



Campbell County Parks and Recreation Department  
Board of Directors Meeting, Recreation Center - Canyon Room  
Gillette, Wyoming  
January 22, 2018, 5:00 pm  
Bobby Ingram - Chairman  
Barb Pilon - Secretary/Treasurer  
Mike Hladky  
Clay Cundy  
Justin Merryman

A. Call To Order

B. Consent Agenda

I. 2017-18 Consent Agenda

Documents:

[2017-18 CONSENT AGENDA.PDF](#)

II. November 27, 2017 Minutes

Documents:

[BOARD MEETING MINUTES 11.27.17.PDF](#)

III. December 18, 2017 Minutes

Documents:

[BOARD MINUTES 12.18.17.PDF](#)

C. Items From Public

D. Old Business

E. New Business

I. Gillette Hockey Association Ice Rental Fees

II. Part-Time Staff Use Of Facilities

F. Items From Staff

I. Recreation Report - Adam Gibson

II. Parks Report - Mike McNutt

III. Golf Report - Dwayne Dillinger

G. Items From Board

H. Director's Report

I. University Of Wyoming Vs Montana State Indoor Track Meet

II. 2018-19 Budget Dates

Documents:

[2018-19 BUDGET DATES .PDF](#)

III. Permission To Discharge Of Firearms

Documents:

[DISCHARGE OF FIREARMS AT BELL NOB.PDF](#)

IV. Next Meeting-February 26, 2018, Quarterly Meeting At 4:00 Pm

I. Adjournment



## MINUTES

### CAMPBELL COUNTY PARKS AND RECREATION BOARD OF DIRECTOR'S MEETING Gillette, Wyoming

November 27, 2017 - 5:00 P.M.

MEMBERS PRESENT: Bobby Ingram, Mike Hladky, Clay Cundy and Justin Merryman

MEMBERS ABSENT: Barb Pilon

STAFF PRESENT: Rick Mansur, Heather Harvey, Mike McNutt, Adam Gibson, Dwayne Dillinger

GUESTS PRESENT: Belinda Christiansen (Gillette Area Leadership)

- I. The Campbell County Parks and Recreation Department Board of Director's held its regular meeting on November 27, 2017 at 5:00 p.m. at the Gillette Recreation Center. The meeting was called to order by Chairman Ingram. A quorum was present.
- II. Consent Agenda: ON A MOTION BY MR. HLADKY AND SECONDED BY MR. CUNDY, THE CONSENT AGENDA WAS APPROVED BY THE BOARD. THE AGENDA INCLUDED THE MINUTES FROM THE OCTOBER 23, 2017 BOARD MEETING AND THE VOUCHER LIST TOTALING \$420,082.76.
- III. Items from Public: There were no "Items from Public."
- IV. Old Business: There was no "Old Business."
- V. New Business:
  - A. Wright Recreation Center Friday Evening Hours
    - a. The Wright Facility has seen an increase in pass sales over the past two months and have been asked numerous times by patrons to consider extending the Friday evening hours. The proposal by staff is to extend the hours on Fridays to close at 9:00 p.m. There will be no additional staff costs as the full-time evening person will adjust hours to accommodate the schedule change.

MR. HLADKY MOVED TO EXTEND THE HOURS ON FRIDAY EVENINGS TO 9:00 P.M. AT THE WRIGHT RECREATION CENTER. MR. CUNDY SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Dress Code Policy Update

- a. Mansur reviewed the Dress and Appearance Guidelines for the Recreation Center and proposed a few changes. The policy had not been reviewed in the past several years and a few minor changes were needed to address current styles.

MR. CUNDY MOVED TO UPDATE THE DRESS AND APPEARANCE GUIDELINES FOR THE RECREATION CENTER AS PRESENTED. MR. MERRYMAN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Driving Range Fee Increase

- a. Dillinger is currently reviewing the 2018-19 budget and requested a fee increase for the Driving Range tokens. This year Cameron Brown, Golf Professional, will be ordering range balls of a higher quality. The revenue from the tokens is split 15% department and 85% Golf Pro.

MR. HLADKY MOVED TO APPROVE THE DRIVING RANGE TOKEN FEE INCREASE AS PRESENTED. MR. MERRYMAN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Bell Nob Club House Liquor License renewal

- a. Mansur delivered the renewal application for the Bell Nob Club House Liquor License for April 1, 2018 – March 31, 2019.

MR. CUNDY MOVED TO RENEW THE BELL NOB CLUB HOUSE LIQUOR LICENSE. MR. MERRYMAN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

VI. Items from Staff:

A. Recreation Report:

- a. Gibson reported that Secret Santa is under way and over 200 letters have already been received for patrons to sponsor. Staff will begin shopping next week with the monetary donations that have been received.
- b. Gibson reported that the auto belay on the climbing wall was sent in again. He will be discussing options with the company this week regarding possible replacement.

