39-CITY WEST BUILDING MAINT			
1040-ALSCO			
	179750	RUG CLEANING	57.75
	179759	RUG CLEANING	57.75
	179763	RUG CLEANING	28.69
	179992	RUG CLEANING	42.89
	179994	PARTS	57.75
		VENDOR TOTAL:	244.83
1077-ARCHITECTURAL SPECIALTIES LLC			
	179812	OLD WASHBAY DOOR PM'S	535.00
		VENDOR TOTAL:	535.00
1511-NORCO INC			
	179816	CUSTODIAL SUPPLIES	37.63
		VENDOR TOTAL:	37.63
2071-PROELECTRIC INC			
	179814	ECSC REPAIRS	1,390.04
		VENDOR TOTAL:	1,390.04
		DIVISION TOTAL:	2,207.50
		DEPARTMENT TOTAL:	2,207.50
		FUND TOTAL:	2,207.50

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
1023-ADVANCED TRAFFIC PRODUCTS INC			
	180098	TRAFFIC SAFETY INVENTORY	2,432.75
	180099	TRAFFIC SAFETY INVENTORY	2,432.75
		VENDOR TOTAL:	4,865.50
1447-ANIXTER POWER SOLUTIONS			
	180100	ELECTEICAL INVENTORY	3,078.24
	180101	ELECTRICAL INVENTORY	2,544.00
	180104	ELECTRICAL INVENTORY	50,780.18
	180105	ELECTRICAL INVENTORY	54.60
	180106	ELECTRICAL INVENTORY	54.60
	180107	ELECTRICAL INVENTORY	233.81
	180108	WATER INVENTORY	168.77
	180109	WATER INVENTORY	366.24
	180111	ELECTRICAL INVENTORY	112,008.42
		VENDOR TOTAL:	169,288.86
3026-BFT LP			
	180115	PARKS INVNETORY	335.99
		VENDOR TOTAL:	335.99
1197-BORDER STATES ELECTRIC			
	180117	ELECTRICAL INVENTORY	3,332.40
	180118	ELBOW KIT WITHOUT JACKET	15,231.00
	180119	ELECTRICAL INVENTORY	2,796.00
	180120	ELECTRICAL INVENTORY	733.50
	180121	ELECTRICAL INVENTORY	601.38
	180122	ELECTRICAL INVENTORY	1,954.19
	180124	ELECTRICAL INVENTORY	828.10
	180125	ELECTRICAL INVENTORY	529.00
	180126	ELECTRICAL INVENTORY	2,052.71
		VENDOR TOTAL:	28,058.28

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
4845-CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC			
	180128	ELECTRICAL INVENTORY	192.96
		VENDOR TOTAL:	192.96
1519-CRUM ELECTRIC SUPPLY COMPANY			
	180143	EW 120/208 3-PHASE TRANSFORMER	53,300.00
	180144	ELECTRICAL INVENTORY	176.04
	180145	ELECTRICAL INVENTORY	147.84
		VENDOR TOTAL:	53,623.88
1574-DANA KEPNER COMPANY INC			
	180146	WATER INVENTORY	1,745.25
	180147	WATER INVENTORY	3,363.00
	180148	WATER INVENTORY	246.00
	180149	WATER INVENTORY	867.00
	180150	WATER INVENTORY	1,488.16
		VENDOR TOTAL:	7,709.41
1870-FLAGSHOOTER LLC			
	180151	WATER INVENTORY	662.47
		VENDOR TOTAL:	662.47
1422-GILLETTE CONTRACTORS SUPPLY INC			
	180129	WATER INVENTORY	522.95
	180130	WATER INVENTORY	2,699.62
	180131	WATER INVENTORY	66.08
	180132	WATER INVENTORY	1,568.85
	180133	WATER INVENTORY	10.24
	180136	WATER INVENTORY	6,643.12
	180137	PARKS INVNETORY	8.00
	180138	ELECTRICAL INVENTORY	45.81
	180139	WASTEWATER INVENTORY	5,333.37
	180140	PARKS INVNETORY	678.00

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
1422-GILLETTE CONTRACTORS SUPPLY INC			
	180141	WATER INVENTORY	182.00
	180142	WATER INVENTORY *URGENT*	7,232.98
		VENDOR TOTAL:	24,991.02
1479-NEWMAN SIGNS INC			
	180165	TRAFFIC SAFETY INVENTORY	715.30
		VENDOR TOTAL:	715.30
1511-NORCO INC			
	180166	ELECTRICAL INVENTORY	115.20
	180167	VMW INVENTORY	289.61
	180168	SAFETY INVENTORY	21.36
	180170	ELECTRICAL INVENTORY	82.55
		VENDOR TOTAL:	508.72
2198-STUART C. IRBY CO			
	180175	ELECTRICAL INVENTORY	67.50
		VENDOR TOTAL:	67.50
3014-UNITED CENTRAL INDUSTRIAL SUPPLY CO			
	180178	WATER INVENTORY	148.80
	180179	WATER INVENTORY	287.54
	180180	ELECTRICAL INVENTORY	47.85
	180181	ELECTRICAL INVENTORY	27.19
		VENDOR TOTAL:	511.38
2731-WATERWORKS INDUSTRIES			
	180182	WT	104.00
		VENDOR TOTAL:	104.00
		DIVISION TOTAL:	291,635.27
		DEPARTMENT TOTAL:	291,635.27

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
25-FINANCE			
28-WAREHOUSE FUND			
2263-WASTE CONNECTIONS OF WYOMING			
	179922	WARLOW YARD TRASH	415.40
		VENDOR TOTAL:	415.40
		DIVISION TOTAL:	415.40
		DEPARTMENT TOTAL:	415.40
		FUND TOTAL:	292,050.67

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	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
00-UNDEFINED			
00-UNDEFINED			
5050-HUGHES FIRE EQUIPMENT, INC.			
	180156	VM INVENTORY	2,664.55
	180157	VM INVENTORY	192.38
	180158	VM INVENTORY	3,067.66
	180159	VM INVENTORY	2,177.25
		VENDOR TOTAL:	8,101.84
3398-JACK'S TRUCK CENTER INC			
	180152	VM INVENTORY	49.15
	180153	VM INVENTORY	27.55
	180155	VM INVENTORY	104.14
		VENDOR TOTAL:	180.84
1291-MIDLAND IMPLEMENT CO INC			
	180160	VM INVENTORY	135.12
	180161	VM INVENTORY	130.45
		VENDOR TOTAL:	265.57
2123-RECORD SUPPLY INC NAPA			
	180171	VM INVENTORY	59.34
	180172	VM INVENTORY	81.36
	180173	VM INVENTORY	299.88
		VENDOR TOTAL:	440.58
		DIVISION TOTAL:	8,988.83
		DEPARTMENT TOTAL:	8,988.83

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Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
3622-ABSOLUTE AUTO, LLC			
	179936	PARTS	64.25
	179937	PARTS	51.35
	179938	PARTS	39.90
		VENDOR TOTAL:	155.50
1328-ADVANCE AUTO PARTS			
	179978	PARTS	172.34
		VENDOR TOTAL:	172.34
1040-ALSCO			
	179762	UNIFORM CLEANING	93.63
	179930	UNIFORM CLEANING	93.63
		VENDOR TOTAL:	187.26
1041-ALTEC INDUSTRIES INC			
	179871	PARTS	778.03
	179873	PARTS	1,613.26
	179955	PARTS	1,744.27
	179956	PARTS	745.38
		VENDOR TOTAL:	4,880.94
1167-BIG HORN TIRE INC			
	179951	ALIGNMENT	109.95
	179952	TIRES	576.58
	179953	TIRES	2,726.92
	179954	TIRE REPAIR	65.00
		VENDOR TOTAL:	3,478.45
1171-BIGHORN HYDRAULICS INC			
	179863	PARTS	1.00
	179864	PARTS	546.90
	179865	PARTS	8.20
	179866	PARTS	146.20
	179867	PARTS	4.02

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
1171-BIGHORN HYDRAULICS INC			
	179868	PARTS	7.40
	179944	PARTS	4.50
		VENDOR TOTAL:	718.22
2594-BOMGAARS SUPPLY			
	179862	PARTS	23.93
		VENDOR TOTAL:	23.93
1525-CUMMINS ROCKY MOUNTAIN INC			
	179959	REPAIRS	4,625.16
		VENDOR TOTAL:	4,625.16
3182-EATON SALES & SERVICE LLC			
	179941	REPAIRS	1,119.40
		VENDOR TOTAL:	1,119.40
1848-FASTENAL COMPANY			
	179942	PARTS	14.09
		VENDOR TOTAL:	14.09
4985-GILLETTE STEEL CENTER			
	179881	3/4" ROUND	240.00
	179882	SQ TUBING	272.96
	179935	METAL SHEET	404.00
		VENDOR TOTAL:	916.96
5050-HUGHES FIRE EQUIPMENT, INC.			
	179878	PARTS	292.24
	179879	PARTS	1,360.14
	179946	PARTS	574.48
		VENDOR TOTAL:	2,226.86
4289-IDENTIFIX INC			
	179960	PARTS	59.50
		VENDOR TOTAL:	59.50

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
3398-JACK'S TRUCK CENTER INC			
	179874	PARTS	46.00
	179875	PARTS	2,463.17
	179876	RETURN PARTS	-620.00
	179877	PARTS	14.91
	179884	PARTS	3,048.26
	179931	PARTS	324.06
	179932	PARTS	385.77
	179933	PARTS	54.35
	179934	RETURN PARTS	-54.22
		VENDOR TOTAL:	5,662.30
4987-LAWSON PRODUCTS, INC.			
	179957	PARTS	434.12
	179958	PARTS	1,110.65
		VENDOR TOTAL:	1,544.77
1291-MIDLAND IMPLEMENT CO INC			
	179880	PARTS	456.81
	179943	PARTS	164.30
		VENDOR TOTAL:	621.11
3983-MOUNTAIN PEAKS DIAGNOSTICS, LLC			
	179869	TESTING	55.80
		VENDOR TOTAL:	55.80
5042-NEW VISION AUTO BODY & ACCESSORIES			
	179849	BACKUP CAMERA	304.98
		VENDOR TOTAL:	304.98
1482-NEWS RECORD			
	179909	SEPTEMBER 2024 LEGAL ADVERTISING	437.85
		VENDOR TOTAL:	437.85

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
1511-NORCO INC			
	179939	PARTS	228.01
	179940	SEPTEMBER 2024 CYLINDER RENT	29.44
		VENDOR TOTAL:	257.45
3929-PURVIS INDUSTRIES, LLC			
	179861	PARTS	102.04
	179947	PARTS	5.00
		VENDOR TOTAL:	107.04
4967-RDO EQUIPMENT CO			
	179945	PARTS	389.41
		VENDOR TOTAL:	389.41
2123-RECORD SUPPLY INC NAPA			
	179826	PARTS	193.11
	179827	PARTS	18.32
	179828	PARTS	7.99
	179829	PARTS	6.13
	179830	PARTS	17.50
	179831	PARTS	103.26
	179832	PARTS	59.39
	179833	PARTS	45.29
	179834	PARTS	64.06
	179835	PARTS	33.38
	179838	PARTS	29.52
	179839	PARTS	104.49
	179840	PARTS	17.91
	179841	PARTS	14.53
	179842	PARTS	36.99
	179843	PARTS	104.49
	179844	PARTS	125.91
	179845	PARTS	144.46

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
2123-RECORD SUPPLY INC NAPA			
	179979	PARTS	116.37
	179980	PARTS	70.11
	179981	PARTS	16.70
	179982	PARTS	31.03
	179983	PARTS	11.89
	179984	PARTS	132.57
	179985	PARTS	83.88
	179986	PARTS	5.31
	179987	PARTS	13.98
	179988	PARTS	31.02
	179989	PARTS	48.09
		VENDOR TOTAL:	1,687.68
2315-THUNDER BASIN FORD LLC			
	179850	PARTS	57.29
	179962	REPAIRS	488.27
	179963	PARTS	1,411.66
	179964	CORE DEPOSIT	-250.00
	179965	PARTS	1,363.92
	179966	CORE DEPOSIT	-250.00
	179967	PARTS	9.55
	179974	PARTS	88.49
	179975	PARTS	7.68
	179976	PARTS	104.19
	179977	PARTS	203.31
		VENDOR TOTAL:	3,234.36
4454-TORGERSON'S, LLC			
	179961	PARTS	29.00
		VENDOR TOTAL:	29.00

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
		2309-WHITE'S FRONTIER MOTORS	
	179847	CORE RETURN	-50.00
	179848	PARTS	104.81
		VENDOR TOTAL:	54.81
		2385-WYOMING MACHINERY CO	
	179883	PARTS	69.78
		VENDOR TOTAL:	69.78
		DIVISION TOTAL:	33,034.95
37-VEHICLE REPLACEMENT			
		1397-COLLINS COMMUNICATIONS INC	
	179950	PARTS	222.60
		VENDOR TOTAL:	222.60
		2315-THUNDER BASIN FORD LLC	
	179971	PARTS	6.17
	179972	PARTS	6.17
		VENDOR TOTAL:	12.34
		DIVISION TOTAL:	234.94
		DEPARTMENT TOTAL:	33,269.89
		FUND TOTAL:	42,258.72

Expenditure Approval Report
Check Approval Date of 10/15/2024



	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
3023-HUB INTERNATIONAL MOUNTAIN STATES LIMITED			
	179911	DEPUTY COURT CLERK BOND - L CLEMENTS	100.00
	179912	DEPUTY CITY CLERK BOND - S CLYMER	100.00
	179913	PUBLIC AFFAIR DIRECTOR BOND - J TOSCANA	100.00
		VENDOR TOTAL:	300.00
2123-RECORD SUPPLY INC NAPA			
	179837	PARTS	50.99
		VENDOR TOTAL:	50.99
2315-THUNDER BASIN FORD LLC			
	179968	PARTS	116.71
	179973	PARTS	6.17
		VENDOR TOTAL:	122.88
		DIVISION TOTAL:	473.87
		DEPARTMENT TOTAL:	473.87
		FUND TOTAL:	473.87
		GRAND TOTAL:	4,749,069.49

Expenditure Approval Report
Check Approval Date of 10/04/2024



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
20-HUMAN RESOURCES			
20-HUMAN RESOURCES			
4762-GOVERNMENTJOBS.COM			
	179715	POWERDMS POWER POLICY	10,157.00
		VENDOR TOTAL:	10,157.00
		DIVISION TOTAL:	10,157.00
		DEPARTMENT TOTAL:	10,157.00
		FUND TOTAL:	10,157.00

Expenditure Approval Report
Check Approval Date of 10/04/2024



	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
5054-BUTCH REYNOLDS			
	179746	PERMANENT AND TEMPORARY EASEMENTS	1,855.00
		VENDOR TOTAL:	1,855.00
		DIVISION TOTAL:	1,855.00
		DEPARTMENT TOTAL:	1,855.00
		FUND TOTAL:	1,855.00

Expenditure Approval Report
Check Approval Date of 10/04/2024



	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
	3398-JACK'S TRUCK CENTER INC		
	179747	GOOSENECK TRAILER	29,995.00
		VENDOR TOTAL:	29,995.00
		DIVISION TOTAL:	29,995.00
		DEPARTMENT TOTAL:	29,995.00
		FUND TOTAL:	29,995.00
		GRAND TOTAL:	42,007.00

