

## COUNCIL PROCEEDINGS

Council Pre-Meeting

July 7, 2015

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 7th day of July 2015, in the third floor conference 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: Dan Barks, Tim Carsrud, Ted Jerred, Robin Kuntz, Kevin McGrath, Forrest Rothleutner, and Mayor Louise Carter-King.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Pamela L. Boger, Administrative Services Director; Patrick Davidson, Asst. City Attorney; Kendall Glover, Utilities Director; Dustin Hamilton, Director of Development Services; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Chuck Deaton, Lieutenant; Doug Dumbrill, Land Consultant; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Cindy Staskiewicz, Deputy City Clerk.

### Warm Up Items

Councilman Kuntz stated that he noticed several Public Works employees assisting with the 4th of July parade and commended their services.

Mayor Carter-King commented that a request has been made to address the issue of allowing chickens within City limits. The item will be added to the queue for future meetings, possibly a September meeting. Councilman Kuntz stated that the allowance of chickens and therapy goats were recently voted down in Rapid City, South Dakota. Councilman Barks asked if he should respond to the recent email he received regarding the possible allowance of chickens in the City. City Attorney Anderson notified Council that he responded to the email, advising that the item was not being considered at this time; he will revise his response to the citizen to let them know that the issue will be re-addressed by Council at a future meeting.

Mayor Carter-King reminded Council that an Executive Session is scheduled for the last 15 minutes of the Pre-Meeting, if time allows.

### Citizen Advisory Board Recommendations

City Administrator Napier introduced the Citizen Advisory Board applicants and recommended that Council consider Billy Montgomery for a 3-year term on the Board of Adjustment; William Yount for a second 3-year term on the Investment Advisory Committee; and Bill Ellingson and Cindy Reardon for 3-year terms on the Planning Commission. He stated that the applicants have been recommended by Staff for consideration by Council. Mayor Carter-King thanked the applicants for offering their time to serve on the Boards.

### Cam-Plex 2nd Quarter Update

Cam-Plex General Manager, Paul Foster, gave an update of events that have occurred within the last quarter and gave a preview of upcoming events. Mr. Foster requested assistance from City Staff for the oversight of upcoming Cam-Plex capital projects. Mr. Foster inquired if the City would be interested in participating as a sponsor for the PGI event in August. The County is participating as a sponsor, which will allow their employees a discounted carload rate for attending the event. Councilman Carsrud commented that because of the public funding, he didn't feel that City employees should necessarily receive a discount. Councilman McGrath agreed and stated that he felt it appropriate for corporations to participate in the sponsorship, but didn't feel it was relevant for public entities. Councilman Barks asked Mr. Foster if other agencies were being asked to sponsor, and if they would also receive discounted admittance. Mr. Foster explained the sponsorship program and stated that the County and City sponsorship would include discounted admittance fees for employees. Councilman Kuntz stated that if the City were to participate as a sponsor, he would like to see the admittance fees lowered for all citizens, not just City employees. He reiterated that he feels the proposed admittance fees are too high. Councilman Jerred agreed that he also feels the carload fees are too high. City Administrator Napier asked for clarification that all sponsors will receive discounted fees. Mr. Foster stated that the sponsors will receive complimentary tickets based on the level of sponsorship. Mayor Carter-King asked that the sponsorship information be included in the upcoming General Information Packet for Council review and will be discussed at the next Work Session.

City Administrator Napier clarified that the City involvement in the upcoming oversight of Cam-Plex capital projects would be specifically related to streets. The County is proposing oversight of the buildings and building refurbishment. City Administrator Napier stated that with regard to the upcoming renewal of the Land Board Agreement, those concepts are likely the only changes that will be recommended. Councilman Kuntz expressed concern regarding the building code enforcement now that the Cam-Plex is located within City limits. Development Services Director Hamilton confirmed that the County would be the applicant for any building projects, but the City would issue the permits and inspect the projects utilizing City building codes. Councilman Carsrud asked if the Cam-Plex WIFI was working well. Mr. Foster stated that they are very pleased with the WIFI and have had good feedback from users. Mr. Foster expressed gratitude for the City's help with the WIFI upgrade project.

