

## COUNCIL PROCEEDINGS

Work Session

May 28, 2013

6:00 p.m.

A Work Session meeting of the City Council of the City of Gillette, County of Campbell, State of Wyoming, was held on Tuesday the 28th day of May 2013 in the second floor Community Room, 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: Forrest Rothleutner, Louise Carter-King, Robin Kuntz, Ted Jerred, Kevin McGrath, John Opseth, and Mayor Tom Murphy.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; John Aguirre, Human Resources Director; Pamela L. Boger, Administrative Services Director; Kendall Glover, Utilities Director; Dustin Hamilton, Director of Engineering and Development Services; Jim Hloucal, Police Chief; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Michelle Henderson, Finance Director; Diane Monahan, Water Services Manager; Michael Foote, Sustainability Coordinator; Joe Lunne, Public Information Officer; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk.

### Warm Up Items

Councilman Rothleutner reported a phone call he received from a citizen who is concerned about the possibility of the skate park being moved to the area of the public health building. Councilman McGrath reported that he also received a call concerning the skate park location.

Mayor Murphy reported that Campbell County Parks & Recreation is requesting a single firework salute at 7:00 a.m., to begin the Fourth of July activities. After some discussion, Mayor Murphy directed staff to gather more information describing a "single firework salute." Mayor Murphy reported that he attended a ground breaking for the new Lakeview School. He stated that the kids attending the current Lakeview School were bused to the new Lakeview School to attend the ground breaking.

### Campbell County Senior Center Board Budget Discussion

Cathy Konrath, Director of the Campbell County Senior Center, spoke to the Council concerning the dance floor in the banquet area of the Senior Center. She went on to say that there have been major maintenance issues since day one. Different flooring options have been considered and a hardwood floor seems to be the best option. A bid was received from Two Guys Deco in the amount of \$36,000. The County has committed to contribute 1/3 of the costs associated with the replacement of the flooring, and would like the City and the Senior Center to each contribute 1/3 of the cost. Councilwoman Carter-King asked about a warranty. Ms. Konrath stated there is no warranty and from day one there have been concerns about the flooring. She went on to say that these concerns have been noted in the Board's minutes. Councilman Jerred asked about the transition between the hardwood floor and the carpet. Ms. Konrath noted that the flooring company is aware of the transition concerns as there cannot be a tripping hazard for the residents. Councilman McGrath stated he has a hard time replacing the flooring and feels those involved with the initial approval should be

responsible for the replacement of the flooring. After the discussion, it was the consensus of the Council to approve \$12,000 for the replacement of the flooring. Ms. Konrath then announced that she will be retiring in August, and thanked the Council for their past support.

Julie Simon, President and CEO for the Chamber of Commerce, presented Council with information concerning the tiered membership program with the Chamber of Commerce. She stated that the City could be a member at the Chairman's Choice level with a \$5,000 investment and explained the benefits offered at this level. After the discussion, it was the consensus of the Council to move into the Chairman's Choice level with an investment of \$5,000.

Sustainability Coordinator Foote briefed the Council on the Water Resource Management Plan. Utilities Director Glover reported that in the last two days there has been approximately five million gallons used. He went on to say that last year at this time six to seven million gallons of water per day were used. Mr. Glover feels that the public understands there is a limited water resource and is cognizant of conservation needs. Mr. Foote stated that educational efforts are continuing and the City's Parks Department is taking the necessary steps to ensure the City is in compliance and its irrigation systems are in good working order. Councilman Kuntz suggested replacing the heads on the City's current irrigation system. Mayor Murphy commented on the County's interest in assisting with recycling effluent from the Wastewater Treatment Facility, to be used for irrigation purposes at the Cam-Plex, and directed staff to send the County information received from a study the City conducted concerning the treatment of effluent. Councilman Jerred concluded the discussion by stating that the City needs to lead by example in regards to conservation efforts.