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
2432-WYOMING DEPT OF TRANSPORTATION			
	179748	TRANSFER LICENSE PLATE	6.00
		VENDOR TOTAL:	6.00
		DIVISION TOTAL:	6.00
		DEPARTMENT TOTAL:	6.00
		FUND TOTAL:	6.00

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
7777-MISC ONE TIME VENDOR			
	179852	CLAIM COMPROMISE	13,911.34
		VENDOR TOTAL:	13,911.34
		DIVISION TOTAL:	13,911.34
		DEPARTMENT TOTAL:	13,911.34
		FUND TOTAL:	13,911.34
		GRAND TOTAL:	13,917.34

Expenditure Approval Report
Check Approval Date of 09/30/2024



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
	3960-MII LIFE INSURANCE, INCORPORATED		
	180007	WEEKLY CLAIMS	1,405.72
		VENDOR TOTAL:	1,405.72
	2672-UMB BANK		
	180008	AUGUST 2024 P-CARDS	87,377.17
		VENDOR TOTAL:	87,377.17
	4701-WYOMING COOPERATIVE LIQUID ASSETS SECURITIES		
	180009	CAMPBELL CONTY FY25 FUNDING VEHICLE REPLACEMENT	250,000.00
		VENDOR TOTAL:	250,000.00
		DIVISION TOTAL:	338,782.89
		DEPARTMENT TOTAL:	338,782.89
		FUND TOTAL:	338,782.89
		GRAND TOTAL:	338,782.89

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
3960-MII LIFE INSURANCE, INCORPORATED			
	180011	WEEKLY CLAIMS	1,702.51
		VENDOR TOTAL:	1,702.51
2435-WYOMING STATE			
	180013	SEPTEMBER 2024 SALES AND USE TAX	8.00
		VENDOR TOTAL:	8.00
		DIVISION TOTAL:	1,710.51
		DEPARTMENT TOTAL:	1,710.51
		FUND TOTAL:	1,710.51

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
2435-WYOMING STATE			
	180013	SEPTEMBER 2024 SALES AND USE TAX	130,628.67
		VENDOR TOTAL:	130,628.67
		DIVISION TOTAL:	130,628.67
		DEPARTMENT TOTAL:	130,628.67

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
2697-BLACK HILLS WYOMING LLC			
	180010	OCTOBER 2024 CTII GROUND LEASE	4,391.28
		VENDOR TOTAL:	4,391.28
2365-WYODAK RESOURCES DEVELOPMENT CORP			
	180012	OCTOBER 2024 WYGEN III GROUND LEASE	44,247.06
		VENDOR TOTAL:	44,247.06
		DIVISION TOTAL:	48,638.34
		DEPARTMENT TOTAL:	48,638.34
		FUND TOTAL:	179,267.01

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
00-UNDEFINED			
00-UNDEFINED			
2435-WYOMING STATE			
	180013	SEPTEMBER 2024 SALES AND USE TAX	225.50
		VENDOR TOTAL:	225.50
		DIVISION TOTAL:	225.50
		DEPARTMENT TOTAL:	225.50
		FUND TOTAL:	225.50

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
701-HEALTH INSURANCE FUND			
00-UNDEFINED			
00-UNDEFINED			
2557-BLUE CROSS BLUE SHIELD OF WYOMING			
	180015	PRESCRIPTIONS, CLAIMS, COTIVITI, SAVINGS FEE, CR	-87,011.75
		VENDOR TOTAL:	-87,011.75
		DIVISION TOTAL:	-87,011.75
		DEPARTMENT TOTAL:	-87,011.75

Expenditure Approval Report
Check Approval Date of 10/07/2024



	Invoice Number	Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
2557-BLUE CROSS BLUE SHIELD OF WYOMING			
	180014	SEPTEMBER 2024 ADMIN FEES AND STOP/LOSS	102,844.10
	180015	PRESCRIPTIONS, CLAIMS, COTIVITI, SAVINGS FEE, CR	60,854.79
	180016	PRESCRIPTIONS, CLAIMS, COTIVITI	104,195.12
		VENDOR TOTAL:	267,894.01
		DIVISION TOTAL:	267,894.01
		DEPARTMENT TOTAL:	267,894.01
		FUND TOTAL:	180,882.26
		GRAND TOTAL:	362,085.28



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

A Proclamation Designating October 2024 as *Domestic Violence Awareness Month*. ~ Shawna McDonald, Gillette Abuse Refuge Foundation

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Michael H. Cole, City Administrator

ATTACHMENTS:

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[Proclamation](#)



PROCLAMATION

WHEREAS, the Gillette Abuse Refuge Foundation recognizes and participates in a public awareness campaign to support National Domestic Violence Awareness Month; and

WHEREAS, Domestic Violence Awareness month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the organizations and individuals who provide critical advocacy services, and assistance to victims; and

WHEREAS, acts of domestic violence occur every 18 seconds in the United States; and

WHEREAS, domestic violence can take the form of physical, emotional, sexual, psychological, and financial abuse; and

WHEREAS, often the victims of domestic violence are children, who can have lifelong repercussions from the emotional or physical trauma of being exposed to domestic violence; and

WHEREAS, domestic violence survivors and their advocates have rallied to the cause of victim justice; and

WHEREAS, the government and many citizens of Gillette and Campbell County recognize the need to treat domestic violence victims with dignity and compassion; and

WHEREAS, only a coordinated community effort to educate all people and support victims and survivors will help bring awareness and prevent domestic violence. Prevention efforts should start by promoting and modeling healthy and respectful relationships and creating emotionally supportive home environments.

NOW THEREFORE BE IT RESOLVED, that the Gillette City Council does hereby declare OCTOBER 2024 as

DOMESTIC VIOLENCE AWARENESS MONTH

and call upon our citizens to stand together against domestic violence, to offer support and understanding to survivors and to participate in domestic violence awareness activities.

Signed this 15th day of October, 2024

Shay Lundvall, Mayor

Alicia Allen, City Clerk (Attest)



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Recognition of American Society of Safety Professionals, Safety Professional of the Year Award in the Public Sector - Randy Milliron, Safety Manager

BACKGROUND:

Each year, the American Society of Safety Professionals honor Individual members with a Safety Professional of the Year Award that recognizes outstanding contributions to a specific practice specialty and common interest groups.

Our City of Gillette Safety Manager, Randy Milliron was nominated by one of his peers for this honor in the "Public Sector" and was awarded the Safety Professional of the Year in this practice specialty. Because of this nomination, he is now in the running for the overall Safety Professional of the Year.

To qualify for this award, nominees need to demonstrate knowledge and expertise by results derived from activities in their practice specialty and safety accomplishments. They must be in good standing with the American Society of Safety Professionals, they need to make professional contributions to the organization and demonstrate leadership.

Randy has presented at the National Safety Conferences such as the ASSP, the Bureau of Certified Safety Professionals, the National Safety Council and Society of Human Resource chapter meetings. He not only presents but also volunteers in these societies.

Randy has obtained his Safety Management Specialist credentials in 2019 and is a certified Emergency Medical Responder. He has been certified in Mine Safety, Occupational Hearing Conservation, and also MSHA as an instructor. He has been working for the City since January of 2016 and has been in the Safety profession since 1997.

It is an honor to recognize the 2024 Practice Specialties - Safety Professional of the Year for the Public

Sector; Randy Milliron.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Déca Wasson, Human Resources Director

ATTACHMENTS:

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No Attachments Available



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Employee Appreciation Day

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Déca Wasson, Human Resources Director

ATTACHMENTS:

[Click to download](#)

No Attachments Available



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of a Street Closure on the front half of the 3rd Street Plaza, from the alley to Gillette Avenue, on Thursday, October 31st, from 12:00 p.m. to 6:00 p.m. for a Trunk-or-Treat Event, requested by Gillette Main Street.

BACKGROUND:

The applicant is requesting to close the front half of the 3rd Street Plaza (from the alley to Gillette Avenue during their Trick-or-Treat Main Street Event to be held on Thursday, October 31st. Several citizens asked to decorate their cars and handout candy (Trunk-or-Treat) during the annual event. The road closure would allow trick-or-treaters to safely walk from car to car to receive candy. The requested time for the closure is 12pm-6pm.

No roll-outs or electrical outlets are being requested.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move to approve a Street Closure on the front half of the 3rd Street Plaza, from the alley to Gillette Avenue, on Thursday, October 31st, from 12:00 p.m. to 6:00 p.m. for a Trunk-or-Treat Event.

STAFF REFERENCE:

MAP - Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

Click to download

[MAP](#)

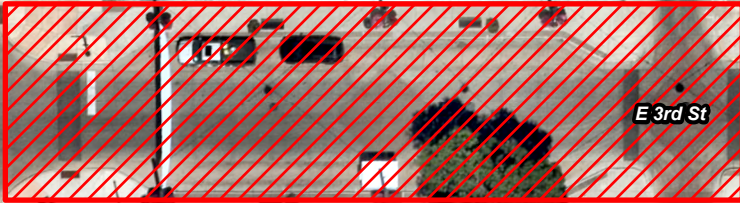
Trunk-or-Treat October 31st 12:00 pm to 6:00 pm

S Gillette Ave

S Kendrick Ave

W 3rd St

E 3rd St



September 25, 2024
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov



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CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of a Bid Award for the 2025 O'Henry Court Drainage Project to S & S Builders, LLC, in the Amount of \$81,108.00 (1% Project).

BACKGROUND:

The project will provide drainage improvements and reduce ice buildup within the O'Henry Court cul-de-sac (see attached map). During winter months, snow and ice build up to a high level at the low point of the cul-de-sac. When ice is still present and spring rains fall, this cul-de-sac is also prone to drainage concerns or flooding. This project will help provide a better way to perform snow removal in the drainage channel to reduce (or hopefully remove) the icing issue and improve drainage flows.

HISTORY:

O'Henry Court is a paved residential cul-de-sac located in the Killarney

Subdivision built in 1976 and the existing asphalt drainage channel was installed at that time. During winter months, ice/snow builds up in the existing drainage channel and doesn't drain out of the channel, causing icing and flooding issues within the cul-de-sac. The asphalt channel is located on City property and generally flows SW towards O'Hara Drive. The landscaped area just south of the ditch contains several tall evergreen trees which shade the drainage channel during the winter and spring months which prevents the ice and snow from melting during days that have sunshine.

WHY NEEDED:

The existing asphalt drainage ditch is aged, worn and poorly graded (minimum slope) causing water to pond up and freeze during colder months. On several occasions, the channel has built-up snow and ice which induced water to back up into the cul-de-sac causing flooding into the local residents' garages and side yards.

WHAT WILL BE DONE:

Improvements include installing a new 12-foot-wide concrete channel with 2-foot-wide gravel shoulders. The channel will be constructed to allow for bigger equipment to clean the channel of snow and debris. The new channel will also allow drainage water to efficiently flow away from the cul-de-sac as intended. The trees on the south side of the channel will be removed so that the sun can help melt the channel during available thawing periods.

SCHEDULE:

The project may be completed this winter (2024), weather dependent. If weather doesn't allow the contractor to complete the work this winter, the work will be completed in spring of 2025.

ACTUAL COST VS. BUDGET:

This construction project is fully funded from the Optional 1% Sales Tax Fund. FY25 budget allocated \$500,000 for multiple small drainage improvement projects.

Bids were received at 2:00 p.m. on Tuesday, October 1, 2024, for the above referenced project. Four bids were received. One bidder (Iron Mountain Concrete) provided an irregular bid due to not providing the full amount of the 5% bid bond which is required by the contract documents. The remaining three contractors provided regular and responsive bids. Bid tabulation is as follows:

Contractor Total Bid

PRC, Inc \$96,813.00

Falcon Construction \$122,723.50

S&S Builders \$81,108.00

Iron Mountain Concrete \$73,432.80 (irregular)

Engineers Estimate \$86,479.77

SUGGESTED MOTION:

I move for Approval for the 2025 O'Henry Court Drainage Improvements Project to S & S Builders LLC in the amount of \$81,108.00 (1% Project).

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Location Map
<input type="checkbox"/> Bid Tabulations
<input type="checkbox"/> Engineer Recommendation Letter

