

## COUNCIL PROCEEDINGS

Work Session  
p.m.

January 12, 2016

6:00

A Work Session meeting of the City Council of the City of Gillette, County of Campbell, State of Wyoming, was held on Tuesday the 12th day of January 2016, 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: Dan Barks, Tim Carsrud, Ted Jerred, Robin Kuntz, Kevin McGrath, Billy Montgomery, and Mayor Louise Carter-King.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; Patrick Davidson, Assistant City Attorney; Kendall Glover, Utilities Director; Dustin Hamilton, Development Services Director; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Chuck Deaton, Lieutenant; Arcy Holmlund, Code Compliance Inspector; Amy Smith, Code Compliance Inspector; Mike Cole, Planning Manager, Brent Albrecht, Planner; Michelle Henderson, Finance Manager; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Cindy Staskiewicz, Deputy City Clerk.

### Warm Up Items

Mayor Carter-King asked for warm up items.

Councilman Carsrud proudly announced that his newly adopted son officially obtained his United States citizenship. Mayor and Council offered their congratulations.

### Nuisance/Code Compliance

City Administrator Napier stated that Mike Wallischeck, a citizen of Gillette, requested to discuss a proposal that he had submitted for changes to Chapter 13 of the Gillette City Code. Mr. Napier stated that Staff would present information about the currently enforced nuisance/code compliance procedures, and he asked Planning Manager, Mike Cole, to begin the presentation. Planning Manager Cole stated that Code Compliance handles approximately 1,500 nuisance cases per year. Code Compliance Inspectors, Amy Smith and Arcy Holmlund, were introduced. They presented information regarding the current code, and provided examples of nuisance cases that have been handled by their division. Councilman Barks asked if the current Code had been reviewed and approved by Council. Code Compliance Inspector Smith stated that the current code was approved by Ordinance. Councilman Jerred asked, if a citizen had a hobby vehicle, would the current code allow them to work on the vehicle on residential property for an extended period of time. Code Compliance Inspector Smith stated that Code Compliance works with citizens to grant extensions, if the request is for a reasonable amount of time; she also stated that citizens have the option of utilizing a fitted car cover to remain compliant with City Code. Planning Manager Cole commented that the City's Code Compliance Inspectors provide a high level of professionalism and do an incredible job with the level of service that they provide. Mayor Carter-King asked how many of the cases end up in court. Code Compliance Inspector Smith stated that in 2015 there were 1494 cases, 35 properties were

abated, and only 3 cases were handled in court; she added that Code Compliance Inspectors have a high success rate in working with homeowners to bring the properties up to code without resulting in settlement in court. Councilman Barks asked how the City of Gillette's code compares to codes of other cities throughout the State. Code Compliance Inspector Smith stated that there is an annual meeting of code enforcement officers throughout the State of Wyoming and as far as she knew, the City of Gillette's code is similar to codes in other cities, with the exception that the City of Gillette includes a provision that sewage must be deposited in an approved waste system, which may not be included in other City Codes. Councilman Barks asked which cities were represented at the annual meeting. Code Compliance Inspector Smith stated that the group consists of Code Compliance Officers from Casper, Rawlins, Rock Springs, Cheyenne, Laramie, Gillette, Natrona County, and other cities and counties that are able to attend; most Code Enforcement Officers throughout the state are included in a contact list, used for referral regarding information on specific cases, as needed. Citizen Mike Wallischeck spoke to Council referring to his previously submitted document that described proposed changes to the Gillette City Code, Chapter 13. He requested that Council incorporate his suggestions, regarding what should be allowed on private property, into City Code. Council allowed Mr. Wallischeck to present his proposal, and after discussion, decided that the currently enforced City Code was adequate and appropriate for Gillette, and required no changes at this time.

#### Audit Review

City Administrator Napier informed the Council of the completion of the fiscal year end 2015 audit. Ryan Gemar and Brandon Larson of Bennett, Weber, & Hermstad, LLP, provided preliminary audit information for Council. They reported that the City's financial health is very good; there were no audit findings, and no material weaknesses or significant deficiencies identified. City Administrator Napier commended the Finance Department for another good audit. The final audit will be presented to Council for approval on the January 19th agenda.

#### Review January 19th Council Agenda Items

The group reviewed the upcoming agenda items. Councilman Jerred questioned the February 23rd Work Session agenda item, entitled "Liquor Delivery Discussion". City Administrator Napier stated that it has been requested that Council consider the possibility of allowing citizens to call for a delivery of alcohol, much the same as ordering a pizza for delivery. The item will be discussed at the February Work Session.

Mayor Carter-King asked for information regarding the liquor license transfers on the upcoming agenda. City Administrator Napier explained that Tower West Lodge is requesting to transfer their retail liquor license to Discount Liquors, LLC, dba Razor City Discount Liquors. In place of their retail liquor license, Tower West Lodge is requesting Council consideration for granting them a Resort Liquor License. Councilman Carsrud asked if there was a limit on the number of resort liquor licenses allowed. City Administrator Napier stated that resort liquor licenses are unlimited, but there are very specific guidelines and requirements for qualification of a resort liquor license. Councilman Kuntz requested that the definition of a resort liquor license be provided for Council in the next general information packet. Councilman Jerred asked if Tower West Lodge meets the qualifications for the resort liquor license. City

Attorney Anderson stated that it seems that Tower West Lodge meets the qualifications, and the application has been submitted to the State Liquor Division for review. Mayor Carter-King asked if Razor City Discount Liquors was one of the applicants that applied for the recently issued retail liquor license. City Administrator Napier stated that Razor City Discount Liquors was a previous applicant that planned to construct a new business in Gillette. Mr. Napier stated that Council could place conditions on the transfer of the liquor license to ensure that the applicant follows through with everything that is agreed upon, including timelines with construction. Mayor Carter-King stated that it would be important for the applicants to be present at the January 19th meeting for explanation. Mayor Carter-King expressed concern that it might be difficult to make a transfer decision on January 19th. City Administrator Napier explained that deadlines are approaching for liquor license renewals and that it would not be out of line to require conditions with the approval of the transfer of the liquor license that must be met in order to keep the liquor license. Councilman Barks asked if there were street improvements required with the previous liquor license proposal. City Administrator Napier stated that the original proposal included the applicant's construction of a street to allow entrance to the property. Community Development Director Hamilton stated that no information has been provided to the Engineering Department. Mayor Carter-King asked if the street construction could be a provision of the transfer of the liquor license; Councilman Jerred stated that he feels they will need to comply with the previously submitted proposal. Councilman Kuntz stated that the January 19th request could be a completely different proposal. City Administrator Napier stated that he felt it was appropriate to look into the options available. Supplemental information will be provided for Council in the upcoming general information packet. Mayor Carter-King asked for clarification on the liquor license transfers for Mingles and Humphreys. City Attorney Anderson stated that the Mingles' and Humphreys' transfers are more of a corporate reorganization among the owners and the businesses should remain the same.

#### Adjournment

There being no further business to come before the Council, the Work Session meeting was adjourned at 7:15 p.m.

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Mayor Louise Carter-King

SEAL:

ATTEST:

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Cindy Staskiewicz, Deputy City Clerk  
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