

**City of Laramie**  
Community Development Department  
P.O. Box C  
Laramie, WY 82073

Planning: (307) 721-5207  
Code Administration: (307) 721-5271  
Fax: (307) 721-5248  
TTD: (307) 721-5295

August 22, 2012

Ms. Janine Jordan  
City Manager  
City of Laramie  
PO Box C  
Laramie, WY 82073

Dear Janine:

This letter is to document total time and estimated value of time devoted to the Cirrus Sky Technology Park project, for two Community Development Department Divisions: Administration and Planning.

**Administration:**

- Randy Hunt (Director): April 4 through June 30: approx. 27.5 hours per week for 13 weeks = 357.5 hours; Hourly rate = \$44.7115; Total = \$15,984.36
- Randy Hunt (Director): July 1 through August 22: approx. 27.5 hours per week for 12 weeks = 247.5 hours; Hourly rate = \$45.8300; Total = \$11,342.93  
(note: split hours reflect that my annual compensation increased July 1)
- Kathy Wickersham (Administrative Assistant): April 4 through August 22: approx 4 hours per week for 25 weeks = 100 hours; Hourly rate = \$20.6200; Total = \$2,062.00

**Planning:**

- Derek Teini (Senior Planner): April 4 through August 22: approx. 8 hours per week for 25 weeks = 200 hours; Hourly rate = \$28.4264; Total = \$5,685.28
- Charles Bloom (Senior Planner): April 4 through August 22: approx. 2 hours per week for 25 weeks = 50 hours; Hourly rate = \$28.4264; Total = \$1,421.32.

**Grand Total = \$36,495.89**

Please let me know if you have questions or concerns.

Respectfully,

Randy Hunt  
Community Development Director

Date: 8/15/2012

Pence and MacMillan LLC  
501 E. Garfield St.  
P.O. Box 1285  
Laramie, WY 82070  
307-745-3626

LEDC  
PO Box 1250  
Laramie, WY

Regarding: LEDC Cirrus Sky Technology Park  
Invoice No: 17346

**Services Rendered**

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
4/09/2012	MG	Address issues pertaining to data center park	3.50	\$185.00	\$647.50
4/10/2012	MG	Calls and meetings to facilitate north center data park Facilitate ACSD speaking Attend board meeting	6.00	\$185.00	\$1,110.00
4/18/2012	MG	Meeting to discuss north data center park	2.50	\$185.00	\$462.50
5/18/2012	MG	Meeting on Coughlin	1.70	\$185.00	\$314.50
5/31/2012	MG	Meeting with Don Collins and Gaye	1.40	\$185.00	\$259.00
6/01/2012	MG	Meeting with Dave Coffey Cirrus Sky Park meeting Follow-up and recap with Janine and folks	5.50	\$185.00	\$1,017.50
6/04/2012	MG	Meeting with Gary Negich	1.30	\$185.00	\$240.50
6/05/2012	MG	Hand-deliver letter to Bill Gern	0.40	\$185.00	\$74.00
6/05/2012	MG	Meeting with Gaye	1.80	\$185.00	\$333.00
6/07/2012	MG	Cirrus Sky group meeting	2.00	\$185.00	\$370.00
6/12/2012	MG	Follow-up and emails concerning Cirrus and development meetings	0.40	\$185.00	\$74.00

6/14/2012	MG	Follow-up and coordinate meeting with Mitch Edwards	0.30	\$185.00	\$55.50
6/14/2012	MG	Meeting with Mitch Edwards and follow-up	1.30	\$185.00	\$240.50
6/14/2012	MG	Attend Cirrus board meeting	1.50	\$185.00	\$277.50
6/15/2012	MG	Multiple phone calls regarding Cirrus Sky Park	1.50	\$185.00	\$277.50
6/18/2012	MG	Telephone conference with Dave Coffey and Gary Negich	0.50	\$185.00	\$92.50
6/20/2012	MG	Meeting with Mitch Edwards and follow-up with Janine	2.50	\$185.00	\$462.50
6/21/2012	MG	Attend Cirrus meeting	1.70	\$185.00	\$314.50
6/21/2012	MG	Email communications with Mitch Edwards	0.40	\$185.00	\$74.00
6/22/2012	MG	Multiple phone conferences to discuss status of development plan	1.00	\$185.00	\$185.00
6/25/2012	MG	Telephone conferences with Janine Jordan and Gaye to discuss upcoming planning commission	0.70	\$185.00	\$129.50
6/26/2012	MG	Attend City Council meeting	1.70	\$185.00	\$314.50
6/28/2012	MG	Attend Cirrus and committee meetings	3.10	\$185.00	\$573.50
6/29/2012	MG	Emails and telephone calls regarding Cirrus	0.80	\$185.00	\$148.00
7/03/2012	MG	Email exchange regarding option for Cirrus and misc	0.40	\$185.00	\$74.00
7/10/2012	MG	Telephone conference with Gaye; email with Cirrus and Bill Gern	0.60	\$185.00	\$111.00
7/12/2012	MG	Team meeting; follow-up emails	2.10	\$185.00	\$388.50
7/12/2012	MG	Meeting with Gaye	0.70	\$185.00	\$129.50
7/13/2012	MG	Meeting with Janine Jordan and follow-up	1.20	\$185.00	\$222.00

7/16/2012	MG	Meeting with Bill Gern, Janine, Gaye and follow-up for meeting with WBC	1.50	\$185.00	\$277.50
7/17/2012	MG	Multiple telephone calls and emails to discuss appraisal and follow-up Conduct and attend board meeting	3.60	\$185.00	\$666.00
7/18/2012	MG	Travel to Cheyenne and back to meet with WBC	3.60	\$185.00	\$666.00
7/19/2012	MG	Meeting with team and multiple follow-up	2.80	\$185.00	\$518.00
7/23/2012	MG	Meeting with Guy Warpness and Gaye Stockman	1.30	\$185.00	\$240.50
7/24/2012	MG	Meeting with Janine Jordan	1.20	\$185.00	\$222.00
7/26/2012	MG	Sky Park meeting and grant review Meeting with Kermit Brown	3.40	\$185.00	\$629.00
7/26/2012	MG	Meeting with Don Collins Meeting with Mitch Edwards, City	1.40	\$185.00	\$259.00
7/30/2012	MG	Telephone conference with Gary Negich	0.40	\$185.00	\$74.00
8/01/2012	MG	Meeting with Dave Coffey to further discuss components of project	0.70	\$185.00	\$129.50
8/02/2012	MG	Cirrus Sky Group Meeting	1.50	\$185.00	\$277.50
8/06/2012	MG	Draft MOU City / LEDC / UW	3.20	\$185.00	\$592.00
8/06/2012	MG	Telephone conference with Jodi Guerin; telephone conference with Gaye re: recapture plan	0.60	\$185.00	\$111.00
8/06/2012	MG	Multiple emails and telephone calls, including Senator Rothfuss to discuss project and set up meetings	1.00	\$185.00	\$185.00
8/06/2012	MG	Emails, prepare for council meeting, multiple follow-ups as to status of components of project and prepare in kind hours	1.20	\$185.00	\$222.00
8/07/2012	MG	City Council Meeting	2.00	\$185.00	\$370.00

8/07/2012	MG	Continue drafting and working on MOU	1.40	\$185.00	\$259.00
8/07/2012	MG	Travel to Cheyenne, meet with WBC; travel back; miscellaneous follow-up	3.90	\$185.00	\$721.50
8/08/2012	MG	Meeting with community members to discuss project	0.80	\$185.00	\$148.00
8/08/2012	MG	Prepare editorial articles	1.00	\$185.00	\$185.00
8/09/2012	MG	Cirrus Sky Group Meeting	1.70	\$185.00	\$314.50
8/09/2012	MG	Rotary presentation regarding cirrus sky park	1.00	\$185.00	\$185.00
8/09/2012	MG	Interview with Laramie Boomerang	0.40	\$185.00	\$74.00
8/15/2012	MG	Projected future workings to assist in finalizing MOU, Development Agreement and other legal documents	15.00	\$185.00	\$2,775.00
8/15/2012	MG	Projected future communications, public meetings and workings toward grant from current date through January 2013.	20.00	\$185.00	\$3,700.00

Total Fees	\$22,773.50
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Total New Charges	\$22,773.50
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Previous Balance	\$0.00
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Balance Due	\$22,773.50
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**Staff Summary**

Name	Hours	Rate
Megan Overmann Goetz	123.10	\$185.00

**WE NOW ACCEPT INVOICE AND RETAINER PAYMENTS ON-LINE AT  
www.penceandmac.com**

**Please make checks payable to PENCE AND MACMILLAN LLC. Any payments received after the invoice date will be reflected on the next bill. If you have any questions regarding this bill, please call our office at 307-745-3626.**



August 3, 2012

Dear Jodi and Gaye,

Thus far, I have spent 19.5 hours attending meetings and helping plan various elements of the Cirrus Sky Technology Park, including the application to the Wyoming Business Council. My hourly salary rate in my position at the University of Wyoming is \$43.27. This calculates into an in-kind donation of \$843.77 thus far.

Please let me know if you wish any additional information. Thanks for all of your dedication and hard work in making this endeavor a reality.

Sincerely,

Michael A. Massie

Special Assistant to the President  
for External Relations

August 6, 2012

To: Jodi Guerin – Grant Writer, City of Laramie

RE: Cirrus Sky Tech Park – Volunteer Hours

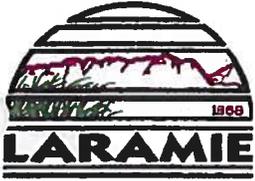
Dear Jodi:

To date, I have spent approximately 35 volunteer hours through LEDC, working to see the this project to fruition. My hourly professional rate is \$140 per hour making my contribution valued at \$4,900.

Sincerely,  
Coffey Engineering & Surveying, LLC



David R. Coffey, P.E., L.S.  
CEO



**City of Laramie**

City Manager's Office  
P.O. Box C  
Laramie, WY 82073

(307) 721-5226  
FAX (307) 721-5211  
TDD (307) 721-5295

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August 29, 2012

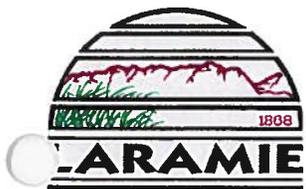
Janine Jordan, City Manager  
City of Laramie  
PO Box C  
Laramie, WY 82073

Dear Janine:

The estimated value of my time allocated to City's in-kind contribution for the proposed Cirrus Sky Technology Park project is \$1,100. This is based on my annual salary of \$92,240 calculated hourly for 25 hours of time on this project.

Respectfully,

David M Derragon  
Assistant City Manager



## City of Laramie

City Manager's Office  
P.O. Box C  
Laramie, WY 82073

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TDD (307) 721-5295

August 29, 2012

Janine Jordan  
City Manager  
City of Laramie  
PO Box C  
Laramie, WY 82073

Dear Janine,

I would estimate that the City's in-kind contribution for my time on the Cirrus Sky Technology Park would be \$ 6,600. This is based on my annual salary of \$22,000 for half time work with approximately 90% of my time allocated to this project for the past four months.

Sincerely,

Jodi Guerin  
Grants Analyst  
City of Laramie



# UNIVERSITY OF WYOMING

Vice President for Research & Economic Development  
1000 E. University Avenue, Department 3355 • Room 305/308, Old Main • Laramie, WY 82071  
(307) 766-5353 • (307) 766-5320 • fax (307) 766-2608 • [www.uwyo.edu/research](http://www.uwyo.edu/research)

August 17, 2012

Gaye Stockman, President & CEO  
Laramie Economic Development Corporation  
PO Box 1250  
Laramie, WY 82073

Dear Gaye,

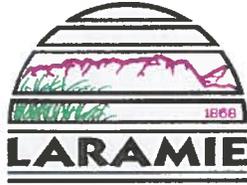
As of August 17, my in-kind contribution totals \$2,800 for my participation in meetings; and providing assistance for the various elements of the Cirrus Sky Technology Park, including contributions to the writing and editing of the application to the Wyoming Business Council.

Please let me know if you require any additional information.

Sincerely,



William A. Gern, Vice President  
Research & Economic Development

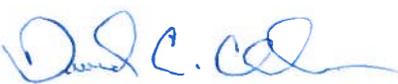


**CITY OF LARAMIE**  
**CITY ATTORNEY'S OFFICE**  
406 Ivinson  
P.O. Box C  
Laramie, WY 82073

David C. Clark, City Attorney  
Ashley Castor  
Asst. City and Prosecuting Attorney  
OFFICE: (307) 721-5321  
FACSIMILE: (307) 721-5318  
TDD: (307) 721-5295

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**MEMORANDUM**

To: Janine Jordan, City Manager  
From: David C. Clark, City Attorney   
Date: August 22, 2012  
Subject: Time spent for Cirrus Sky Technology Park project

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As you are probably aware, I do not keep time records as to my involvement in the various aspects of my employment as City Attorney. I can only guess at the amount of time that I have spent concerning the various facets of my involvement in the Cirrus Sky Technology Park project during the past few months. I can identify that I was involved in numerous meetings with you, Randy Hunt and several other individuals. The time involved in each meeting varied from a few minutes to more than an hour. I also drafted a series of documents and amendments thereto concerning an option to purchase the real property, which involved a total of more than eight hours of my time in my estimation.

We have met concerning the acquisition of easements across adjoining property, as well as drafting letters and memoranda of the proposed easements. I have reviewed the engineering projections for the utilities and right-of-ways necessary for the project. Following that review I also drafted proposed easement agreements and deeds for the various landowners. I would estimate that my time in those efforts exceeded ten hours of time.

I also drafted and revised a Contingency and Development agreement with the Laramie Economic Development Corporation, which is still being reviewed and amended. I have more than six hours in the work on that agreement to date.

We spent more than one hour discussing the proposed easements with the attorney for one of the landowners from which we were requesting easements. Thereafter, you drafted and I reviewed and amended a letter to that attorney concerning our discussions and the proposal to acquire the easements. I estimate another two hours for that additional work. There have been several discussions concerning those particular easements amongst staff and myself since that time.