ITEM NO.	ITEM DESCRIPTION	UNIT	BID QTY	ENGINEER'S ESTIMATE		POWDER RIVER CONSTRUCTION, INC.		FALCON CONSTRUCTION LLC		S&S BUILDERS, LLC		IRON MOUNTAIN CONCRETE, LLC		UNIT PRICE			
				UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	HIGH	AVG
01020	Contract Pay Items																
01020.01	Mobilization	LS	1	\$ 4,735.85	\$ 4,735.85	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 6,984.00	\$ 6,984.00	\$ 1,500.00	\$ 1,500.00	\$ 6,984.00	\$ 4,246.00	\$ 1,500.00	
01020.02	Contract Bonds	LS	1	\$ 676.55	\$ 676.55	\$ 1,140.00	\$ 1,140.00	\$ 5,945.00	\$ 5,945.00	\$ 405.00	\$ 405.00	\$ 3,496.80	\$ 3,496.80	\$ 5,945.00	\$ 2,746.70	\$ 405.00	
01020.03	Force Account	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
01050	Field Engineering																
01050.01SP	Construction Staking	LS	1	\$ 1,353.10	\$ 1,353.10	\$ 2,400.00	\$ 2,400.00	\$ 1,840.00	\$ 1,840.00	\$ 2,045.00	\$ 2,045.00	\$ 1,600.00	\$ 1,600.00	\$ 2,400.00	\$ 1,971.25	\$ 1,600.00	
01050.02SP	Quality Control Testing	LS	1	\$ 1,353.10	\$ 1,353.10	\$ 3,000.00	\$ 3,000.00	\$ 2,070.00	\$ 2,070.00	\$ 2,300.00	\$ 2,300.00	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 2,292.50	\$ 1,800.00	
01500	Sediment & Erosion Control																
01500.11	Construction Stormwater Management	LS	1	\$ 676.55	\$ 676.55	\$ 1,740.00	\$ 1,740.00	\$ 4,500.00	\$ 4,500.00	\$ 650.00	\$ 650.00	\$ 500.00	\$ 500.00	\$ 4,500.00	\$ 1,847.50	\$ 500.00	
01510	Traffic Control																
01510.01	Construction Signing & Traffic Control	LS	1	\$ 2,029.65	\$ 2,029.65	\$ 1,520.00	\$ 1,520.00	\$ 2,000.00	\$ 2,000.00	\$ 570.00	\$ 570.00	\$ 300.00	\$ 300.00	\$ 2,000.00	\$ 1,097.50	\$ 300.00	
01510.03	Project Identification Sign	EA	1	\$ 1,600.00	\$ 1,600.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 665.00	\$ 665.00	\$ 200.00	\$ 200.00	\$ 1,000.00	\$ 591.25	\$ 200.00	
02075	Demolition of Asphalt and Portland Cement Concrete																
02075.01	Removal of Existing Asphalt Pavement	SY	143	\$ 9.00	\$ 1,287.00	\$ 19.50	\$ 2,788.50	\$ 36.00	\$ 5,148.00	\$ 6.50	\$ 929.50	\$ 9.50	\$ 1,358.50	\$ 36.00	\$ 17.88	\$ 6.50	
02075.08	Removal of Monolithic Curb & Gutter with Sidewalk	LF	82	\$ 10.00	\$ 820.00	\$ 11.50	\$ 943.00	\$ 54.00	\$ 4,428.00	\$ 9.25	\$ 758.50	\$ 6.00	\$ 492.00	\$ 54.00	\$ 20.19	\$ 6.00	
02075.13	Removal of Miscellaneous Concrete	SY	13	\$ 12.00	\$ 156.00	\$ 36.00	\$ 468.00	\$ 36.00	\$ 468.00	\$ 13.00	\$ 169.00	\$ 15.00	\$ 195.00	\$ 36.00	\$ 25.00	\$ 13.00	
02210	Excavation & Embankment																
02210.01	Unclassified Excavation Above Subgrade	CY	88	\$ 18.00	\$ 1,584.00	\$ 65.00	\$ 5,720.00	\$ 45.00	\$ 3,960.00	\$ 12.00	\$ 1,056.00	\$ 35.00	\$ 3,080.00	\$ 65.00	\$ 39.25	\$ 12.00	
02210.02	Excavation Below Subgrade	CY	11	\$ 18.00	\$ 198.00	\$ 65.00	\$ 715.00	\$ 54.00	\$ 594.00	\$ 42.00	\$ 462.00	\$ 40.00	\$ 440.00	\$ 65.00	\$ 50.25	\$ 40.00	
02210.03	Rejected Material Disposal	CY	11	\$ 20.00	\$ 220.00	\$ 13.50	\$ 148.50	\$ 36.00	\$ 396.00	\$ 16.00	\$ 176.00	\$ 40.00	\$ 440.00	\$ 40.00	\$ 26.38	\$ 13.50	
02210.04	Surplus Material Disposal	CY	88	\$ 18.00	\$ 1,584.00	\$ 13.50	\$ 1,188.00	\$ 36.00	\$ 3,168.00	\$ 14.50	\$ 1,276.00	\$ 20.00	\$ 1,760.00	\$ 36.00	\$ 21.00	\$ 13.50	
02210.06	Imported Borrow (Sand)	CY	11	\$ 18.00	\$ 198.00	\$ 30.00	\$ 330.00	\$ 32.00	\$ 352.00	\$ 16.00	\$ 176.00	\$ 40.00	\$ 440.00	\$ 40.00	\$ 29.50	\$ 16.00	
02210.0712	12" Paved Road Subgrade Processing	SY	308	\$ 6.75	\$ 2,077.97	\$ 18.50	\$ 5,698.00	\$ 45.00	\$ 13,960.00	\$ 15.00	\$ 4,620.00	\$ 12.00	\$ 3,696.00	\$ 45.00	\$ 22.63	\$ 12.00	
02210.10	Finish Grading	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,870.00	\$ 2,870.00	\$ 4,500.00	\$ 4,500.00	\$ 1,015.00	\$ 1,015.00	\$ 1,200.00	\$ 1,200.00	\$ 4,500.00	\$ 2,396.25	\$ 1,015.00	
02231	Aggregate Sub-base & Base Courses																
02231.016	6" Aggregate Base	SY	308	\$ 17.00	\$ 5,236.00	\$ 29.50	\$ 9,086.00	\$ 24.00	\$ 7,392.00	\$ 31.50	\$ 9,702.00	\$ 13.50	\$ 4,158.00	\$ 31.50	\$ 24.63	\$ 13.50	
02280	Topsoil																
02280.01	Place Topsoil	CY	6	\$ 170.00	\$ 1,020.00	\$ 80.00	\$ 480.00	\$ 75.00	\$ 450.00	\$ 48.00	\$ 288.00	\$ 150.00	\$ 900.00	\$ 150.00	\$ 88.25	\$ 48.00	
02520	Portland Cement Concrete Pavement																
02520.018	8" Portland Cement Concrete Paving	SY	198	\$ 140.00	\$ 27,720.00	\$ 120.00	\$ 23,760.00	\$ 120.00	\$ 23,760.00	\$ 129.50	\$ 25,641.00	\$ 98.00	\$ 19,404.00	\$ 129.50	\$ 116.88	\$ 98.00	
02530	Concrete Sidewalks, Driveway Approaches, Curb Return Fillets, Valley Gutters and Misc. New Concrete Construction																
02530.048	Install Concrete Driveway (8")	SF	500	\$ 27.00	\$ 13,500.00	\$ 14.50	\$ 7,250.00	\$ 22.00	\$ 11,000.00	\$ 17.75	\$ 8,875.00	\$ 15.00	\$ 7,500.00	\$ 22.00	\$ 17.31	\$ 14.50	
02985	Geosynthetics																
02985.01	Install Fabric (Separation)	SY	198	\$ 6.00	\$ 1,188.00	\$ 13.50	\$ 2,673.00	\$ 18.00	\$ 3,564.00	\$ 2.50	\$ 495.00	\$ 10.00	\$ 1,980.00	\$ 18.00	\$ 11.00	\$ 2.50	
02985.02	Install Geogrid	SY	198	\$ 7.00	\$ 1,386.00	\$ 10.00	\$ 1,980.00	\$ 18.00	\$ 3,564.00	\$ 2.50	\$ 495.00	\$ 10.00	\$ 1,980.00	\$ 18.00	\$ 10.13	\$ 2.50	
02900	Landscaping																
02900.06	Install Mulch (Crushed Limestone Rock 2" Minus)	CY	33	\$ 135.00	\$ 4,455.00	\$ 180.00	\$ 5,940.00	\$ 69.00	\$ 2,277.00	\$ 75.00	\$ 2,475.00	\$ 150.00	\$ 4,950.00	\$ 180.00	\$ 118.50	\$ 69.00	
02900.09	Hydroseeding	SF	275	\$ 2.00	\$ 550.00	\$ 3.50	\$ 962.50	\$ 6.50	\$ 1,787.50	\$ 1.00	\$ 275.00	\$ 3.00	\$ 825.00	\$ 6.50	\$ 3.50	\$ 1.00	
02900.13	Install Landscape Fabric	SY	275	\$ 5.00	\$ 1,375.00	\$ 5.50	\$ 1,512.50	\$ 8.00	\$ 2,200.00	\$ 2.20	\$ 605.00	\$ 4.50	\$ 1,237.50	\$ 8.00	\$ 5.05	\$ 2.20	
TOTAL					\$ 86,479.77		\$ 96,813.00		\$ 122,723.50		\$ 81,108.00		\$ 73,432.80				

<i>BIDDER</i>	Bid Bond	Signed Bid Form	Cert of Res	Ack Add	Total	Check	% ENG
POWDER RIVER CONSTRUCTION, INC.	X	X	X	X	\$ 96,813.00	\$ 96,813.00	112%
FALCON CONSTRUCTION LLC	X	X	X	X	\$ 122,723.50	\$ 122,723.50	142%
S&S BUILDERS, LLC	X	X	X	X	\$ 81,108.00	\$ 81,108.00	94%
IRON MOUNTAIN CONCRETE, LLC	ERR	X	X	X	\$ 73,432.80	\$ 73,432.80	85%

Eng Est	\$ 86,479.77
---------	--------------



300 SOUTH GILLETTE AVE, SUITE 2001, GILLETTE, WY 82716 | 307-622-9922

October 2, 2024

Kerwin Burton
City of Gillette
201 East 5th Street
Gillette, WY 82716

RE: O’Henry Court Drainage Improvement Project 25EN04

Mr. Burton,

WWC Engineering (WWC) has reviewed the bids received on October 1, 2024, for the referenced project and summarized the results in the following table. All bidders provided certificates of Wyoming residency, however, only 3 of 4 bidders furnished the required 5% bid security bond. The Engineer’s estimate (Base Bid) for the referenced project is \$86,479.77.

Contractor	Bid Bond	Base Bid	% of Eng. Est.
POWDER RIVER CONSTRUCTION, INC.	ACCEPTED	\$ 96,813.00	112%
FALCON CONSTRUCTION LLC	ACCEPTED	\$ 122,723.50	142%
S&S BUILDERS, LLC	ACCEPTED	\$ 81,108.00	94%
IRON MOUNTAIN CONCRETE, LLC	REJECTED	\$ 73,432.80	85%

Within the Contract Documents, under Section 00200 Instructions to Bidders, Article 19.03 F states that the Owner will consider bids irregular and intends to reject them if a bid proposal is not accompanied by a security character or an amount less than indicated. The bid security received from Iron Mountain Concrete, LLC was for \$2,750.00, or 3.7% of the required bidder’s maximum bid price. Therefore, the bid from Iron Mountain Concrete is considered an irregular bid and recommended to be rejected.

Based on the bid results, WWC recommends awarding the contract for the referenced project to the next lowest bidder, S&S Builders, LLC, in the amount of \$81,108.00 for the work described under the Base Bid schedule, contingent upon available funding. The bid tabulations are attached to this letter for your records.

Thank you,

Marcus Dufort, P.E.
Project Manager

Attachment: 25EN04-Bid Tabulation.pdf

K:\Sheridan\City of Gillette\2024327 Drainage Improvement Projects\09Construction\O’Henry Court_Bidding\02_Award\25EN04 Award Recommendation Letter.docx



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration for the Acceptance of Public Improvements for the 2024 Crack Seal Project, installed by Z & Z Sealing and Coating, in the Amount of \$124,987.22 (1% Project).

BACKGROUND:

Asphalt crack sealing and asphalt mastic repair are preventative maintenance techniques that helps extend the life of the existing streets (3-5 years) as part of a good preventative street maintenance program. This project (24EN14) consisted of sealing approximately 35,864 linear feet of crack sealing and approximately 8,125 square feet of mastic repair on the street surface. All the areas to be crack sealed have been identified with the PAVER software program as areas needing surfacing maintenance. The PAVER software provides each street with a Pavement Condition Index (PCI) number. The higher the PCI for a street, the better surface condition it is.

WHAT WAS DONE: Crack sealing is the process of grinding out the cracks in the pavement, blowing out the cracks to ensure they are clean, placing an adhesive sealant into cracks and then placing a blotting agent on the fresh sealant to prevent tracking by vehicle tires. By performing crack sealing maintenance, we can extend pavement life by preventing the infiltration of water, which freezes during the winter months, causing damage by expanding the existing crack in the pavement which eventually becomes a pothole.

Mastic repair is the process used on larger cracks (wider than 1") and alligator surface distresses that crack seal cannot seal effectively. The process is like the crack seal process which includes cleaning out cracks and then using a hot poured polymer modified liquid asphalt to fill in the gaps or low spots. Mastic repairs are completed where the distress is too advanced for conventional crack sealing and too limited to warrant repaving or other rehabilitation treatments such as rotomill and overlays.

WHY NEEDED: By performing crack sealing and mastic repair maintenance, we can extend pavement life by preventing the infiltration of water, which freezes during the winter months, causing damage by expanding the existing crack in the pavement which eventually becomes a pothole.

WHERE: Throughout various streets in town. See the attached map.

SCHEDULE: This project was completed within the scheduled time frame in October 2024.

ACTUAL COST VS. BUDGET:

The project was awarded to Z & Z Sealing and Coating in the amount of \$94,308.99. There were a total of three change orders with the project which increased the total contract to \$124,987.22.

Change Order #1 – Increase of \$20,603.50 for mastic sealing. This is for larger cracks that came up in areas that regular crack seal would not be sufficient.

Change Order #2 – Increase of \$10,074.73 for additional crack sealing to complete Overland Trail.

Change Order #3 – Reduce by (\$579.67) to reconcile final quantities.

This project was fully funded with the Optional 1% Sales Tax Fund with an allocation of \$172,020 in FY2024.

SUGGESTED MOTION:

I move for Approval of the Acceptance of Public Improvements for the 2024 Crack Seal Project, installed by Z & Z Sealing and Coating, in the Amount of \$124,987.22 (1% Project).

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Warranty
<input type="checkbox"/> Cert of Final Completion
<input type="checkbox"/> Cert of Substantial Completion
<input type="checkbox"/> Recommendations Letter
<input type="checkbox"/> Project Maps

WARRANTY

Z and Z Seal Coating, Inc. hereinafter the CONTRACTOR, does expressly affirm, promise and guarantee all project improvements including materials, equipment and workmanship on the 24EN14 2024 Crack Sealing Project FOR A PERIOD OF One Year FROM THE DATE THE PROJECT IMPROVEMENTS ARE ACCEPTED BY FORMAL ACTION OF THE GILLETTE CITY COUNCIL. In the event that a particular item of equipment or major element of the total project improvements was placed into continuous service prior to Substantial Completion of the total project, an Attachment A may be attached to this Warranty to designate the separate warranty periods. Attachment A shall only be used when the requirements of Supplementary Condition 13.07 have been met.

CONTRACTOR further agrees in the event that any or all of the Project improvements fail to conform to the Contract Documents or require any rebuilding, construction or reconstruction to keep Project improvements in conformity with the Contract Documents or to bring Project improvements up to the Contract Document Specifications that CONTRACTOR will pay all necessary, reasonable and normal costs whatsoever, incurred by the **City of Gillette** in repairing, construction, reconstruction, or rebuilding any of the Project improvements which at any time within the above mentioned period of ONE YEAR is not in conformity with the Contract Documents.

Provided, however: That the **City of Gillette** shall give written notice to CONTRACTOR that the City of Gillette intends to perform work on the Project improvements and that said notice shall specify the improvement, its location and the cause or kind of non-conformity with reference to the relevant Contract Documents. Said notice shall be sent to CONTRACTOR by registered mail before **City of Gillette** begins any work or incurs any cost unless an emergency situation occurs. The occurrence of an emergency shall be determined in the reasonable discretion of the City Engineer of the City of Gillette, and is declared to be an event which renders advance notice contrary to the health, safety or welfare of the residents of the City of Gillette. In case the City Engineer finds the existence of an emergency requiring immediate action he shall serve notice to CONTRACTOR in the form above mentioned as soon as practical and shall include an explanation of the state of affairs requiring emergency action.

Provided, further: That the obligation of CONTRACTOR shall be to compensate the City of Gillette for bringing any improvements up to the Contract Documents Specifications and this obligation shall cover all work necessary to bring the improvement into conformity, even if the work occurs after the expiration of the one year period specified above if the City sent notice as provided above within the one year period or, in the case of any emergency as provided above if the City actually began work on the improvement within the one year period.

CONTRACTOR and the City of Gillette agree and acknowledge that this Agreement is the consideration for acceptance by the City of Gillette of the Project improvements for maintenance by the City of Gillette including, but not limited to the release of any performance or penal bonds, letters of credit, cash escrows, promissory notes or other securities posted and approved to secure the installation of required Project improvements for 24EN14 2024 Crack Sealing Project.

DATED this 4th day of sep, 2024.

Z and Z Seal Coating, Inc.
CONTRACTOR (COMPANY NAME)

[Signature]
SIGNATURE

V.P
(TITLE)

Montana
STATE OF ~~WYOMING~~ }
Stillwater } SS
COUNTY OF ~~CAMPBELL~~ }

The foregoing instrument was acknowledged before me by Spencer Foster this 4 day of Sept, 2024.

Witness my hand and official seal
TERRI JACKSON
NOTARY PUBLIC for the
State of Montana
Residing at Park City, Montana
My Commission Expires
February 2, 2026



My commission Expires: 2-2-2026

[Signature]
Notary Public

APPROVED BY CITY OF GILLETTE

MAYOR, CITY OF GILLETTE

ATTEST:

GILLETTE CITY CLERK

CERTIFICATE OF FINAL COMPLETION

Project: 2024 Crack Sealing Project
Project No.: 24EN14
Owner: City of Gillette
Date of Contract: March 28, 2024
Contractor: Z and Z Seal Coating, Inc.
Engineer: Consolidated Engineers, Inc.

