

COUNCIL PROCEEDINGS

Council Pre-Meeting

March 1, 2016

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 1st day of March 2016, 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, Billy Montgomery, Kevin McGrath, Dan Barks, Ted Jerred, and Mayor Carter-King.

Council Member absent: Tim Carsrud.

Staff present: J. Carter Napier, City Administrator; Charlie Anderson, City Attorney; John Aguirre, Human Resource Director; Pamela L. Boger, Administrative Services Director; Patrick Davidson, Asst. City Attorney; Kendall Glover, Utilities Director; Dustin Hamilton, Development Services Director; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Chuck Deaton, Lieutenant; Levi Jensen, Utilities Project Manager; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk

Warm-Up Items

Councilman Barks commented on the good job that the Street Department has done sweeping the streets. He added that he would mention this during the Regular Meeting, as well.

Madison Update

Utilities Project Manager Jensen gave a power point presentation regarding the Madison project. He provided updates on the various contracts, as well as the priority one district extensions.

Insourcing

Development Services Director Hamilton provided information regarding the City engineering services provided for capital projects. He went over the typical scope of work for construction management services, and services that City staff does not have resources to perform and the possible impacts, workloads, and additional overtime costs. He then provided staff recommendations such as handling smaller scale projects, provide construction administration (CA) services for projects designed in-house, additional design/construction management on a limited basis, and continuing to out-source geotech/testing and survey services for all projects. Council expressed concerns regarding the costs associated with this type of outsourcing. