

COUNCIL PROCEEDINGS

Council Pre-Meeting

April 1, 2013

5:55 p.m.

A Pre-Meeting of the City Council of the City of Gillette, County of Campbell, State of Wyoming, was held on Monday the 1st day of April 2013, in the third floor conference room of City Hall, pursuant to due notice and call. The Presiding Officer called the meeting to order and upon roll call the following were found to be present:

Council Members present: Kevin McGrath, John Opseth, Forrest Rothleutner, Louise Carter-King, Robin Kuntz, Ted Jerred, and Mayor Tom Murphy.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Pamela L. Boger, Administrative Services Director; Kendall Glover, Utilities Director; Dustin Hamilton, Director of Engineering and Development Services; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Michael Foote, Sustainability Coordinator/Interim Public Information Officer; Brent Wasson, Lieutenant; Mike Cole, Utilities Project Manager; Diane Monahan, Water Services Manager; Patrick Martin, Fleet Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk.

Warm Up Items

Councilman McGrath asked if Public Works could look at 4th and 5th Streets between 4-J Road and Stocktrail. He reported that the roadways are damaged. He also reported that the drainage ditch south of Wal-Mart is in desperate need of cleaning.

CC Lodging Tax Joint Powers Board Planning Grant Request

Mary Silvernell, Executive Director of the Campbell County Convention and Visitor's Bureau, and members of the CC Lodging Tax Joint Powers Board, gave a presentation concerning Wyoming's tourism industry and the need for a larger Visitor Center in Gillette. During the presentation, a comparison of the Town of Wright's newly constructed Visitor's Center versus Gillette's Visitor's Center was given. Ms. Silvernell reported that the Gillette Visitor's Center is deteriorating. The purpose of the grant is to have a study done that would perform a traffic study to determine the best location, see what land is available, and the size of the building needed. The grant is a \$25,000 maximum with a minimum match of \$6,250. The study will cost approximately \$37,000; therefore, the CCCVB is requesting \$6,000 from City Council, and \$6,000 from the County Commissioners that could be added to the \$25,000 in order to have the study done; and this would happen in this next fiscal year.

After the discussion, Mayor Murphy asked City Administrator Napier about the direction the Board was seeking. Mr. Napier explained they are looking to see if Council is willing to participate as the "pass through" with respect to these monies, and didn't anticipate the Board requesting the matching funds from the Council; he thought the Board would cover those funds. Mr. Napier went on to say, with the consent of Council, staff would prepare the agreement and bring it forth for formal approval at a future Council meeting. Councilman Kuntz asked if he misunderstood as it was his recollection from the presentation that the Board will be requesting the money from the City and the County. Mr. Napier stated he would get clarification concerning the funding as in a

previous meeting he had with the Board, they indicated they were not going to request funding.

Madison Pipeline Update

Mike Cole, Utilities Project Manager, gave an update of the Madison Pipeline Project. Mr. Cole reported on the existing construction concerning the Madison Test Wells, and stated that there will be five working wells by 2016 which will provide 7,000 gpm. Mr. Cole updated the group on pipeline contracts No. 3 and No. 4a. He noted that a new electrical substation will be commissioned later this month. Mayor Murphy asked about the bike path on Southern Drive. Mr. Cole replied that the bike path was removed and are waiting on the asphalt plant to open in order to restore the bike path. Mayor Murphy asked if this funding from the Madison Project was paying for the restoration of the bike path. Mr. Cole affirmed that was correct. Mr. Cole then touched on funding requests and upcoming projects. There was a request for an additional \$30 million in grant funding that was approved, and stated there is approximately \$25 million that is unfunded, however, there is a request in the queue for this funding. The largest upcoming contract will begin advertising on April 5th for pre-qualifications. The notice of award for the low bidder will be announced on July 1st.

Review Vehicle Equipment & Replacement Policy

Patrick Martin, Fleet Manager, gave the group a quick overview of the Fleet's Depreciation and Replacement Policy. Mr. Martin explained the Vehicle Score Card Policy and gave an example of PD 58's scorecard and the recommendation for this vehicle to be replaced. Mr. Martin summarized that the scorecard system is working well. Vehicles have been identified with high maintenance and low productivity and efficiency. Also, through this program, there have been units identified that exceed 100,000 miles and remain cost effective. Mr. Martin then proposed to Council that a cap be placed on the Depreciation Fund. He reported that at this time there is a balance of \$4.3 million and would like to cap the fund at \$3.8 to \$3.9 million. Research has shown this to be a good range. It's good to have a healthy fund when needed, he stated, however, feels there is no need to continue building on it. The replacement fund will not exceed 30% of fleet value, or the forecast 5-year projection, or whichever is lower. Councilman Jerred asked if the new vehicle storage facility would help with this program. Fleet Manager Martin feels confident it will.

Agenda Discussion

The group discussed the agenda items for the upcoming April 1, 2013, Council Meeting.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 7:00 p.m.

Tom Murphy, Mayor

(S E A L)
ATTEST:

Karlene Abelseth, City Clerk
Publication Date: April 10, 2013