This Certificate of Final Completion applies to:

All Work under the Contract Documents:

The following specified portions:

August 30, 2024
Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete in accordance with the Contract Documents.

The project will be advertised according to W.S. 16-6-116, and the Affidavit on Behalf of the Contractor is attached to and made part of this Certificate.

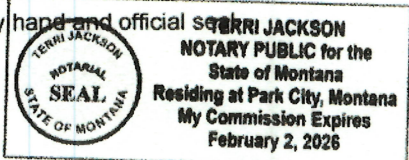
DATED this 4th day of Sept, 2024

Z and Z Seal Coating, Inc.
CONTRACTOR (COMPANY NAME)

[Signature] V.P.
SIGNATURE (TITLE)

Montana
STATE OF WYOMING }
Stillwater } SS
COUNTY OF CAMPBELL }

The foregoing instrument was acknowledged before me by Spencer Foster
this 4 day of Sept, 2024

Witness my hand and official seal

TERRI JACKSON
NOTARY PUBLIC for the
State of Montana
Residing at Park City, Montana
My Commission Expires
February 2, 2026

[Signature]
Notary Public

My commission Expires: 2-2-2026

CITY OF GILLETTE

(Name), Mayor

Date

(SEAL)
ATTEST:

(Name), City Clerk

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: 2024 Crack Sealing Project
Project No.: 24EN14
Owner: City of Gillette
Date of Contract: March 28, 2024
Contractor: Z and Z Seal Coating, Inc.
Engineer: Consolidated Engineers, Inc.

This Certificate of Substantial Completion applies to:

All Work under the Contract Documents:

The following specified portions:

August 30, 2024
Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Amended Responsibilities
 Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

N/A

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

DATED this 4th day of SEP, 2024

Z and Z Seal Coating
CONTRACTOR (COMPANY NAME)

[Signature] V.P.
SIGNATURE (TITLE)

Montana
STATE OF WYOMING }
Stillwater } SS
COUNTY OF CAMPBELL }

The foregoing instrument was acknowledged before me by Spencer Foster
this 4 day of Sept, 2024

Witness my hand and NOTARY PUBLIC for the
TERRI JACKSON
Notary Public for the
State of Montana
Residing at Park City, Montana
My Commission Expires
February 2, 2026

[Signature]
Notary Public

My commission Expires: 2-2-2026

CITY OF GILLETTE

(Name), Mayor Date

(SEAL)
ATTEST:

(Name), City Clerk



CONSOLIDATED ENGINEERS, INC.

400 S GILLETTE AVE, SUITE 201 . PO BOX 1035 .
GILLETTE, WY 82717 . PH (307) 682-0768

September 4, 2024

City of Gillette
Engineering Department
201 E 5th Street
Gillette, WY 82716

**ATTN: Kerwin Burton
Engineering Specialist**

**RE: 2024 Crack Sealing
City Project Number 24EN14**

Dear Kerwin,

The above referenced project has been completed in substantial conformance with the specifications for both Substantial and Final Completion, within the Contract Times for each. It is my recommendation that this Project be accepted by the City of Gillette Council at its next regularly scheduled meeting.

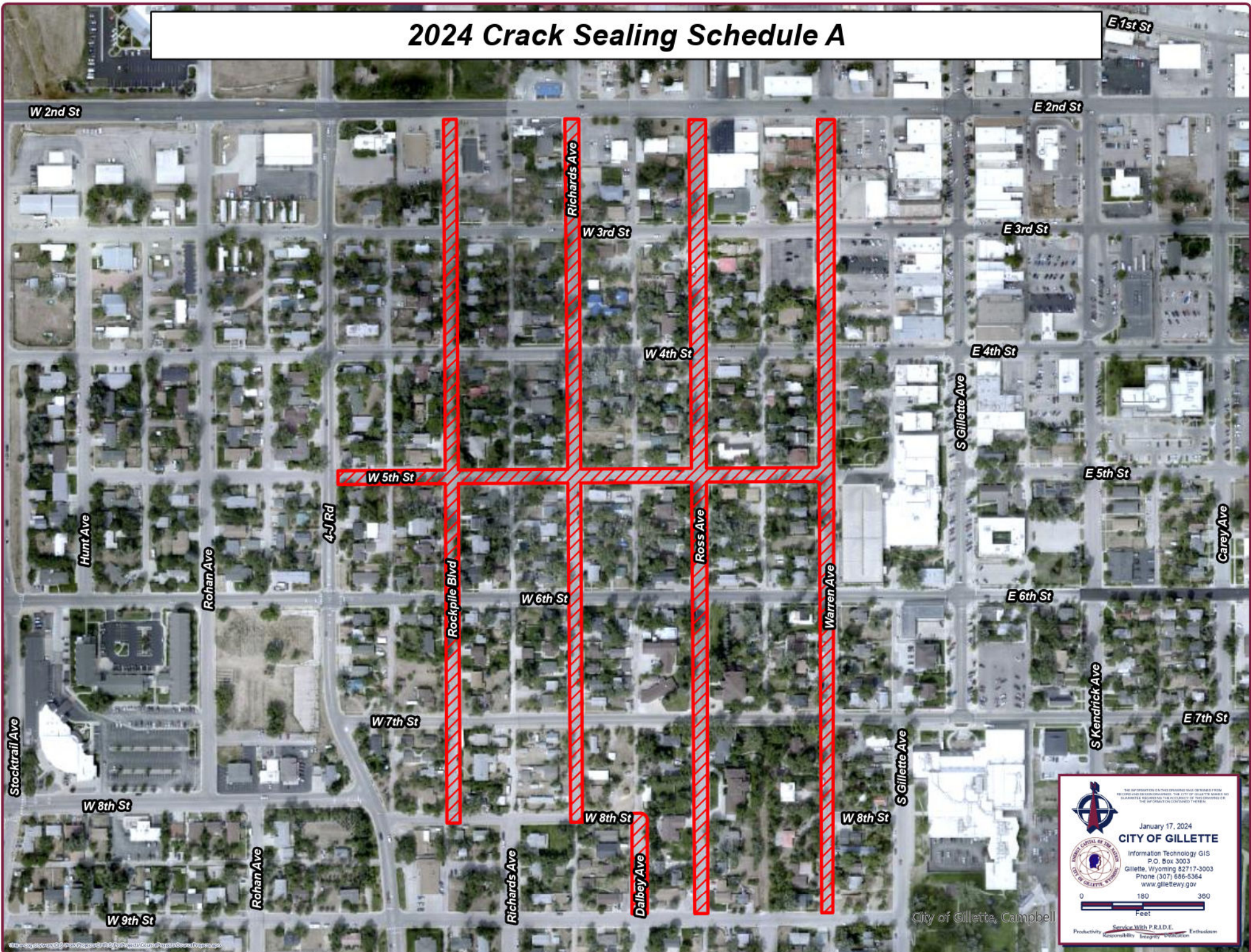
Sincerely,

Consolidated Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'Dennis G. Stillman', is written over a light blue horizontal line.

Dennis G. Stillman

2024 Crack Sealing Schedule A



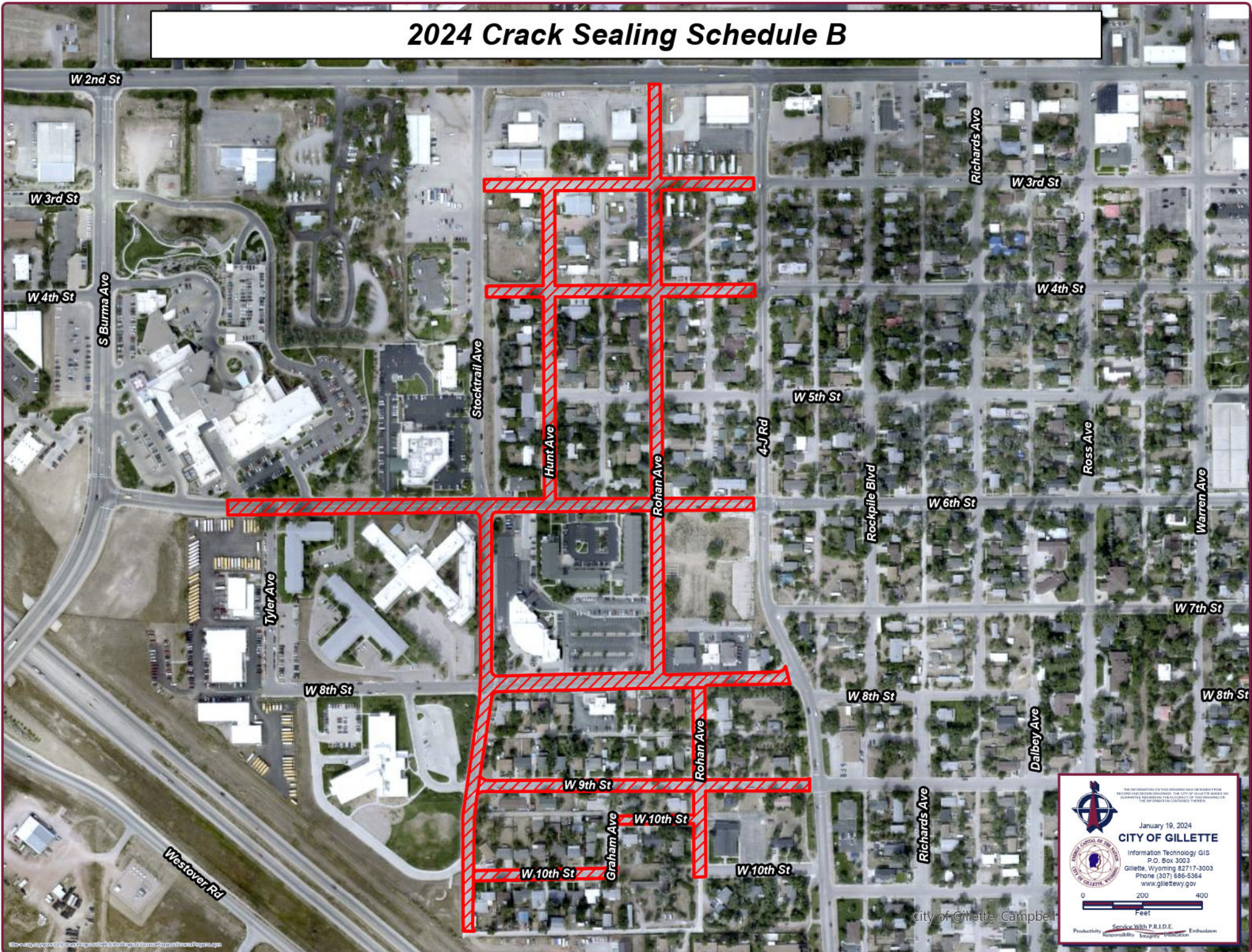
January 17, 2024
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 886-5364
www.gillettewy.gov

0 180 360
Feet

City of Gillette, Campbell

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

2024 Crack Sealing Schedule B



January 19, 2024
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 886-5364
www.gillettewy.gov

0 200 400
Feet

Productivity Responsibility Integrity Diligence
Service With P.R.I.D.E.

City of Gillette, Campbell

2024 Crack Sealing Schedule C



January 19, 2024
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 886-5364
www.gillettewy.gov

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Feet

City of Gillette - Campbell
Productivity Responsibility Integrity DISCRETION



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration for the Acceptance of Public Improvements for the 2024 Chip Seal Project, Installed by Simon Contractors, in the Amount of \$457,751.00 (1% Project).

BACKGROUND:

This project (24EN15) includes chip sealing streets as part of the city's street maintenance program. All of the areas to be chip sealed have been identified with the PAVER software program as areas needing surfacing maintenance. The PAVER software provides each street with a Pavement Condition Index (PCI) number. The higher the PCI for a street, the better condition it is in. The chip seal maintenance technique will help protect the surfacing and extend the life of the surfacing an estimated five to seven years.

WHAT WAS DONE: The completed chip seal process includes:

1. The existing surface is cleaned, and an emulsified mixture (asphalt and water blended) is then applied to the road using a special spray truck.
2. Immediately after spraying the emulsified mixture, a layer of crushed gravel is applied by a chip spreader. The gravel (or chips) has a maximum size of 3/8 inch.
3. Next, the gravel is compacted and embedded into the asphalt by rubber-tired rollers.
4. After compacting, the loose gravel is swept off the surface. This may take several sweepings.
5. Then a fog seal is sprayed over the rock to hold the rock in place and add another layer of weathering protection.

WHY CHIP SEALING MAKES SENSE: A chip seal has many benefits as part of the city's street maintenance program. Some of these benefits include:

- Keeping water from penetrating the road structure on paved surfaces.
- Fill and seal cracks and raveled surfaces of old pavement.
- To provide an anti-glare surface during wet weather and an increased reflective surface for night driving.
- Minimizes the effects of aging.

- Provides a skid-resistant surface, particularly on wet pavements.
- The cost of chip seals is 15%-20% of the cost of pavement overlays.

This is one process of an overall preventive maintenance program to help extend the life of the City of Gillette's roadway system.

WHERE: Throughout various streets in town. See the attached map.

SCHEDULE: This project was completed within the scheduled time frame in August 2024.

ACTUAL COST VS. BUDGET:

The Project was awarded to Simon Contractors in the amount of \$471,913.00 (1% Project).

There was one (1) change order with the project to reconcile final quantities which decreased the total contract by \$14,162.00, which leaves a total project cost of \$457,751.00.

This project was fully funded with the Optional 1% Sales Tax Fund with an allocation of \$522,316.00 from FY2024.

SUGGESTED MOTION:

I move for Approval of the Acceptance of Public Improvements for the 2024 Chip Seal Project, Installed by Simon Contractors, in the Amount of \$457,751.00 (1% Project).

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Location Map
<input type="checkbox"/> Warranty
<input type="checkbox"/> Cert of Final Completion
<input type="checkbox"/> Cert of Substantial completion

WARRANTY (Contractor)

Simon Contractors hereinafter the CONTRACTOR, does expressly affirm, promise and guarantee all project improvements including materials, equipment and workmanship on the 2024 Chip Seal Project (24EN15) FOR A PERIOD OF **One Year** FROM THE DATE THE PROJECT IMPROVEMENTS ARE ACCEPTED BY FORMAL ACTION OF THE GILLETTE CITY COUNCIL. In the event that a particular item of equipment or major element of the total project improvements was placed into continuous service prior to Substantial Completion of the total project, an Attachment A may be attached to this Warranty to designate the separate warranty periods. Attachment A shall only be used when the requirements of General Condition 13.07 have been met.

CONTRACTOR further agrees in the event that any or all of the Project improvements fail to conform to the Contract Documents or require any rebuilding, construction or reconstruction to keep Project improvements in conformity with the Contract Documents or to bring Project improvements up to the Contract Document Specifications that CONTRACTOR will pay all necessary, reasonable and normal costs whatsoever, incurred by the City of Gillette in repairing, construction, reconstruction, or rebuilding any of the Project improvements which at any time within the above mentioned period of **ONE YEAR** is not in conformity with the Contract Documents.

Provided, however: That the City of Gillette shall give written notice to CONTRACTOR that the City of Gillette intends to perform work on the Project improvements and that said notice shall specify the improvement, its location and the cause or kind of non-conformity with reference to the relevant Contract Documents. Said notice shall be sent to CONTRACTOR by registered mail before the City begins any work or incurs any cost unless an emergency situation occurs. The occurrence of an emergency shall be determined in the reasonable discretion of the City Engineer of the City of Gillette, and is declared to be an event which renders advance notice contrary to the health, safety or welfare of the residents of the City of Gillette. In case the City Engineer finds the existence of an emergency requiring immediate action he shall serve notice to CONTRACTOR in the form above mentioned as soon as practical and shall include an explanation of the state of affairs requiring emergency action.

