

COUNCIL PROCEEDINGS

Council Pre-Meeting

June 17, 2014

6:00 p.m.

A Pre-Meeting of the City Council of the City of Gillette, County of Campbell, State of Wyoming, was held on Tuesday the 17th day of June 2014, 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: Tim Carsrud, Louise Carter-King, Ted Jerred, Robin Kuntz, Kevin McGrath, Forrest Rothleutner, and Mayor John Opseth.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Pamela L. Boger, Administrative Services Director; Dustin Hamilton, Director of Community Development; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Justin Hogan, Public Works Crew Supervisor; Mike Cole, Utilities Project Manager; Brent Wasson, Lieutenant; Joe Lunne, Public Information Officer; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk.

Warm Up Items

Councilman McGrath inquired about a letter received from David and Cheryl King and asked if the letter addressing a hazard had been passed on to staff. City Administrator Napier stated that the conversation within the letter is along the lines of the work that remains to be completed with respect to the sewer line project in that area. Typically, the major work is completed and then the remediation is completed. There are a number of things that remain to be done as the project is only 50% completed. Mr. Napier added that the tone of the letter is as if the City walked away and didn't complete the project. He assured Council that is categorically incorrect and contrary to what staff has told the individual. Staff will however, address the issue.

City Administrator Napier summarized a meeting that took place with the County Commissioners and Fire Board. Mr. Napier stated that the group toured Fire Station #1 to review the damage that has occurred over the years due to, what appears to be, settling in the basement. It's clear there is some displacement as there are cracks in the foundation and walls. The question is what to do with this information, and how to respond; particularly, in light of what appears to be direction from the Commissioners via their proposed budget recommendations from the Fire Board. After meeting with a team of the Commissioners, they agreed that moving forward with some form of study would be appropriate. They are interested in Development Services Hamilton and CC Public Works Director King selecting an engineer that has the expertise to do this type of a review. Mr. Napier has directed Mr. Hamilton to meet with Mr. King in order to consider a service provider that has the expertise and then make recommendations to the Council and Commissioners with respect to a price needed to get the review underway. Mayor Opseth added that it was a good conversation.

City Administrator Napier introduced Holly Helm whom staff feels is a worthy candidate and is recommending for the vacant position on the Planning Commission Board. He then introduced Phil Christopherson, as the new Director for CC Economic Development Center.

City Administrator Napier brought to Council's attention the ground breaking on June 18, 2014, at 4:30 p.m. at the girls' cottage located at the Y.E.S. House.

1% Survey Preview

Brian Harnisch, via telephone conference call, explained the draft 2014 Optional 1% Sales Tax Survey and the timeline. Mr. Harnisch stated that if the first week of October would work to give the presentation, then the content within the survey needs to be finalized by June 23rd. By doing so, there should be enough time to get the paper survey formatted for their scanning software and get the sample prepared for the mailing, get their web instrument programmed, and then the first invite letter and web invite could be available by June 30th. Mr. Harnisch then explained the draft survey. The initial sample size would be 2500; 1500 from the City, 500 from the Town of Wright, and 500 from elsewhere in the county.

Snow Season Debrief

Public Works Director Wilde gave a presentation as it relates to snow events for 2013-2014. Mr. Wilde compared the total number of snow events and the costs associated with the snow removal. After the presentation, Council asked that staff cut down on the ice slice because of complaints they had received. City Administrator Napier informed Council that there are other products that could be used that aren't as corrosive; however, these products are more expensive. After the discussion, Council directed staff to prepare information in regard to a cost comparison between the products being used now versus other products, and how much it would have cost the City if another product was used.

Review June 17th Agenda

The group discussed the agenda items for June 17th. City Administrator Napier stated there were questions in regard to the amendment and actual passage of the budget ordinance via third reading and asked Finance Director Pitlick to explain the difference between the two items. Mr. Pitlick explained that the amendment is basically to clean up the FY2013-2014 budget. All accounts are reviewed to ensure there is an appropriate appropriation level to cover the City's costs. Throughout the year, typically, there are a few grants received that were not expected and there are line items where the expenses may be more appropriate in another line item. There are three items within the amendment that do require new money; \$350,000 for the air enhancement agreement that will come from the One Percent Fund, \$500,000 for the insurance fund that was used for the clean-up from the snow storm in October, and \$55,000 for the Wastewater fund to cover unanticipated equipment failure expenses. He went on to say that the budget amendment is unrelated to the annual appropriation amendment; it is merely to clean up items within this year's budget. Mr. Pitlick added that this is something that is done every year to match the revenues and expenses. City Administrator Napier added that a letter was sent to the County in reference to the \$350,000 indicating that this will be a one time basis and there should be no expectation of an on-going allocation of funds from year to year; that the funding is only contingent upon actually getting jet service and not maintaining the current propeller service; and that it would be billed to the City on a proportionate basis based on what was billed to the County from the State. Councilman McGrath asked for a time frame as it relates to jet service. Councilwoman Carter-King stated some time during the first quarter of 2015. City Administrator Napier asked if this is a similar mechanism used to bring excess cash into the budget for the Baseball/Softball Complex. Finance Director Pitlick confirmed that

was correct and added this is done any time funding for a project is not fully appropriated.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 6:52 p.m.

John Opseth, Mayor

(S E A L)

ATTEST:

Karlene Abelseth, City Clerk

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