#### Energy Capital Economic Development (ECED) 2nd Quarter Update

Phil Christopherson, CEO of ECED, gave a report on the activities of the organization for the last quarter and stated they have a good strategic plan in place and are ready to move forward. He encouraged Council to visit their new website domain at [www.energycapitaled.com](http://www.energycapitaled.com). Mr. Christopherson invited all Council Members to attend a Tri-City Conference, which will be located in Gillette on September 25, 2015, from 9:00 a.m. to 2:00 p.m. focusing on technology. City Administrator Napier asked Mr. Christopherson to give an overview of the plans for the upcoming quarterly breakfasts. As part of the ECED's strategic plan, they are starting a series of quarterly breakfasts that will be hosted by local businesses. The next breakfast will be July 9th at Jordan's Fine Western Dining at 7:00 a.m. The breakfasts will provide an opportunity to receive an ECED update on activities and network with business leaders. The sponsoring organization will be allowed 15-20 minutes on the

agenda to present an update on their business. The next event will be held at the Gillette Tech Center in October, and MC Family of Companies will host the January event. Attendees are asked to RSVP by notifying Mary at [mary@energycapital.com](mailto:mary@energycapital.com).

#### Spruce Avenue Covenant Document

City Administrator Napier reminded Council that Doyle Engineering stated that their clients were willing to submit to specific use for the re-zone of the property on Spruce Avenue. City Attorney Anderson informed Council that a covenant has been drafted to limit the use of the property to C-1 cold storage, and submitted for the approval of the Carl Johnson Trust. The language will be recommended to Council on third reading of the Ordinance. Upon approval, the verbiage will be added to the plat. City Administrator Napier asked if the document will be ready by third reading. City Attorney Anderson stated that the goal is to have the document by third reading. City Administrator Napier advised Council that if the signed covenant is not received prior to third reading, Council has the option of tabling the third reading until the document is available.

#### Review July 7th Council Agenda

The group reviewed the upcoming agenda items. Mayor Carter-King asked for direction regarding the verbiage change on item M-6. The original verbiage on the agenda was *"Council Consideration of a Bid Award for the Base Bid and Additive Alternates #1 and #2 for the AVA Building Roof Replacement to Hladky Construction, Inc., in the Total Amount of \$260,319.00"*. The recommended verbiage modification would read, *"Council Consideration of a Bid Award for the Base Bid and Additive Alternate #1 for the AVA Building Roof Replacement to Hladky Construction, Inc., in the Total Amount of \$254,619.00"*. City Administrator Napier explained the reason for the verbiage change was to only award the base bid and additive alternate #1. City Attorney Anderson advised that the Novus title could be read by the Clerk with the recommended change and a motion to change the agenda is not required. Councilman Barks asked for the funding source. City Administrator Napier advised Council that \$250,000 has been budgeted in the special project fund of the general fund. Although the bid award, for both the base and the alternate, exceeds the budgeted amount by \$4,619, City Administrator Napier's recommendation is to proceed with the project and possibly recoup the difference in other bids throughout the year, or potentially amend the budget accordingly.

Councilman Barks asked what would happen if no action was taken on item M-2, *"Council Consideration of a Resolution to Seek Applications for the Available Retail Liquor License"*. City Administrator Napier stated that two things could happen. Council could hold on to the license and not distribute it, or choose to take applications as they are submitted, which would be brought to council to decide to award or not award. There is no obligation to award the license. Historically, it has been the practice of Council to not bank the retail licenses. Councilman Barks asked if there is an advantage to implementing the process outlined in the Resolution rather than considering the applications as they are submitted. Councilman Jerred and Mayor Carter-King commented that it is advantageous to have all the applications submitted at the same time in order to compare the applicants before making a decision on awarding the license. Councilman Barks commented that Council would not necessarily be committing to the issuance of the license, but committing to taking applications. City Administrator Napier added that the procedures in the Resolution identify a timeline in which the

proposals can be submitted. Mayor Carter-King also stated that the previous process required applicants to submit an operation plan, which aided in Council's decision on the award of the license.

#### Executive Session - Real Estate

It was moved by Councilman Kuntz and seconded by Councilman McGrath to move into an Executive Session to discuss real estate. Roll was called on the motion with the following results: Council Members voting aye: Barks, Carsrud, Jerred, Kuntz, McGrath, Rothleutner, and Mayor Carter-King. The Presiding Officer declared the motion carried and the group moved into an Executive Session at 6:45 p.m.

#### Adjournment

There being no further business to come before the Council, the meeting adjourned at 6:45 p.m.

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Mayor Louise Carter-King

(S E A L)

ATTEST:

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Cindy Staskiewicz, Deputy City Clerk

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