Provided, further: That the obligation of CONTRACTOR shall be to compensate the City of Gillette for bringing any improvements up to the Contract Documents Specifications and this obligation shall cover all work necessary to bring the improvement into conformity, even if the work occurs after the expiration of the one year period specified above if the City sent notice as provided above within the one year period or, in the case of any emergency as provided above if the City actually began work on the improvement within the one year period.

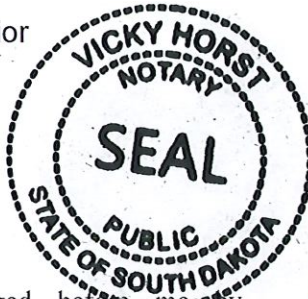
CONTRACTOR and the City of Gillette agree and acknowledge that this Agreement is the consideration for acceptance by the City of Gillette of the Project improvements for maintenance by the City of Gillette including, but not limited to the release of any performance or penal bonds, letters of credit, cash escrows, promissory notes or other securities posted and approved to secure the installation of required Project improvements for 2024 Chip Seal Project (24EN15).

DATED this 25th day of Aug, 2024

Simon Contractors
CONTRACTOR (COMPANY NAME)

X Adam J. Bauer Senior Estimator
SIGNATURE (TITLE)
Adam J. Bauer

SD
STATE OF WYOMING }
Rennington } SS
COUNTY OF CAMPBELL }



X The foregoing instrument was acknowledged before me by Adam Bauer,
this 22nd day of Aug, 2024

Witness my hand and official seal

Vicky Horst
Notary Public

My commission Expires: 9-16-29

APPROVED BY CITY OF GILLETTE

MAYOR, CITY OF GILLETTE

ATTEST:

GILLETTE CITY CLERK

**CITY OF GILLETTE
CERTIFICATE OF FINAL COMPLETION**

Project Name: 2024 Chip Seal Project

Project No.: 24EN15

Date of Contract: April 24, 2024

Owner: City of Gillette

Contractor: Simon Contractors

Engineer: PCA Engineering Inc.

This Certificate of Final Completion applies to:

All Work under the Contract Documents:

The following specified portions:

August 16, 2024
Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete in accordance with the Contract Documents.

The project will be advertised according to W.S. 16-6-116, and the Affidavit on Behalf of the Contractor is attached to and made part of this Certificate.

DATED this 22nd day of Aug, 2024

Simon Contractors
CONTRACTOR (COMPANY NAME)

Adam J. Bauer Senior Estimator
SIGNATURE (TITLE)
Adam J. Bauer

**CITY OF GILLETTE
CERTIFICATE OF SUBSTANTIAL COMPLETION**

Project: 2024 Chip Seal Project

Project No.: 24EN15

Owner: City of Gillette

Date of Contract: April 24, 2024

Contractor: Simon Contractors

This Certificate of Substantial Completion applies to:

All Work under the Contract Documents:

The following specified portions:

August 16, 2024
Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared except as stated below.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Amended Responsibilities
 Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

DATED this 22nd day of Aug, 2024

Simon Contractors
CONTRACTOR (COMPANY NAME)

Adam J. Bauer Senior Estimator
SIGNATURE (TITLE)
Adam J. Bauer

STATE OF SD WYOMING }
COUNTY OF Pennington CAMPBELL } SS

The foregoing instrument was acknowledged before me by Adam Bauer,
this 22nd day of Aug, 2024

Witness my hand and official seal



Vicky Hors
Notary Public

My commission expires 9-16-29
CITY OF GILLETTE

(Name), Mayor Date

(SEAL)
ATTEST:

(Name), City Clerk



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration to Authorize the Mayor to Sign Amendment No. 17 of the Telecommunications Raceway Lease Agreement Between the City of Gillette and Visionary Communications, Inc.

BACKGROUND:

Amendment No. 17 to the original Telecommunications Raceway Lease Agreement, signed February 7, 2018, will allow Visionary Communications, Inc. to lease additional fiber optic raceway in the City of Gillette's multi-raceway fiber optic back haul system. Visionary Communications, Inc. will install fiber optic cable in the City's raceway system to serve their customers.

ACTUAL COST VS. BUDGET:

Revenue received from the Telecommunications Raceway Lease Amendment No. 17 shall be deposited in the City's Fiber Fund No. 506.

Per the terms of the Agreement, the City will lease its raceway at a unit cost of \$0.56121 per lineal foot with an inflationary increase of 3% per calendar year. Upon execution of Amendment No. 17, the annual lease revenue will increase by an estimated \$4,000.00.

SUGGESTED MOTION:

I Move for Approval to Authorize the Mayor to Sign Amendment No. 17 to the Telecommunications Raceway Lease Agreement Between the City of Gillette and Visionary Communications, Inc.

STAFF REFERENCE:

Joff J. Pilon, P.E., Utilities Director

Sean Brown, City Attorney

ATTACHMENTS:

Click to download

[VCN Fiber Raceway Lease Amendment 17](#)

**AMENDMENT NUMBER SEVENTEEN TO LEASE AGREEMENT FOR USE OF
CITY RACEWAY BETWEEN VISIONARY COMMUNICATIONS, INC., AND
THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING**

1. **Parties.** This Amendment is made and entered into by and between Visionary Communications, Inc. (“Company”), whose address is 1001 S. Douglas, Suite 201, Gillette, WY; the City of Gillette, Campbell County, Wyoming, (“City”) whose address is 201 East 5th Street, Gillette, WY 82716.
2. **Purpose of Amendment.** This Amendment shall constitute the seventeenth amendment to the Agreement between the Company and the City which was duly executed on February 7, 2018, and which became effective February 7, 2018 (“Original Agreement”). The purpose of this Amendment is to allow the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-052, which is attached as Exhibit R and made a part of this Agreement.

The Original Agreement, dated February 7, 2018, provided for the initial lease of Raceway(s) to the Company for the total lease amount of (\$0.47) per raceway per foot per year; a three percent (3%) rent increase per year; and payment by the Company of all construction costs associated with the requested conduit system and the Raceway(s) (“Construction Fee”).

Amendment Number One, dated October 22, 2018, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-002 through VCN-A-009.

Amendment Number Two, dated December 4, 2018, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-010 through VCN-A-012.

Amendment Number Three, dated February 5, 2019, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-013 through VCN-A-014.

Amendment Number Four, dated November 19, 2019, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-015 through VCN-A-020.

Amendment Number Five, dated September 15, 2020, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-021 through VCN-A-024.

Amendment Number Six, dated March 2, 2021, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-025 through VCN-A-030.

Amendment Number Seven, dated May 4, 2021, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-

031 through VCN-A-032.

Amendment Number Eight, dated September 21, 2021, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-033 through VCN-A-034.

Amendment Number Nine, dated February 4, 2022, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-035 through VCN-A-037.

Amendment Number Ten, dated April 6, 2022, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-038 through VCN-A-043.

Amendment Number Eleven, dated June 7, 2022, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-044.

Amendment Number Twelve, dated October 6, 2023, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-045.

Amendment Number Thirteen, dated December 19, 2023, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-046.

Amendment Number Fourteen, dated January 16, 2024, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-047.

Amendment Number Fifteen, dated June 10, 2024, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-048 through VCN-A-050.

Amendment Number Sixteen, dated October 1, 2024, allowed the Company to add additional raceway(s) and to provide additional Facility Location Map(s), VCN-A-051.

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto and shall remain in full force and effect through the term of the Original Agreement.

4. **Payment.** The rent to be paid by Company to the City shall be \$0.56121 per raceway per foot per year. The specific area where the Fiber Optics will be installed is described in Exhibit R - VCN-A-052. Rent shall be paid in advance, on or before the first day of each year, for that period's rental, during the term of this Amendment.

The Company understands and agrees that the rent shall automatically increase by three percent (3%) per year on the first day of each calendar year. All rental payments shall be made to the City.

The Company shall pay the Construction Fee within thirty (30) days after receipt of an invoice from the City.

The initial payment shall be made within thirty (30) days after receipt of an invoice following acceptance of the Agreement. This initial payment for the additional raceway(s) segments will be prorated for the remainder of the year in which this Amendment is accepted.

5. **Additional Responsibilities of Contractor.** The Company has not taken on any additional duties.

6. **Additional Responsibilities of Agency.** The City has not taken on any additional duties.

7. **Special Provisions**

A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the Agreement between the City and the Company, including but not limited to governmental immunity, and including all prior amendments to this Agreement shall remain unchanged and in full force and effect.

8. **General Provisions**

A. **Entirety of Contract.** This Amendment, consisting of four (4) pages, and Exhibit P, VCN-A-048 through VCN-A-050 - Facility Location Map(s); the Original Agreement consisting of eight (8) pages, and Exhibit A - Facility Location Map; Amendment Number One consisting of three (3) pages, and Exhibit B – VCN-A-002 through VCN-A-009; Amendment Number Two consisting of three (3) pages, and Exhibit C – VCN-A-010 through VCN-A-012; Amendment Number Three consisting of three (3) pages and Exhibit D – VCN-A-013 through VCN-A-014; and Amendment Number Four consisting of three (3) pages and Exhibit E – VCN-A-015 through VCN-A-020; and Amendment Number Five consisting of three (3) pages and Exhibit F – VCN-A-021 through VCN-A-024; and Amendment Number Six consisting of three (3) pages and Exhibit G – VCN-A-025 through VCN-A-030; and Amendment Number Seven consisting of four (4) pages and Exhibit H – VCN-A-031 through VCN-A-032; and Amendment Number Eight consisting of four (4) pages and Exhibit I – VCN-A-033 through VCN-A-034; and Amendment Number Nine consisting of four (4) pages and Exhibit J – VCN-A-035 through VCN-A-037; and Amendment Number Ten consisting of four (4) pages and Exhibit K – VCN-A-038 through VCN-A-043; and Amendment Number Eleven consisting of four (4) pages and Exhibit L – VCN-A-044; and Amendment Number Twelve consisting of four (4) pages and Exhibit M – VCN-A-045; and Amendment Number 13,

consisting of four (4) pages and Exhibit N – VCN-A-046; and Amendment Number Fourteen consisting of four (4) pages and Exhibit O – VCN-A-047; and Amendment Number Fifteen consisting of four (4) pages and Exhibit P – VCN-A-048 through VCN-A-050; and Amendment Number Sixteen consisting of five (5) pages and Exhibit Q – VCN-A-051 represent the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of a Resolution Approving and Authorizing the Minor Subdivision of the Peterson Subdivision; to the City of Gillette, Wyoming, Subject to All Planning Requirements. (Planning Commission Vote: 6/0)

BACKGROUND:

The applicant seeks to place two existing parcels in a subdivision. Both parcels were recently annexed as part of the Capps Annexation Second Addition on May 21st, 2024. A record of survey was filed with the Campbell County Clerk's Office prior to annexation, but a subdivision plat had not been filed. This subdivision will also establish a right of way (ROW) for the future extension of Warlow Drive.

Tract A is the Southernmost of the two tracts and is 21.11 acres. Tract B is 30.45 acres. The ROW that will enable the future extension of Warlow Drive is 2.64 acres and touches the Northernmost boarder of Tract A and the Southernmost boarder of Tract B.

This case was approved by the Planning Commission during their October 9, 2024, meeting with a vote of 6/0.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for Approval of a Resolution Approving and Authorizing the Minor Subdivision of the Peterson Subdivision; to the City of Gillette, Wyoming, Subject to All Planning Requirements.

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Resolution
<input type="checkbox"/> Vicinity Map
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Meeting Minutes 10.08.24

RESOLUTION NO.

**A RESOLUTION APPROVING AND AUTHORIZING THE
MINOR SUBDIVISION OF THE PETERSON SUBDIVISION;
TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL
PLANNING REQUIREMENTS.**

WHEREAS the Final Plat of the Peterson Subdivision to be known as Tracts A & B of the Peterson Subdivision; to the City of Gillette, Wyoming has been approved by the City of Gillette Planning Commission by a majority of its members on October 8th, 2024, with Planning Requirements.

WHEREAS the recording of the Peterson Subdivision to be known as Tracts A & B of the Peterson Subdivision; to the City of Gillette, Wyoming; with the Campbell County Clerk and Ex-Officio Recorder of Deeds, is subject to meeting all Planning Requirements approved by the Planning Commission on October 8th, 2024.

THEREFORE, IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

the Final Plat of Peterson Subdivision to be known as Tracts A & B of the Peterson Subdivision; to the City of Gillette, Wyoming, has been approved by the City of Gillette, Wyoming as prepared by DOWL, signed by Tad R. Rosenlund, Professional Land Surveyor, Wyoming Registration Number 15057, is hereby approved for filing with the Campbell County Clerk and Ex-Officio Recorder of Deeds.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2024.

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk

Subdivision Vicinity Map



CITY OF GILLETTE

Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 333 feet

1 inch equals 0.06 miles

September 09, 2024

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

City of Gillette, GIS Division, Campbell
County, State of Wyoming

PL2024-0088-Minor Subdivision-Peterson Subdivision

Planning Requirements

1. All comments from the staff review process shall be addressed.
2. (1) access easement will be vacated.
3. (1) right-of-way easement will be vacated.

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ October 8, 2024 ~ 5:15 pm

PRESENT Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Cristal Pratt, Richard Cone, Jack Colson and Matthew Nelson

Commission Members Absent: Ian Scott.

Staff Present: Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator.

CALL TO ORDER Chair Shaun Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES A motion was made by Vice-Chair Conklin to approve the meeting minutes of September 24, 2024. Cristal Pratt seconded the motion. Motion carried 6/0.

Case No. PL2024-0088
MINOR SUBDIVISION
Peterson Subdivision

The applicant seeks to place two existing parcels in a subdivision. Both parcels were recently annexed as part of the Capps Annexation Second Addition on May 21, 2024. A record of survey was filed with the Campbell County Clerk's Office prior to annexation, but a subdivision plat had not been filed. This subdivision will also establish a right of way (ROW) for the future extension of Warlow Drive.

Tract A is the Southernmost of the two tracts and is 21.11 acres. Tract B is 30.45 acres. The ROW that will enable the future extension of Warlow Drive is 2.64 acres and touches the Northernmost boarder of Tract A and the Southernmost boarder of Tract B.

Shannon Stefanick said the city received no inquiries from the public on the case.

Chair Hottell asked if there were any comments from the public or Commission on the case.

There being no further comments or questions Richard Cone made a motion to approve the case, and Cristal Pratt seconded. The Motion carried 6/0.

OLD BUSINESS None.

NEW BUSINESS Shannon Stefanick said the next meetings will be October 22, 2024, and November 12, 2024.

ADJOURNMENT The meeting was adjourned at 5:20 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

A Public Hearing for the Issuance of a New Restaurant Liquor License, RST-11, to Flores LLC d.b.a. Cinco de Mayo, Located at 103 E 3rd Street.

