

## COUNCIL PROCEEDINGS

Work Session

January 14, 2014

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 14th day of January 2014, in the 2nd Floor Community Room at 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, Forrest Rothleutner, Tim Carsrud, Robin Kuntz, Ted Jerred, and Council President Louise Carter-King.

Council Member absent: Mayor John Opseth.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Pamela L. Boger, Administrative Services Director; Kendall Glover, Utilities Director; Dustin Hamilton, Development Services Director; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Kurt Siebenaler, City Engineer; Heath VonEye, City Engineer; Todd Merchen, Senior Civil Engineer; Michelle Henderson, Finance Manager; Chuck Deaton, Lieutenant; Joe Lunne, Public Information Officer; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk.

### Warm Up Items

Council President Carter-King reported that she was contacted by the Airport Service Enhancement Committee to inquire if the current Council Members who are serving on the Committee would like to continue to serve on the Board. After some discussion, City Administrator Napier recommended that if in fact the Committee determines they do not want the City's participation unless the City assists with funding, then Mr. Napier felt that would answer the question. However, if the Committee would like the City's input, without a financial commitment, then he suggested selecting two Members of the Council to participate on the Committee. The Council will ponder this recommendation from City Administrator Napier and discuss it further at the next meeting.

Councilman McGrath reported that he had spoken with Kanti Patel, owner of Discount Liquors, and Mr. Patel stated that he is now open for business.

### Audit Review

Ryan Gemar, Bennett Weber & Herstad, gave a preliminary audit report for the City of Gillette's fiscal year ending June 30, 2013. After the presentation, the Council was pleased to hear that the City is in such great financial condition.

### Sales Tax Update

City Administrator Napier reported a three year comparison of sales tax receipts to date. Mr. Napier stated that not only has the City eclipsed the budget in terms of the projection for the first half of the fiscal year, but we are also on track as it relates to the receipts that were received in FY12. Councilman Jerred asked about the capital tax as it relates to the Gillette Madison Project. Mr. Napier stated that the project is ahead of

schedule and is anticipating an 18 month time savings if the project stays on track with the current rate.

#### Gillette Avenue Reconstruction Update

City Administrator Napier gave a brief overview of the project. He then mentioned a proposed incentive program as it relates to the encouragement of completing the project in the quickest, most efficient possible way. He went on to say that the consideration of funds would need to be made available for this concept, if Council supports it. Mr. Napier stated, as we move into the presentation, he wanted Council to understand that this is primarily an infrastructure project to accommodate a 50 year life span. Furthermore, however, this design is also built around the notion pedestrian and vehicle interface needs to be improved so it can become a safer, more walkable area. Jody Page, Project Manager, HDR Engineering gave a design update in regard to the reconstruction project. Mr. Page stated that due to the size and complexity of the project, a pre-qualification process was done. An independent team of HDR professionals reviewed the packets and they were looking for two important qualifications: that the contractor had an overall size and capability of doing the project, and applicable experience in urban paving projects, box culvert installation, and water main installation. He informed Council that seven submittals were received, and five were deemed as qualified prime bidders. Discussion of the incentive/disincentive program took place. Mr. Page reported that a typical range, in regard to an incentive, is 5%-10% of the overall construction costs. Further discussion in regard to the project took place.

#### Rail Spur Study Update

City Administrator Napier stated that Council may recall the partnership with the Business Council and the Campbell County Economic Development Center, and stated this study is a culmination of that partnership. Mr. Napier then deferred the floor to John How, KLJ Engineering, who gave a presentation in regard to the Rail Spur Utilization Study.

#### Review January 21st Council Agenda

The group discussed the upcoming agenda items for January 21, 2014.

#### Adjournment

There being no further business to come before the Council, the meeting was adjourned at 7:50 p.m.

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John Opseth, Mayor

(S E A L)  
ATTEST:

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Karlene Abelseth, City Clerk  
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