B. Parks Report:

- a. McNutt reported that Festival of Lights at Cam-Plex Park is open every night through the holiday season. The staff created and built one new display this year, polar bears with fish. Each year approximately \$20,000 is raised through individual or business sponsorships. The revenue is used to purchase

replacement supplies and build new displays. A sign is displayed recognizing the sponsor at each display.

- b. A tree lighting ceremony was held at the Legacy Living & Rehabilitation Center last week. The residents of the facility were very excited to view the lights for the holiday season. Nearly \$5,000 was received by donations from the public to purchase the lights and Parks staff decorated the trees.
- c. McNutt reported that Spirit Hall Ice Arena is quite busy with programs, birthday parties and public skate. There will be a special skate event, Skate Around the Tree, held on Christmas Eve and Christmas Day from 1 p.m. – 4 p.m.

C. Bell Nob Report:

- a. Dillinger reported the staff has been cleaning the clubhouse and carpet in preparation for holiday party reservations in November and December. The facility is booked for every Friday and Saturday evening.
- b. Dillinger reported that there was a roof leak at the clubhouse and Public Works is fixing it.

VII. Items from Board: There were no “Items from Board”.

VIII. Director’s Report:

A. Quarterly Meeting Commissioners

- a. Mansur reported that the budget message this year would be hold the line.
- b. Discussion was held regarding equipment lease vs. purchase options. Mansur will gather more information to present at a later time.

B. Bell Nob Golf Course Lounge and Pro Shop Report

- a. Mansur reported that the Bell Nob Golf Course Lounge revenue is down \$712 and the Pro Shop revenue is up \$30,077 in comparison to last year.

C. Next Meeting: The next meeting will be held December 18, 2017 at the Gillette Recreation Center.

IX. Adjournment: The Board, on a motion duly seconded, adjourned at 5:45 p.m.

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APPROVED SECRETARY

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APPROVED CHAIRMAN

## MINUTES

### CAMPBELL COUNTY PARKS AND RECREATION BOARD OF DIRECTOR'S MEETING Gillette, Wyoming

December 18, 2017 - 5:00 P.M.

MEMBERS PRESENT: Bobby Ingram, Barb Pilon, Mike Hladky and Justin Merryman

MEMBERS ABSENT: Clay Cundy

STAFF PRESENT: Rick Mansur, Heather Harvey, Mike McNutt, Adam Gibson and Wes Johnson

GUESTS PRESENT:

- I. The Campbell County Parks and Recreation Department Board of Director's held its regular meeting on December 18, 2017 at 5:00 p.m. at the Campbell County Recreation Center. The meeting was called to order by Chairman Ingram. A quorum was present.
- II. Consent Agenda: The Consent Agenda, Minutes from November 27, 2017 Board Meeting and December Voucher List were not presented at the meeting due to the early meeting date. The items will be presented at the January meeting.
- III. Items from Public: There were no "Items from Public."
- IV. Old Business: There was no "Old Business."
- V. New Business:

A. Gillette Junior Hockey Ice Rental Agreement

MR. HLADKY MOVED TO APPROVE THE GILLETTE JUNIOR HOCKEY ICE RENTAL AGREEMENT AS PRESENTED. SECRETARY PILON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Golf Professional Agreement

SECRETARY PILON MOVED TO APPROVE THE GOLF PROFESSIONAL AGREEMENT AS PRESENTED. MR. MERRYMAN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. 2018 Board of Director's Meeting Dates

MR. MERRYMAN MOVED TO APPROVE THE 2018 BOARD OF DIRECTOR'S MEETING DATES AS PRESENTED. SECRETARY PILON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

VI. Items from Staff:

A. Recreation Report:

- a. Gibson reported that the Secret Santa program is winding down this week. There were 458 children in the program this year. The children complete a Secret Santa letter which is turned in at the Recreation Center. The community selected and sponsored 304 Secret Santa letters and the Recreation Center staff shopped for the remaining 154 children with monetary donations that were received by the community.
- b. Gibson reported that staff are busy setting up the 2018 Wellness Incentive Passes for the 447 County employees and/or spouses that have qualified. Staff will be available every Wednesday in January by appointment from 4 p.m. – 7 p.m. to show the recipients how to operate the cardio and/or weight equipment.