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

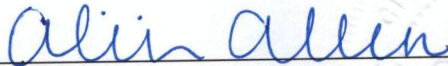
Click to download

[Public Hearing Notice](#)

NOTICE OF APPLICATION FOR A NEW RESTAURANT LIQUOR LICENSE

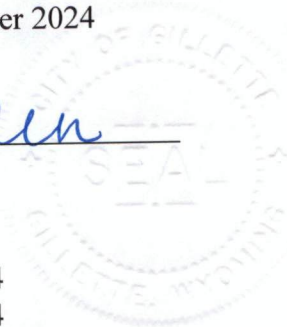
Notice is hereby given that on the 22nd day of May 2024, Flores LLC d.b.a. Cinco de Mayo, filed an application for a new Restaurant liquor license in the office of the City Clerk of the City of Gillette to the following described place, 103 E 3rd St., Gillette, WY 82716, and protests if any there be against the approval will be heard at the hour of 6:00 p.m., October 15, 2024, or as soon thereafter as so ordered by the City Council of Gillette, Wyoming, in the City Council Chambers of the City of Gillette, located at 201 East 5th Street, Gillette, Wyoming.

Dated this 10th day of September 2024



Alicia Allen, City Clerk

Publish: October 1, 2024
 October 8, 2024





CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of a New Restaurant Liquor License, RST-11, to Flores LLC d.b.a. Cinco de Mayo, Located at 103 E 3rd Street.

BACKGROUND:

On May 22, 2024, Flores LLC d.b.a. Cinco de Mayo, submitted an application for a new Restaurant Liquor License to the City Clerk's Office. The Clerk's Office received the approved Food License Permit application on 09/06/2024 and the application and correlating documents were submitted to and approved by the Wyoming Liquor Division. A public hearing notice was published in the News Record on October 1st and 8th.

If approved, the newly issued license would expire on March 31, 2025 in conjunction with all Gillette Liquor Licenses, and Flores LLC will submit a renewal application to the Clerk's Office for consideration with the annual liquor license renewals in February.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move to approve a New Restaurant Liquor License, RST-11, to Flores LLC d.b.a. Cinco de Mayo, Located at 103 E 3rd Street.

STAFF REFERENCE:

Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Application
<input type="checkbox"/> Food Service Permit
<input type="checkbox"/> Operation Plan

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY			
Customer #:	_____		
Trf from:	_____		
Reviewer:	Initials	Date	
Agent:		/	/
Mgr:		/	/

To be completed by City / Town / County Clerk

License Fees: Annual Fee: \$ _____ Date filed with clerk: 05 / 22 / 2024

Prorated Fee: \$ 548.93 Advertising Dates: (2 Consecutive Weeks Prior to Hearing) 10/01/2024 & 10/08/2024

Transfer Fee: \$ _____ Public Hearing Date: 10 / 15 / 2024

Publishing Fee: \$ 90.00

Publishing Fee Direct Billed to Applicant:

License Term: 10 / 16 / 2024 Through 03 / 31 / 2025
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): Flores LLC

Doing Business As (DBA) / Trade Name: Cinco de Mayo

Building to be licensed / Building Address: 103 E 3rd St
(Address Number, and Suite or Unit Number, and Street or Road Name)

Gillette Wy 82716 Campbell
City State Zip County

Local Mailing Address: 900 E Lincoln St, Unit D
(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

Gillette Wy 82716 Campbell
City State Zip County

Local Business Telephone Number: 307-299-3409 Fax Number: _____

Business E-Mail Address: peggy.cinco@yahoo.com

Business Primary Contact: Efrain Flores Gonzalez
First Name Last Name

FILING FOR <input checked="" type="checkbox"/> NEW LICENSE <input type="checkbox"/> TRANSFER OF LOCATION <input type="checkbox"/> TRANSFER OF OWNERSHIP <input type="checkbox"/> ASSIGNMENT LETTER MUST BE ATTACHED FORMERLY HELD BY: _____	FILING IN (CHOOSE ONLY ONE) <input checked="" type="checkbox"/> CITY / TOWN OF: <u>Gillette, Wy 82716</u> <input type="checkbox"/> COUNTY OF: _____	FILING AS (CHOOSE ONLY ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> LLLP <input checked="" type="checkbox"/> LLC <input type="checkbox"/> LC <input type="checkbox"/> CORPORATION (INC) <input type="checkbox"/> POLITICAL SUDIVISION <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____
---	---	--

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

<input type="checkbox"/> RETAIL LIQUOR LICENSE PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE) <input type="checkbox"/> ON-PREMISE BAR <input type="checkbox"/> OFF-PREMISE PACKAGE STORE <input type="checkbox"/> ON & OFF PREMISE BAR & PACKAGE STORE	<input checked="" type="checkbox"/> RESTAURANT LIQUOR LICENSE <input type="checkbox"/> BAR AND GRILL LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE <input type="checkbox"/> LIMITED RETAIL LIQUOR LICENSE (CLUB) <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> SOCIAL CLUB	<input type="checkbox"/> MICROBREWERY PERMIT <input type="checkbox"/> WINERY PERMIT <input type="checkbox"/> MANUFACTURER SATELLITE PERMIT <input type="checkbox"/> WINERY SATELLITE PERMIT <input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT <input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
--	--	---

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

<input type="checkbox"/> COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) <input type="checkbox"/> GOLF CLUB (W.S. 12-5-201(f)) <input type="checkbox"/> GUEST RANCH (W.S. 12-5-201(f))	<input type="checkbox"/> RESORT (W.S. 12-4-401(iv) / 12-5-201(f)) <input type="checkbox"/> GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f)) <input type="checkbox"/> Other: _____
--	--

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

FULL TIME MONTHS OF OPERATION from Jan to Dec All Year (Jan-Dec)

SEASONAL DAYS OF WEEK OF OPERATION from Mon to Sun Every Day (Mon-Sun)

Sunday 6:00 AM - 2:00 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. YES (own)
- (b) The Applicant **LEASES** the licensed building. YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page 1024 paragraph #2 05/06/2026

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) **Sales** provision for alcoholic or malt beverages: located, on page Addendum paragraph #1

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? YES NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- 1. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? YES NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? YES NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
 - 1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
 - 2. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Is a true copy of the club bylaws attached to this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO

**13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other:
W.S. 12-4-102(a)(ii) & (iii)**

Each individual, partner or officer (as applicable) must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
Efrain Flores Gonzalez	08/03/1969	3210 Crestline Circle Gillette, WY 82716	307-299- 3409	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
Efrain Flores Gonzales	8/3/69	3210 Crestline Circle Gillette, Wy 82716	307-299-3409	21 New	100%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)

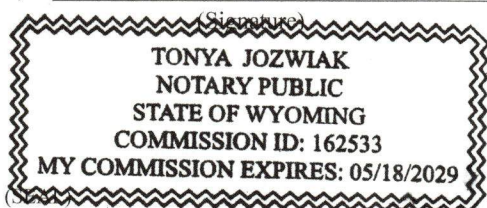
Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)

COUNTY OF Campbell) SS.

Signed and sworn to before me on this 20th day of may, 2024 that the facts alleged in the foregoing instrument are true by the following:

- 1) [Signature] Efrain Flores Gonzalez member
(Signature) (Printed Name) Title
- 2) _____ (Signature) _____ (Printed Name) _____ Title
- 3) _____ (Signature) _____ (Printed Name) _____ Title
- 4) _____ (Signature) _____ (Printed Name) _____ Title
- 5) _____ (Signature) _____ (Printed Name) _____ Title



Witness my hand and official seal:

[Signature]
Signature of Notary Public

My commission expires: 05/18/2029

Issued by:

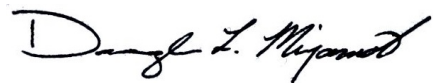
**WYOMING DEPARTMENT
OF AGRICULTURE
CONSUMER HEALTH
SERVICES
2219 CAREY AVE
CHEYENNE, WY 82002
EQUAL OPPORTUNITY IN EMPLOYMENT AND
SERVICES**

Retail Food ACCOUNT # 13583

Whereas this party has made application for the licenses listed below in the State of Wyoming according to the law and agrees to comply with all laws, rules and regulations thereto, including the payment of all required fees, there is hereby issued to the applicant this license. This license is not transferable and, unless revoked, shall expire on the date indicated below.

Issued to: **EXPIRATION DATE: 1/1/0001**
FLORES LLC
DBA CINCO
DE
MAYO
103 E 3RD
ST
GILLETTE,
WY 82716

EFRAIN
FLORES
GONZALEZ
3210
CRESTLINE
GILLETTE,
WY 82716

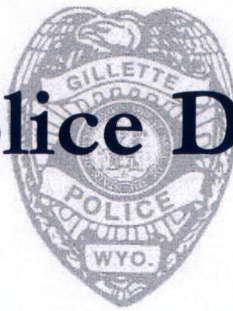


Director of Dept. of Ag

THIS LICENSE MUST BE
CURRENT
AND POSTED CONSPICUOUSLY
AT THE PHYSICAL LOCATION



Gillette Police Department



P.O. Box 518
Gillette, WY 82717
Website: www.gillettewy.gov

Administration: (307) 686-5232
Non-Emergency: (307) 682-5155
Administration Fax: (307) 686-0396

Chief of Police
Chuck Deaton

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Flores LLC

Common name (doing business as): Cinco de Mayo

Street address: 103 E 3rd St

Phone #: currently 307-299-3409

Type of license: Retail Limited Restaurant Bar & Grill Delivery

Hours of Operation

Our planned hours of operation are: _____

6am - 9pm Monday - Saturday
6am - 2pm Sunday

(might possibly be closed on Monday's)

Last call will be 0 minutes before closing and last service will be 0 minutes before closing.

Format

The premises will be operated as: family style restaurant

Include: Nature of business
Bar
Package Liquor
Restaurant

Regular Events
Happy hour
Live Entertainment

Special Events
Competitions of strength
Sexually oriented entertainment
Other special events

(All outside events require a malt beverage or catering permit.)

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

Security / Crowd Control / Capacity Limits

The official capacity limit for our business is: 37

In order to comply with our capacity limits we shall: have a seating area for waiting

We shall maintain peace and order in and around our business by: _____

Being aware of surroundings
Ask persons being disruptive to leave


Rules of the establishment shall be enforced by: hostess / waitress

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen to twenty year old servers in restaurants if applicable, our establishment will: _____

Only persons 21 and over will be allowed to serve alcohol

If you retain full retail license, do you plan on alcohol delivery? Yes or No
What is your operational plan to ensure compliance with state statute if you answered yes? _____



Signature of License Holder

5/31/24

Date

Efrain Flores Gonzalez

Printed Name



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

A Public Hearing for the Transfer of Ownership of Retail Liquor License No. RTL-13, from Energy Lanes LLC d.b.a. Energy Lanes, to Big D Oil Company d.b.a. Big D #35, and Transfer of Location of said Retail Liquor License from 5700 S Douglas Hwy. to 2951 Dove Rd.

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

Click to download

[Public Hearing Notice](#)

NOTICE OF APPLICATION FOR TRANSFER OF OWNERSHIP AND TRANSFER
OF LOCATION OF A RETAIL LIQUOR LICENSE

Notice is hereby given that on the 23rd day of September 2024, Big D Oil Company filed an application for the transfer of ownership and location of Retail Liquor License No. RTL-13 in the office of the City Clerk of the City of Gillette to the following described place, 2951 Dove Rd., Gillette, WY 82718. Protests if any there be against the approval will be heard at the hour of 6:00 p.m., October 15, 2024, or as soon thereafter as so ordered by the City Council of Gillette, Wyoming, in the City Council Chambers of the City of Gillette, located at 201 East 5th Street, Gillette, Wyoming.

Dated this 24th day of September 2024



Alicia Allen, City Clerk

Publish: October 1, 2024
 October 8, 2024



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Council Consideration of the Transfer of Ownership of Retail Liquor License No. RTL-13, from Energy Lanes LLC d.b.a. Energy Lanes, to Big D Oil Company d.b.a. Big D #35, and Transfer of Location of said Retail Liquor License from 5700 S Douglas Hwy. to 2951 Dove Rd.

BACKGROUND:

Big D Oil Company is requesting the transfer of a retail liquor license, as well as the location of the license, currently held by Energy Lanes LLC.

The completed application and correlating documents were reviewed by the Clerk's Office and submitted to the Wyoming Liquor Division. The WLD accepted the application as complete on _____. The public hearing notice was published in the News Record on October 1st and October 8th.

If approved, the license will expire on March 31, 2025 in conjunction with all Gillette Liquor Licenses.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the approval of the Transfer of Ownership of Retail Liquor License No. RTL-13, from Energy Lanes LLC d.b.a. Energy Lanes, to Big D Oil Company d.b.a. Big D #35, and Transfer of Location of said Retail Liquor License from 5700 S Douglas Hwy. to 2951 Dove Rd.

STAFF REFERENCE:

MAP - Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Application
<input type="checkbox"/> Assignment Letter
<input type="checkbox"/> Hypothecation Form
<input type="checkbox"/> Liquor Store Layout

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Mgr:		/ /

To be completed by City / Town / County Clerk

Local License #: RTL-13

License Fees

Annual Fee: \$ _____

Prorated Fee: \$ _____

Transfer Fee: \$ 100 . 00

Publishing Fee: \$ 90 . 00

Date filed with clerk: 09 / 23 / 2024

Advertising Dates: (2 Consecutive Weeks Prior to Hearing) 10/01/2024 & 10/08/2024

Public Hearing Date: 10 / 15 / 2024

Publishing Fee Direct Billed to Applicant:

License Term: 10 / 11 / 2024 Through 03 / 31 / 2025

Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): BIG D OIL COMPANY

Doing Business As (DBA) / Trade Name: BIG D #35

Building to be licensed / Building Address: 2951 DOVE ROAD

(Address Number, and Suite or Unit Number, and Street or Road Name)

GILLETTE WY 82718 CAMPBELL

City State Zip County

Local Mailing Address: SAME

(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)

City State Zip County

Local Business Telephone Number: (307) 670-8049

Fax Number: _____

Business E-Mail Address: ZPolicky@BigDoil.com

Business Primary Contact: Zach Policky 605 431-7093

First Name Last Name

FILING FOR

- NEW LICENSE
- TRANSFER OF LOCATION
- TRANSFER OF OWNERSHIP
 - ASSIGNMENT LETTER MUST BE ATTACHED

FORMERLY HELD BY: Energy Lanes, LLC

FILING IN (CHOOSE ONLY ONE)

- CITY / TOWN OF: GILLETTE
- COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)

- INDIVIDUAL
- PARTNERSHIP
- LP | LLP | LLLP
- LLC | LC
- CORPORATION (INC)
- POLITICAL SUBDIVISION
- ORGANIZATION
- OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

- RETAIL LIQUOR LICENSE
 - PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)
 - ON-PREMISE BAR
 - OFF-PREMISE PACKAGE STORE
 - ON & OFF PREMISE BAR & PACKAGE STORE
- RESTAURANT LIQUOR LICENSE
- BAR AND GRILL LIQUOR LICENSE
- RESORT LIQUOR LICENSE
- LIMITED RETAIL LIQUOR LICENSE (CLUB)**
 - VETERANS CLUB
 - FRATERNAL CLUB
 - GOLF CLUB
 - SOCIAL CLUB
- MICROBREWERY PERMIT
- WINERY PERMIT
- MANUFACTURER SATELLITE PERMIT
- WINERY SATELLITE PERMIT
- COUNTY MALT BEVERAGE PERMIT
- SPECIAL MALT BEVERAGE PERMIT

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

- COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))
- RESORT (W.S. 12-4-401(iv) / 12-5-201(f))
- GOLF CLUB (W.S. 12-5-201(f))
- GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))
- GUEST RANCH (W.S. 12-5-201(f))
- Other: _____

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

- FULL TIME
- SEASONAL
- MONTHS OF OPERATION from _____ to _____ All Year (Jan-Dec)
- DAYS OF WEEK OF OPERATION from 6 am to 10pm Every Day (Mon-Sun)

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. YES (own)
- (b) The Applicant **LEASES** the licensed building. YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

- (i) Lease term expiration date; located on page _____ paragraph _____.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

- (ii) **Sales** provision for alcoholic or malt beverages: located, on page _____ paragraph _____.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? YES NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- 1. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? YES NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? YES NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

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VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
 - 1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
 - 2. If YES, is a copy of the food and beverage contract or lease attached? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Is a true copy of the club bylaws attached to this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO

**13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other:
W.S. 12-4-102(a)(ii) & (iii)**

**Each individual, partner or officer (as applicable) must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)**

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

**Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)**

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
Donald Policky	3/3/1967	8280 Highland Lap Rapid City, SD 57702	605 341-4114	30	100%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

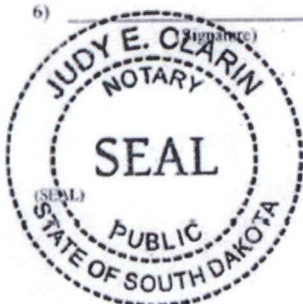
(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF ~~WYOMING~~ South Dakota
COUNTY OF Pennington) SS.

