

COUNCIL PROCEEDINGS

Special Meeting

December 8, 2015

6:00 p.m.

A Special meeting of the City Council of the City of Gillette, County of Campbell, State of Wyoming, was held on Tuesday the 8th day of December 2015, in the 2nd 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: Robin Kuntz, Kevin McGrath, Billy Montgomery, Dan Barks, Tim Carsrud, Ted Jerred, and Mayor Louise Carter-King.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Patrick Davidson, Asst. City Attorney; Dustin Hamilton, Development Services Director; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Brent Wasson, Lieutenant; Evan Byrd, Fleet Manager; Mark Wernsmann, Lead Master Technician; Troy Tyrell, Solid Waste Supervisor; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Government Relations Manager; and Karlene Abelseth, City Clerk.

Warm Up Items

Councilman Carsrud reported that he had attended a Boys & Girls Club meeting, adding that it was the new Interim Director's first day.

Action Item

ORDINANCE 15-32

AN ORDINANCE AMENDING ORDINANCE NO. 3528, P.U.D. PLAT OF THE RC RANCH BUSINESS PARK I TO THE CITY OF GILLETTE TO RESUBDIVIDE LOT 6 AND TRACT A.

It was moved by Councilman McGrath and seconded by Councilman Carsrud to approve the foregoing Ordinance on second reading. Mayor Carter-King asked for discussion. There was none. Roll was called on the motion with the following results. Council Members voting aye: Barks, Carsrud, Jerred, Kuntz, McGrath, Montgomery, and Mayor Carter-King. The Presiding Officer declared the motion carried.

Photo Contest Sponsor Proposal

Kyle Ferris, Parks and Recreation Board Chairman, presented a proposal for a City of Gillette Parks photo contest. Mr. Ferris explained the rules, categories, selection process, and the awards, prizes, and places. The contest will begin January 1, 2016 through February 29, 2016. It will be promoted by utilizing press releases, the City's website, and social media. Mr. Ferris stated that if there is good participation, the contest will continue throughout the year.

Council of Community Services Update

Staci Bungard, Council of Community Services Director, provided a status report regarding the financial progress, strategic/business plans, sustainability, audit findings, cooperation with the police department, capital campaign funds,

management control policies, Board roles and responsibilities, 2015 accomplishments, and planning for 2016 for the Council of Community Services. Councilman Barks asked for the number of employees. Ms. Bungard reported there are 32 employees. Councilman Barks then asked what the projected annual budget expenditures will be, and how much does the store bring in. Ms. Bungard replied that the projected budget is between 1.9 million and 2.1 million dollars. Year-to-date, the store has made \$100,000 (net), which is significantly down. A new store manager, with retail experience, has been hired. Ms. Bungard is hopeful, with a new manager, the projection for profits will increase. City Administrator Napier asked for clarification regarding the capital campaign funds. Ms. Bungard explained, from what she could tell, there are three different sources of revenue going into the capital campaign fund. The first source is from the sale of the store building, the second source is private donations totaling just over \$30,000, and the third source is money that the Council of Community Services has been putting aside from, primarily, profits of the store. Mr. Napier asked if he heard correctly, that this is effectively transitioning into a potential care fund for the facilities. Ms. Bungard confirmed that was correct. The remainder of the money would be used for improvements such as the sign, handicap access, and overall repairs to the store building. Mr. Napier then asked if there are other reserves. Ms. Bungard stated that there is a small amount in the campus replacement fund between \$10,000 and \$14,000. This money is earmarked for a bill that is owed. She reported what is in the bank account at this time is approximately, \$50,000. She reported on the upcoming payroll expense, various accounts receivables that will be collected, and a reserve account.

Refuse Truck Bid Award Discussion

Fleet Manager Byrd presented information regarding the recent bidding process for the three (3) refuse trucks. During the presentation, information was provided, addressing concerns brought up during the meeting of December 1, 2015. Discussion of the bidding process took place. City Administrator Napier explained that the request for bid is advertised widely and added that it is advantageous to the City to receive more than one bid. Mayor Carter-King asked how many bids were received out of the list of Autocar dealers presented in the presentation. Mr. Byrd replied that only two vendors submitted bids - Jack's Truck & Equipment, Inc., and Peterbuilt of Wyoming. Councilman Barks asked if a list of vendors is provided to the Purchasing Manager. Mr. Byrd stated that he does not provide a list of vendors. Further discussion took place regarding vendors and the bidding process. Mr. Byrd went on to explain that the specifications are written tightly for a reason. A significant amount of time and effort is put into all vehicle purchases. Councilman Kuntz asked if there is any other vehicle on the market that meets these specifications. Mr. Byrd replied there is not. Councilman Kuntz stated if you're putting out a specification that only one company can meet, he has an issue with that. Discussion of sole sourcing took place. Mr. Napier explained sole sourcing is, typically, for something very specialized. He then gave a few examples and added that sole source does not necessarily tie to brand specific; sole source means that you are not going to receive competitive bids. Councilman McGrath asked why specifications can't be more generalized. Mr. Byrd explained why a generalized specification is not used, and gave an example regarding the use of Ford Interceptors as a police vehicle. The certificate of residency

concern was addressed. Mr. Byrd informed the group that the decision making process was three years in the making. Staff traveled to a Solid Waste Expo to see the trucks in action. Further explanation of the trucks took place. Mr. Byrd then explained the key features of a McNeilus body and the Autocar chassis that included the reach of the arm, turning radius, cab size, frame strength, chassis/body integration, standardization of the Solid Waste fleet, and double the life on the truck. Discussion regarding the hours on the current Solid Waste fleet, and maintenance issues took place. Public Works Director Wilde gave his view regarding sole source and sole manufacturing. Council thanked Fleet Manager Byrd for the presentation and stated it was very helpful. City Administrator Napier added, if indeed, Council determines not to accept staff's recommendation, instead of awarding the bid to a vendor that, in staff's estimation, does not meet specifications, his recommendation would be to deny the bids and allow staff to broaden the specifications and re-bid the refuse trucks.

Agenda Review

The group discussed the upcoming agenda items for December 15th.

Legislative Review

City Administrator Napier provided a draft pamphlet regarding the City of Gillette's 2016 top legislative priorities. Mr. Napier explained the legislative priorities and offered the opportunity for Council to change, if needed, any priority. An explanation of the equalization concept and general fund capital impacts, was given. Mr. Napier went on to explain several other legislative priorities such as the Southern Industrial Park roads & utilities, local government funding, abandoned mine reclamation (AML) funding, and the marijuana initiative. Councilman Barks asked why the historic horse racing would be part of the City's priorities. Mr. Napier stated that it does appear the community wants to participate in horse racing and this should be indicated to the legislative team. After further discussion, Mayor Carter-King instructed Council to contact Mr. Napier with any suggestions or objections regarding the priorities.

Emergency Response Procedures

The group then moved to the Council Chambers for a briefing on emergency procedures.

Executive Session

It was moved by Councilman McGrath and seconded by Councilman Barks to move into an Executive Session to discuss personnel, confidential matters, and real estate. Roll was called on the motion with the following results. Council Members voting aye: Barks, Carsrud, Jerred, Kuntz, McGrath, Montgomery, and Mayor Carter-King. The Presiding Officer declared the motion carried and the Special Meeting adjourned at 9:03 p.m.

Mayor Louise Carter-King

(S E A L)

ATTEST:

Karlene Abelseth, City Clerk
Publication Date: December 16, 2015