#### Appointment Process to the Regional Water Cost of Service Panel

Utilities Director Glover reported there have been nine applications received for the Regional Water Cost of Service Panel. He reminded the Council that there will be three panel members selected to represent the City, three to represent the County, and one to represent the Wyoming Water Development Commission. Water Services Manager Monahan explained the selection process and the criteria that will be used for the selection of the three individuals that will represent the City. They will be looking for an individual who is community minded, an individual with a technical background, and an individual with a business background. Staff is seeking direction from Council to move forward in order to narrow down the selection to five applicants for Council to interview, and then select the three panel members. Mayor Murphy asked for clarification if the panel member's primary role is to review wholesale water rates presented by the City of Gillette. Ms. Monahan affirmed that was correct and went on to say that their role will be to look at the cost of service, and to ensure that the City has arrived at the cost of service in a correct manner according to good accounting principles. Utilities Director Glover clarified that the panel does not set the rates; they only review the process to ensure the City has followed the accounting manual and procedures, and that the rate has been set fairly. City Attorney Anderson stated that in the Joint Powers Agreement it specifies the methodology that is to be followed to set rates. Mayor Murphy stated that the City of Gillette cannot charge less than the wholesale rate to their customers. City Attorney Anderson affirmed that was correct and went on to say that the retail

rate cannot be less than the wholesale rate. After further discussion, it was the consensus of the Council to allow staff to move forward and select the five candidates for Council's review. Mayor Murphy also suggested that staff share the application the City has used with the County.

#### Budget Wrap Up

City Administrator Napier requested direction from Council in regards to the Land Board Agreement. City Attorney Anderson explained the agreement; specifically, the highlighted areas within the agreement. Mr. Anderson explained issues concerning the 740 acres mentioned in the agreement and went on to say that the east boundary does not end at Fox Park Road as stated by Chairman Coolidge. (A map of the property in question was presented to the group.) City Attorney Anderson explained the areas on the map showing Tract A and Tract B, and went on to say that there should be discussion with the County to see if they understand that the language, and what they said, is different. City Attorney Anderson stated that it is staff's recommendation to annex the 740 acres along with some additional area that would include the model airplane area. He then explained that the green highlighted area in Section (L) clarifies that the annexation of Cam-Plex does not affect title to the land, and to clarify the necessity of a cooperative role of law enforcement services. It is anticipated that there will be an MOU with the Sheriff's Office specifying roles for specific events. City Attorney Anderson explained Section (M) of the agreement. Mr. Anderson stated that since Cam-Plex is a full retail customer of the City of Gillette, and not a District, he doesn't believe they would qualify as a regional wholesale customer under the Joint Powers Agreement. There was discussion about adding language into the agreement about the capital costs of building an effluent treatment facility. The group then moved on to other highlighted areas of the agreement for discussion. City Attorney Anderson explained Sections 1 & 2 under Financing and Budget. Discussion of percentages and contributory shares for operations and capital were discussed. After the discussion, it was the consensus of the Council to leave the percentage increases as presented in the agreement.

City Administrator Napier explained a letter received from the County in regards to the Commercial Air Service Enhancement at the Gillette Campbell County Airport. The County is requesting that the City budget \$250,000 in Fiscal Year 2013/14. After the discussion of the request, the Council felt that the request for funding is too short of a notice for this budget year, and will look at the request next year. Putting a Task Force together to discuss issues, and the possibility of subsidizing the Gillette Campbell County Airport in order to be more informed was also discussed. Councilman Kuntz and Councilman Rothleutner volunteered to be a part of the Task Force.

The request for the addition of a DARE Officer to the Police Department was discussed. Chief Hloucal explained the request and stated that \$66,000 - \$67,000 would need to be allocated in this budget year; and \$88,000 - \$89,000 per year would need to be budgeted thereafter. After the discussion, it was decided to move forward with the addition of the DARE Officer.

City Administrator Napier asked for further direction regarding compensation for the employees that was presented to Council. After some discussion, it was the consensus of the Council to move forward with a 1% COLA, and a lump sum payment of 1%, 2% or 3%, which is based on the employee's evaluation.

Budgetary information for the Field of Dreams was discussed. After the discussion, Council directed staff to put \$8,000,000 into the Special Projects Fund.

The City of Gillette's membership with the Wyoming Association of Municipalities (WAM) was discussed. Mayor Murphy explained issues that have been raised concerning the organization. After the discussion, it was decided to keep the City's membership dues for WAM in the budget, and wait until after the WAM Convention in June to decide if the City will continue its membership with WAM.

#### Adjournment

There being no further business to come before the Council, the meeting was adjourned at 9:10 p.m.

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Tom Murphy, Mayor

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ATTEST:

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Karlene Abelseth, City Clerk

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