Signed and sworn to before me on this 20th day of September, 2024 that the facts alleged in the foregoing instrument are true by the following:

1) <u>[Signature]</u> (Signature)	<u>Donald Policky</u> (Printed Name)	<u>President</u> Title
2) _____ (Signature)	_____ (Printed Name)	_____ Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title



Witness my hand and official seal:

Judy E. Clarin
Signature of Notary Public

My commission expires: JUDY E. CLARIN
My Commission Expires November 4, 2025

August 1, 2024

Re: Energy Lanes, LLC dba Energy Lanes

Dear City Council:

I Kodý J Rathai, Managing Member/Owner of Energy Lanes, LLC dba Energy Lanes authorize the transfer of liquor license from Energy Lanes, LLC dba Energy Lanes to Big D Oil Company dba Big D #35 upon the approval of your Council.

Thank you in advance,



Kodý J Rathai, Managing Member
Energy Lanes, LLC dba Energy Lanes



Zach Policky
Big D Oil Company dba Big D #35

License Holder: ENERGY LANES, LLC

License #: RTL-13

§3-17 Pledging or Hypothecating a Retail Liquor License as Collateral.

(a) It is the policy of the City of Gillette and its Governing Body that retail liquor licenses should be made available to those individuals and entities seeking to engage in commerce. It is the experience of the Governing Body, and the history of the City of Gillette, that retail liquor licenses have been pledged and hypothecated as collateral for purposes of both the acquisition of the license itself, and as a means of acquiring a valuable interest for either holding for future use, or as a means of adding a valuable asset to a business for purposes of its own financial balance sheets. Such action, in the determination of the City of Gillette is contrary to the interests of the community.

(b) Liquor licenses are not assignable; therefore, the Council will not renew or transfer a retail liquor license to any person or entity asserting an interest in any license by virtue of a security interest, lease, or other financial obligation, without the approval of the City Council.

Is the retail liquor license held by ENERGY LANES, LLC, pledged or hypothecated as collateral for purposes of both the acquisition of the license itself, and as a means of acquiring a valuable interest for either holding for future use, or as a means of adding a valuable asset to a business for purposes of its own financial balance sheets?

YES

NO



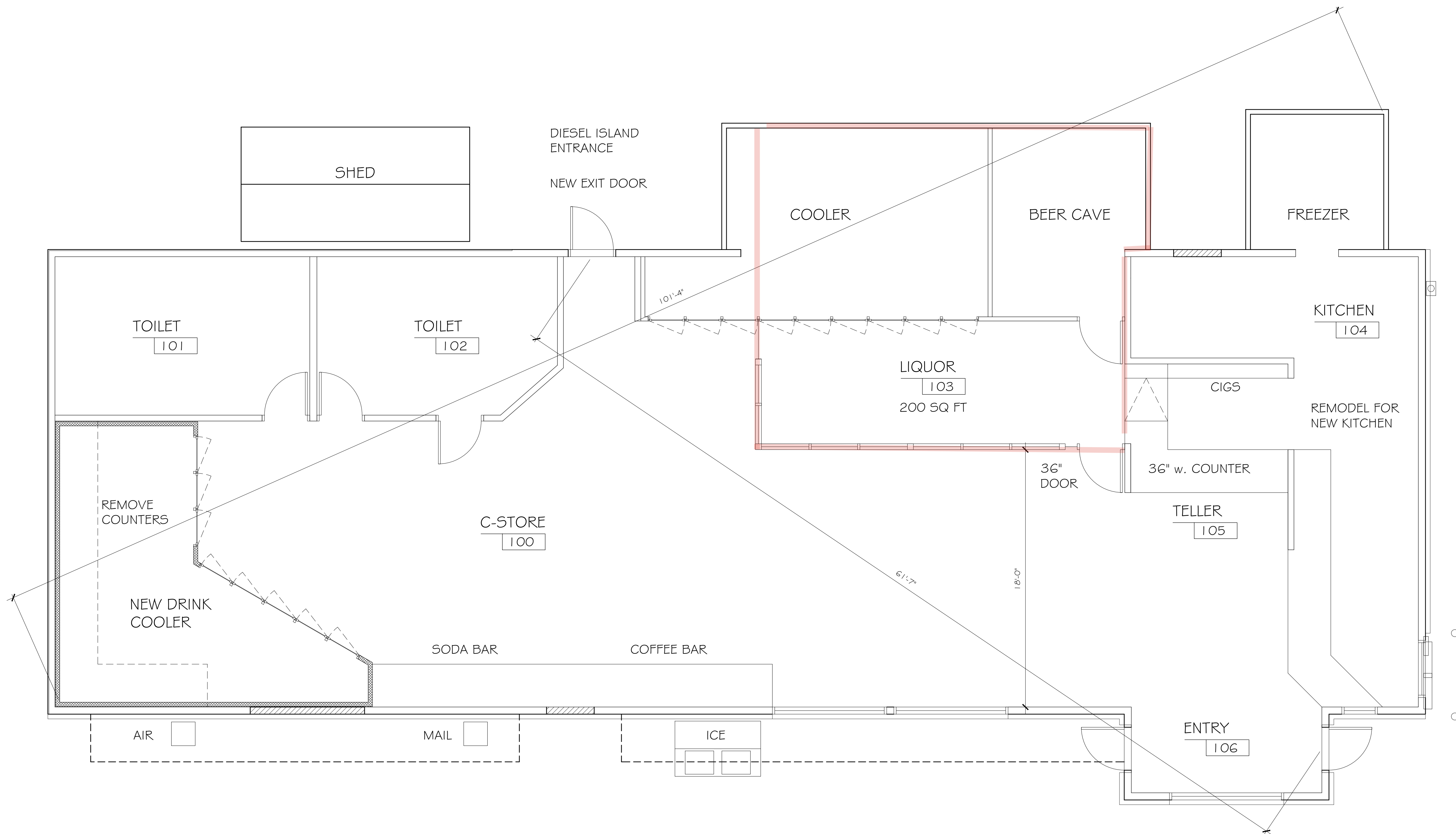
Authorized Signature

Kody Rathai

9-23-2024

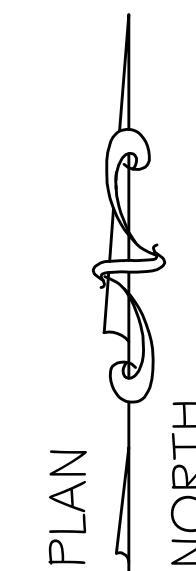
Date

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MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"



SEPTEMBER 20, 2024



324 St. Joseph St. Suite 207 Rapid City, SD 57701 605.342.3388 ph www.schlimgendesign.com

DOCUMENTS NOTICE: The DRAWINGS AND SPECIFICATIONS, as instruments of service, are the intellectual and exclusive property of SCHLIMGEN DESIGN CONSULTANTS, INC. whether the project for which they were prepared is executed and constructed or not. These documents are not to be reproduced in any form and they are not to be used by the project owner nor any other entity on any other projects or for any extensions or additions or alterations to the original project except by written authorization and permission from an agreement with the architect.

PRELIMINARY DRAWING

This document is issued as a preliminary document for review purposes. It is not a certified drawing and is not intended to be used for Construction purposes.

PROJECT TITLE:
BIG 'D' STATION #35 RENOVATION

GILLETTE, WYOMING

SHEET TITLE:
MAIN FLOOR PLAN

DRN BY: JM
CK BY: RJS
DATE: SEPTEMBER 20, 2024
REV:
REV:
SCALE: AS INDICATED
PROJECT NO: 24-010

SHEET:

A-2.1



59"

59"

43"

36"

EXIT

6.25"

54"

72.5"

30.5"

70"

6.25"

82.25"

72.25"

BEER

124"

55"

56.25"

55"

SAME BOLD FLAVOR. NOW MINI SIZE.



\$8.00
\$5.68



WARNING: FOR BANNED PRODUCTS ONLY
Please Return Your 95 Receipt



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

A Public Hearing to Amend the District Zoning Map of the City of Gillette, Wyoming, for Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, from R-4, Multi-Family Residential District, to C-2, Central Business District per the Attached Exhibit. Subject to all Planning Requirements. (Planning Commission Vote: 5/0)

BACKGROUND:

The owner is proposing to rezone 206 Ross Ave from R-4, Multi-Family Residential District, to C-2, Central Business District. The property is 0.16 acres and there is an existing building on the east side that has utility services to it.

The minimum district size for a C-2 zoning district is 20 acres. This rezone would meet the minimum district requirements as the adjacent C-2 zoning district that the property would merge with is 40.887 acres.

The surrounding Zoning Districts are:

North – C-2, Central Business District

East – C-2, Central Business District

South – R-4, Multi-Family Residential District

West –C-2, Central Business District

Pursuant to Section 12 of the City of Gillette's Zoning Ordinance, a Zoning Map Amendment shall not be approved except to:

- (1) Correct an obvious error, or
- (2) Recognize changing conditions in the City for the promotion of public health, safety, or welfare.

This proposed rezone recognizes changing conditions within the City. Across the street at 206 Ross and 211 W Second Street, the Frontier Auto Museum has expanded in recent years. As this property is also owned by the museum's owner, Mr. Wandler has relayed to Staff his intention of further expanding the museum offerings to the community and visitors. The traditional mix of residential and commercial uses seen downtown remains present, however the northern area of downtown has seen commercial demand as more businesses are finding value in the walkable, community feel of the traditional downtown area. This rezone would recognize that the adjacent properties bordering downtown Gillette is becoming a more

mixed-use neighborhood and addresses the public health and welfare aspect of the changing conditions requirements.

- Public Health – promotes walkability
- Public Welfare – increased opportunity for museum expansion, thus promoting history and cultural experiences

This case was approved by the Planning Commission during their September 24, 2024, meeting with a vote of 5/0.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download

[Public Hearing Notice](#)

PUBLIC HEARING NOTICE

THE CITY COUNCIL WILL HOLD A PUBLIC HEARING ON OCTOBER 15th, 2024, BEGINNING AT 6:00 P.M. IN CITY HALL, 201 EAST FIFTH STREET, TO CONSIDER A REQUEST FOR AN ORDINANCE TO AMEND THE ZONING DISTRICT MAP OF THE CITY OF GILLETTE, WYOMING FOR LOT 4 OF BLOCK 8, THIRD ADDITION, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM R-4, MULTI-FAMILY RESIDENTIAL DISTRICT TO C-2, CENTRAL BUSINESS DISTRICT.

ANYONE DESIRING FURTHER INFORMATION MAY CONTACT THE DEVELOPMENT SERVICES DEPARTMENT, PLANNING DIVISION, SECOND FLOOR OF CITY HALL, OR CALL 686-5281.

RY MUZZARELLI, P.E.

DEVELOPMENT SERVICES DIRECTOR

DATED: SEPTEMBER 26, 2024

PUBLISH: SEPTEMBER 28, 2024



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, from R-4, Multi-Family Residential District, to C-2, Central Business District per the Attached Exhibit. Subject to all Planning Requirements. (Planning Commission Vote: 5/0)

BACKGROUND:

The owner is proposing to rezone 206 Ross Ave from R-4, Multi-Family Residential District, to C-2, Central Business District. The property is 0.16 acres and there is an existing building on the east side that has utility services to it.

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South – R-4, Multi-Family Residential District

West –C-2, Central Business District

Pursuant to Section 12 of the City of Gillette's Zoning Ordinance, a Zoning Map Amendment shall not be approved except to:

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mixed-use neighborhood and addresses the public health and welfare aspect of the changing conditions requirements.

- Public Health – promotes walkability
- Public Welfare – increased opportunity for museum expansion, thus promoting history and cultural experiences

This case was approved by the Planning Commission during their September 24, 2024, meeting with a vote of 5/0.

ACTUAL COST VS. BUDGET:

N/A

SUGGESTED MOTION:

I move for Approval of an Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming for Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, from R-4, Multi-Family Residential District, to C-2, Central Business District, per the Attached Exhibit. Subject to all Planning Requirements.

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Ordinance
<input type="checkbox"/> Vicinity Map
<input type="checkbox"/> Neighborhood Zoning District Map
<input type="checkbox"/> Planning Requirements
<input type="checkbox"/> Findings of Facts
<input type="checkbox"/> Meeting Minutes 9.24.24

ORDINANCE NO.

