

COUNCIL PROCEEDINGS

Council Pre-Meeting

August 18, 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 18th day of August 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: Robin Kuntz, Kevin McGrath, Forrest Rothleutner, Dan Barks, Tim Carsrud, Ted Jerred, 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, Development Services Director; Jim Hloucal, Chief of Police; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Mike Porter, IT Manager; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk.

Warm Up Items

Councilman Barks commended the Cam-Plex and PGI Members for their hard work displaying fireworks.

Mayor Carter-King reminded the "dancers" on the Council need to be at Prime Rib Restaurant, August 19th at 7:00 p.m. for a Meet & Greet, preparing for the upcoming Dancing with the Gillette Stars.

City Administrator Napier informed the Council of staff's contractor preference regarding the Boxelder Road - Phase III project. He then explained the reasoning behind staff's recommendation for awarding the bid to Earth Work Solutions. The main impedance behind staff's recommendation to not go with the lowest bidder is due, primarily, to the timeliness need of completion of the project. Mr. Napier stated that issues regarding Boxelder Road - Phase II, and the Westover Water Tank Project, caused concern for staff due to a timeliness standpoint. Mr. Napier updated Council regarding a conversation he had with Jason Speilman, owner of Mountain View Building, and recollection of late days for the two projects. Mr. Napier stated that staff is concerned about the timeliness of this project since WYDOT will be working on the west end of Boxelder Road in conjunction with the time period for construction of the Boxelder Road - Phase III Project. Staff wants to ensure that Boxelder Road will open at the same time. Discussion of scheduled days for the projects and consistencies of processes took place. Mr. Napier reported that there is documented notification to the contractor indicating that timeliness regarding projects is critical and it could affect future projects that he may bid. Councilman Barks asked of what percentage of other road projects are finished on time. Development Services Hamilton estimated that 95% of road projects are completed on time. Councilman Carsrud asked if there could be legal recourse. City Attorney Anderson reported that State Statute allows Council the opportunity to let the bid to the lowest bidder who shall be determined qualified and

responsible in the sole discretion of the governing body. Councilman Rothleutner stated that he has a conflict of interest and will be abstaining.

Retail Liquor License Discussion

City Administrator Napier stated that the process timeline is closed and five (5) applications were received. He reported that he is planning a meeting in approximately a month to have the potential applicants present their proposed business plans to Council.

Student Housing Request for Proposals (RFP) Results

City Administrator Napier stated that a decision needs to be made regarding a process by which certificates of participation would be offered to fund the Student Housing Project. Information was distributed, which illustrates the differences between a publicly offered Certificate of Participation process and a privately placed Certificate of Participation process. Mr. Napier added that it seems the least expensive and more streamlined process would be the private placement COP process. Barbara Bonds explained the methods used in terms of financing, and the differences between the two bids. Discussion of why bids were not received from the local banks took place. After the discussion, Council was comfortable with staff and Ms. Bonds' recommendation, and directed staff to contact local banks, giving them an opportunity as well.

Citizen Self-Serve Software Demonstration

IT Manager Porter gave a brief overview and demonstration of the Citizen Self-Serve Software.

Review August 18th Agenda

The group reviewed the upcoming agenda items.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 6:55 p.m.

Mayor Louise Carter-King

(S E A L)

ATTEST:

Karlene Abelseth, City Clerk

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