B. Parks Report:

- a. McNutt reported that Park staff has been working on small jobs such as repairing computer cabinets at the Recreation Center and planting trees in Wright.
- b. McNutt reported that Spirit Hall Ice Arena has been very busy. The staff has been preparing for the annual Skate Around the Tree event which will be held on Christmas Eve and Christmas Day. Two snow machines were donated by local businesses for this event.
- c. Wes Johnson, Parks Supervisor, reported that KOOL 105.3 will be hosting hay rides through the Festival of Lights at Cam-Plex Park this Wednesday. There will also be a food drive on Friday and the proceeds will go to GARF. Johnson discussed plans for next year's Festival of Lights display as well as the addition of light displays to Lasting Legacy Park. He demonstrated a lamp post display that the Park staff created for Lasting Legacy Park.

VII. Items from Board: There were no "Items from Board."

VIII. Director's Report:

A. Part-Time Staff Free Use of Facilities

- a. Mansur reported that a letter for CCPR part time staff to receive free use of the facility would be on the Board of Commissioner's Consent Agenda tomorrow.



- B. Employee and Board Appreciation Dinner, January 19, Cam-Plex
  - a. Mansur reported that the Board Appreciation Night and Employee Winter Gathering have been combined into one evening. Invitations will be mailed out for the Employee and Board Appreciation Dinner which will be held at the Wyoming Center on January 19<sup>th</sup>, 2018.
  
- C. CCPR Holiday Party, January 6, Railyard
  - a. A holiday party will be held at 6:30pm on January 6<sup>th</sup> at the Railyard for CCPR staff and the Recreation Board. An invitation will be mailed.
  
- D. Next Meeting: The next meeting will be held January 22, 2018 at the Recreation Center.

IX. Adjournment: The Board, on a motion duly seconded, adjourned at 5:28 pm.

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APPROVED SECRETARY

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APPROVED CHAIRMAN

# CAMPBELL COUNTY PARKS AND RECREATION

## 2018 - 2019 BUDGET DATES, DEADLINES

### Capital & 1%

February 7	Staff: All Capital and 1% Budgets due to Heather.
February 12	Heather: Deliver hard copy, Capital and 1% to Rick.
February 14	Rick: Final Capital and 1% due to Heather.
February 21	Board: Receives Capital and 1% for review.
<b>February 26</b>	<b>Meeting with Board, Capital and 1% review, 12:00 Noon - Board Room, Recreation Center.</b>
February 26	Board: Approval of Capital and 1% Budget at Board Meeting.
March 2	Rick: Deliver Capital and 1% Budget to Clerks Office.

### Operational

February 21	Staff: Operational Budgets to Heather.
February 21	Staff: Usage figures due to Heather.
March 5	Heather: Rough draft Operational Budget to Rick.
March 12	Rick: Final Operation Budget to Heather.
March 19	Board: Receives Operational Budget for review.
<b>March 26</b>	<b>Budget Meeting with Board: Operational Budget review, 12:00 Noon - Board Room, Recreation Center.</b>
March 26	Board: Approval of Operational Budget at 5:00 p.m. Board Meeting.
March 29	Rick: Deliver Operational Budget to Commissioners.



# CITY OF GILLETTE

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

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

December 27, 2017

Rick Mansur, Executive Director  
Campbell County Parks and Recreation  
250 Shoshone Ave.  
Gillette, WY 82718

Dwayne Dillinger  
Golf Course Superintendent  
Bell Nob Golf Course  
250 Shoshone Ave.  
Gillette, WY 82718

Re: Permission to Discharge Firearms with the City of Gillette for purposes of waterfowl damage control on the Bell Nob Golf Course

Dear Mr. Mansur and Mr. Dillinger:

Pursuant to Gillette City Code §14-34, a license is hereby granted to Rick Mansur, Dwayne Dillinger, and any designated hunters as identified by Bell Nob to be engaged in hunting on the Course for purposes of limiting destruction to the greens by waterfowl: specifically those associated with the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> holes of the Course. This license is granted solely for the purposes of allowing the discharge of firearms within the City of Gillette for the reasons set forth herein, and for no other firearm related activity involving the discharge of firearms within the City of Gillette.

The discharge of firearms is limited to daylight hours and on those dates specified by the Wyoming Game and Fish Department in its hunting regulations. Permission is contingent upon compliance with all local, state and federal laws. An employee of Bell Nob Golf Course shall accompany any and all hunters while engaged in hunting on the Course.

Rick Mansur, Dwayne Dillinger, Bell Nob Golf Course, and any designated hunters, by and through the acceptance of this license understand that pursuant to Gillette City Code §14-34, permission and this license may be revoked at any time. The City does not waive governmental immunity by granting this license and specifically retains all immunities and defenses available to it pursuant to WYO. STAT. §§ 1-39-101-121 and all other applicable law.

Sincerely,

Patrick G. Davidson, City Administrator