AN ORDINANCE TO AMEND THE DISTRICT ZONING MAP OF THE CITY OF GILLETTE, WYOMING, FOR LOT 4 OF BLOCK 8, THIRD ADDITION, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING, FROM R-4, MULTI-FAMILY RESIDENTIAL DISTRICT, TO C-2, CENTRAL BUSINESS DISTRICT, PER THE ATTACHED EXHIBIT, SUBJECT TO ALL PLANNING REQUIREMENTS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, THAT:

Section 1. Legal Description

Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming

Section 2. Zoning Amendment

Lot 4 of Block 8, Third Addition, City of Gillette, Campbell County, Wyoming, is hereby amended from R-4, Multi-Family District, to C-2, Central Business District, per the attached Exhibit.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

Shay Lundvall, Mayor

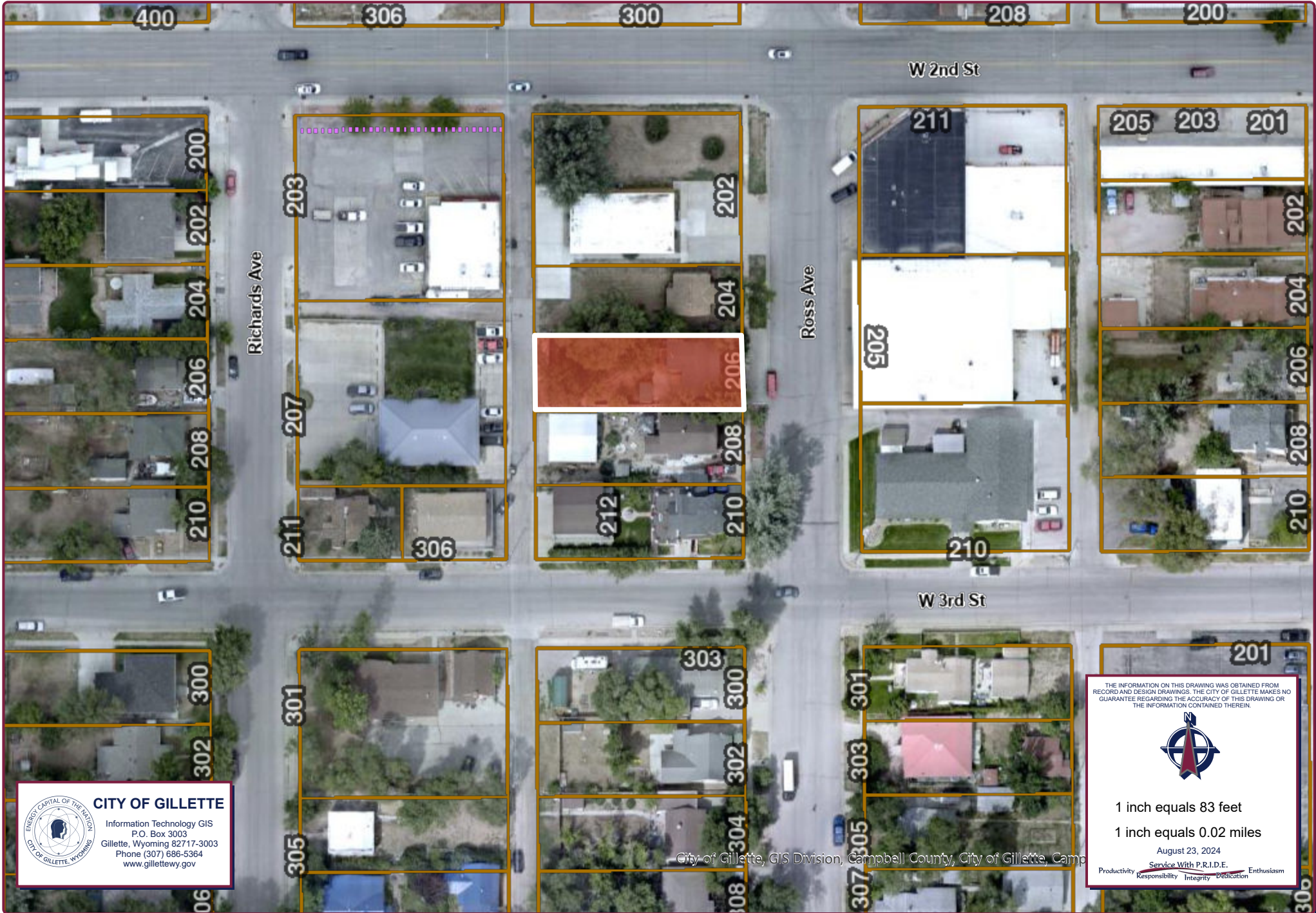
(S E A L)

ATTEST:

Alicia Allen, City Clerk

Publication Date:

206 Ross Vicinity Map



CITY OF GILLETTE

Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



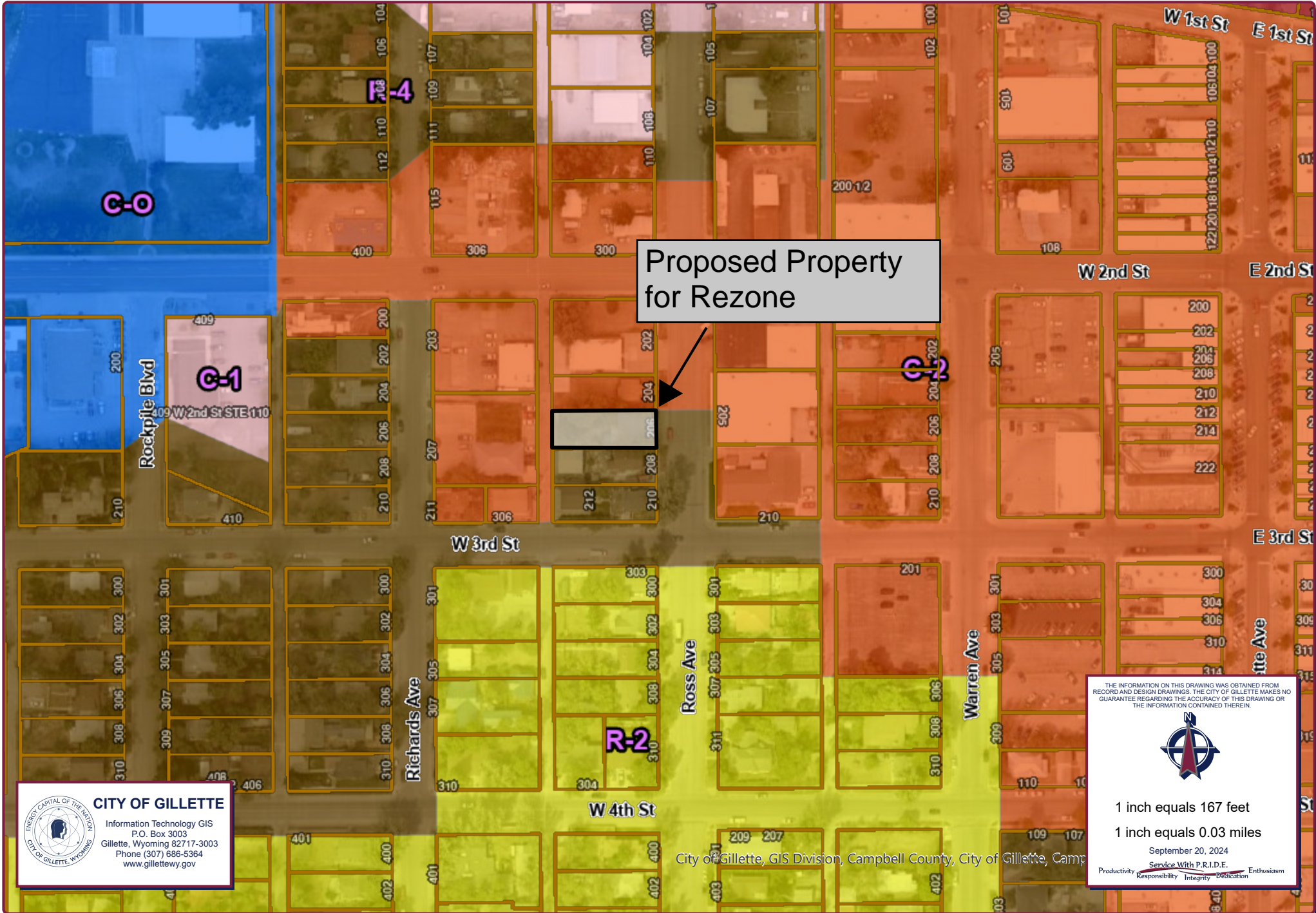
1 inch equals 83 feet
1 inch equals 0.02 miles

August 23, 2024

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

City of Gillette, GIS Division, Campbell County, City of Gillette, Camp

Neighborhood Zoning District Map



Proposed Property for Rezone

CITY OF GILLETTE
 Information Technology GIS
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
 Phone (307) 686-5364
 www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 167 feet
 1 inch equals 0.03 miles

September 20, 2024

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

Planning Requirements

PL2024-0087

Zoning Map Amendment - 206 Ross Ave

The Planning Requirements are as follows:

None

proposed amendments to the Zoning Ordinance through Map Amendment Procedures as required by Section 12.a., of the Code is to (1) correct an obvious error or oversight in the regulations; or to: (2) recognize changing conditions in the City, which require that amendments be adopted for the promotion of the public health, safety or general welfare.

4. Petitioner established that the Zoning Map Amendment will change the Zoning Map for 206 Ross Avenue from R-4, Multi-Family Residential District to C-2, Central Business District.

5. Notice of the hearing date and times were published in the local newspaper of record, as required by W.S.15-1-602.

6. At the hearing, the Case Manger demonstrated the proposed district change will not adversely affect the character of neighborhood.

7. Case Manger established that the Staff Recommendation supports the Zoning Map Amendment to change the zoning district for 206 Ross Avenue.

8. At the hearing, the Case Manger demonstrated the proposed changes will not adversely affect the character of the neighborhood with the change of zoning from R-4, Multi-Family Residential to C-2, Central Business District as the neighborhood has experienced commercial growth over the years and the proposed Zoning Map Amendment recognizes the changing conditions regarding public health and public welfare.

9. The Case Manager stated that were no inquiries after publication of the case in the local newspaper.

CONCLUSIONS OF LAW

1. Under W.S. 15-1-602, the governing body shall specify how regulations and the district boundaries are to be determined, established, enforced, amended, supplement or otherwise changed.

Board must hear taxpayer complaints and hold hearings after proper notice.

2. Under Section 12.a Statement of Policy, It is the intent of the City of Gillette that the

zoning ordinance, which includes both the Ordinance and the Zoning District Map have been established for the purpose of promoting sound and desirable development and for maintaining stable land use patterns. "...the ordinance and map shall not be amended, except to (1) correct an obvious error or oversight in the regulations; or to: (2) recognize changing conditions in the City, which require that amendments be adopted for the promotion of the public health, safety or general welfare."

3. Under Section 12.a Statement of Policy, the City Council, the Development Services Division, or any person, firm, or corporation may initiate amendments.

4. Petitioner timely filed its application for a Zoning Text Amendment and all supporting documents required by the City of Gillette and the Board has jurisdiction to hear these matters.

5. Petitioner established the legal basis for such an amendment by stating the proposed change is to recognize changing conditions in the community.

6. When proposing a zoning map amendment, the burden is on the Petitioner to establish by credible evidence an obvious error in the map or changing conditions within the city boundaries as required in Section 12.a of the Code.

7. In the absence of evidence rebutting the presumption in favor of the Petitioner, reviewing bodies presume that the Case Manager charged with establishing consistency with administering the Code, exercised honest judgement in accordance with the applicable rules, regulations, and other directives that have passed public scrutiny under W.S. 15-1-602 and Section 12.a of the Code.

8. The Board was presented with the Petitioner's Map Amendment.

9. The Board was unanimous in their vote to approve the Petitioner's Map Amendment to amend the Zoning District Map for 206 Ross from R-4, Multi-Family Residential to C-2, Central Business District, based on changing conditions in the city. The Commission forwards the case to the City of Gillette City Council for a second public hearing and final vote.

NOTICE

Any party may appeal a final adverse written decision or order of this City of Gillette Planning Commission by filing a notice of appeal to the City of Gillette City Council or attend the City Council public hearing on the matter. Such written appeal must be filed no later than 4pm on the day of the City Council public hearing.

DATED THIS _____ day of October, 2024.

CITY OF GILLETTE PLANNING COMMISSION

Shaun Hottell, Chair

ATTEST: _____
Meredith Duvall, City Planning Manager

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ September 24, 2024 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Vice-Chair Ryan Conklin, Cristal Pratt, Richard Cone, and Matthew Nelson

Commission Members Absent: Jack Colson and Ian Scott.

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, Planner; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Chair Shaun Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Vice-Chair Conklin to approve the meeting minutes of September 10, 2024. Chair Hottell seconded the motion. Motion carried 5/0.

Case No.
PL2024-0085
MINOR
SUBDIVISION
– 601 & 617 E
Boxelder Road

The applicant, Zane Green, seeks to combine three lots into one lot at 601 and 617 E Boxelder Road. 617 E Boxelder Road, or lots 4A and 5A, are two lots that operate as one zone lot with one address. 601 E Boxelder, or lot 3A, is 0.20 acres, Lot 4A is .19 acres, and Lot 5A is .19 acres. All three lots are zoned C-1, General Commercial District. There is no minimum lot size, only a minimum width of 50', in a C-1 District. All three lots currently meet the minimum width requirement. If the lots are combined, the new lot will be 0.59 acres.

The property is currently utilized as a car wash, which is a permitted use in a C-1 Zoning District. The existing structure straddles the shared lot line of lots 4A and 5A. 601 E Boxelder has minimal development with only an asphalt turn around existing on the property. The purpose of this lot consolidation is to facilitate the further expansion of the car wash. A Commercial Site Plan for this expansion has been approved with the stipulation that this minor subdivision be completed and filed with the Campbell County Clerk's Office.

Shannon Stefanick said the city received no inquiries from the public on the case.

Chair Hottell asked if there were any comments from the public or Commission on the case.

There being no further comments or questions Cristal Pratt made a motion to approve the case, and Richard Cone seconded. The Motion carried 5/0.

Case No.
PL2024-0087
ZONING MAP
AMENDMENT
– 206 Ross
Avenue

The owner, Jeff Wandler, is proposing to rezone 206 Ross Ave from R-4, Multi-Family Residential District, to C-2, Central Business District. The property is 0.16 acres and there is an existing building on the east side that has utility services to it.

The minimum district size for a C-2 zoning district is 20 acres. This rezone would meet the minimum district requirements as the adjacent C-2 zoning district that the property would merge with is 40.887 acres.

This proposed rezone recognizes changing conditions within the city. Across the street at 206 Ross and 211 W Second Street, the Frontier Auto Museum has expanded in recent years. As this property is also owned by the museum's owner, Mr. Wandler has relayed

to staff his intention of further expanding the museum offerings to the community and visitors.

The traditional mix of residential and commercial uses seen downtown remains present, however the northern area of downtown has seen commercial demand as more businesses are finding value in the walkable, community feel of the traditional downtown area. This rezone would recognize that the adjacent properties bordering downtown Gillette is becoming a more mixed-use neighborhood and addresses the public health and welfare aspect of the changing conditions requirements.

- Public Health – promotes walkability
- Public Welfare – increased opportunity for museum expansion, thus promoting history and cultural experiences

Meredith Duvall said the city received no inquiries from the public on the case.

Chair Hottell asked if there were any comments from the public or Commission on the case.

Richard Cone asked if 202, 204, and 206 Ross were owned by the same person. Meredith Duvall said all the lots except 202, 208 and 210 on the block are owned by Mr. Wandler. Mr. Cone asked if the rezoning was taking into consideration all his property in the vicinity. Ms. Duvall said if the property does not meet the minimum district size requirement as a standalone property, the surrounding property will be looked at as it is allowed to be merged with an adjacent zoning district, and the overall zoning district does meet the minimum requirement.

Chair Hottell asked if the zoning change would fit in with the city's comprehensive plan. Ms. Duvall said the city is currently working on the land use map and while it is not finalized, discussions had with the community to compile the comprehensive plan, and the zoning does meet with what the community is saying what they want as far as walkable downtown attractions.

Chair Hottell asked what the minimum acreage for residential zoning was, as the residential lots are getting less and less in the area, he said. Ms. Duvall said it is two acres for R4 zoning, and the remaining lots would still be compliant with that.

Richard Cone asked if Mr. Wandler had stated if he had any plans for the lot he wanted rezoned. Ms. Duvall said there was a news article in the Cowboy State Daily where Mr. Wandler stated he was going to be further expanding the museum by having an outdoor neon sign museum. Mr. Cone asked if the neighbors at 208 Ross were aware of the plans for the lot and Ms. Duvall said they were aware, and surrounding property letters had gone out to area residents as well.

There being no further comments or questions Richard Cone made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 5/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next meetings will be October 8, 2024, and October 22, 2024.

ADJOURNMENT The meeting was adjourned at 5:26 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



CITY OF GILLETTE
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 10/15/2024 6:00:00 PM

SUBJECT:

Executive Session for Personnel Pursuant to W.S. 16-4-405(a)(ii)

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Sean Brown, City Attorney

ATTACHMENTS:

[Click to download](#)

No Attachments Available