I am unable to do any more than estimate my time in the various meetings with staff concerning numerous aspects of the projects, and their legal ramifications of various proposals. Those meetings were in addition to the conversations that were held over the entire period of

time the offers and counteroffers were being exchanged. I am sure that a conservative estimate of twenty hours would be exceeded. Those included answering questions from staff and the members of Council, but I have no records to support such estimate.

I am paid on an annual basis with no time requirements for my employment so long as the work is satisfactorily completed. Calculated with the 2080 hours of a normal work year my hourly salary, excluding benefits, exceeds \$48/hour. With the number of estimated hours specified above, such time would exceed \$2,200 to date.

I am certain that my time spent on the project greatly exceeds the time listed above, but without records I am unable to substantiate such.



**City of Laramie**  
Community Development Department  
P.O. Box C  
Laramie, WY 82073

Engineering: (307) 721-5250  
Fax: (307) 721-5216

August 28, 2012

Ms. Janine Jordan  
City Manager  
City of Laramie  
PO Box C  
Laramie, WY 82073

Dear Janine:

This letter is to document total time and estimated value of time devoted to the Cirrus Sky Technology Park project, for the Engineering Division, part of the Community Development Department Division.

**Engineering:**

- Larry Ketcham (City Engineer): April 4 through August 28: approx. 15.0 hours per week for 22 weeks = 330 hours; Hourly rate = \$40.60; Total = \$13,398.00.
- Ryan Swanson (Civil Engineer): April 4 through August 28: approx 10 hours per week for 22 weeks = 220 hours; Hourly rate = \$25.14; Total = \$5,530.80

**Grand Total = \$18,928.80**

Please let me know if you have questions or concerns.

Respectfully,

Larry Ketcham  
City Engineer



**Wyoming**  
**STATE BANK**

P.O. BOX 700  
3430 East Grand Ave.  
Laramie, WY 82073

Phone: 307-721-9100

Fax: 307-721-9102

Web: [www.wyomingstatebank.com](http://www.wyomingstatebank.com)

August 28, 2012

Mrs. Janine Jordan  
City Manager  
City of Laramie  
P.O. Box C  
Laramie, WY 82073

RE: Cirrus Sky Technology Park In-Kind Contribution

Dear Janine,

As of today, my in-kind contribution totals \$2,620.25 for my participation in meetings, and providing assistance with various elements of the Cirrus Sky Technology Park, including contributions to the writing and editing of the application to the Wyoming Business Council.

Please let me know if you require any additional information.

Sincerely,

Gary Crum, President  
Wyoming State Bank

GC/gs



## LARAMIE ECONOMIC DEVELOPMENT CORPORATION

PO Box 1250 • 2523 East Garfield Street, Suite B • Laramie, Wyoming • 82073

Phone: 307-742-2212 • Fax: 307-742-8200 • [www.LaramieWY.org](http://www.LaramieWY.org) • [www.ClimateCooled.com](http://www.ClimateCooled.com)

August 28, 2012

Mrs. Janine Jordan  
City Manager  
City of Laramie  
P.O. Box C  
Laramie, WY 82073

RE: Cirrus Sky Technology Park In-Kind Trade Contributions

Dear Janine,

With this letter, we are providing documentation of the total time and estimated value the LEDC staff has committed to the Cirrus Sky Technology Park.

Gaye Stockman, President & CEO

April 2012 thru August 2012 (5 months) at 60% of time dedicated to project: \$20,750

Joe Somodi, Vice President

April 2012 thru June 2012 (3 months) at 15% of time dedicated to project: \$1,575.

Ian Payton, Vice President

August 2012 (1 month) at 15% of time dedicated to project: \$525.

Bailie Scott, Office Manager

April 2012 thru August 2012 (5 months) at 15% of time dedicated to project: \$1,500.

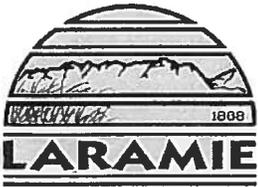
The total in-kind contribution from LEDC is \$24,350.

Please let me know if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Gaye Stockman". The signature is written in a cursive, flowing style.

Gaye Stockman  
President & CEO



## City of Laramie

City Manager's Office  
P.O. Box C  
Laramie, WY 82073

(307) 721-5226  
FAX (307) 721-5211  
TDD (307) 721-5295

August 31, 2012

Mr. Bob Jensen, CEO  
Wyoming Business Council  
214. W. 15<sup>th</sup> Street  
Cheyenne, WY 82002

Dear Mr. Jensen,

The in-kind contribution of time to the Cirrus Sky Technology Park project between April 1 - August 31, 2012 is would be \$ 14,230. This is based on my annual salary and that of my Executive Assistant plus \$410 dollars of tangible work product for marketing and public information materials.

Sincerely,

Janine Jordan  
City Manager  
City of Laramie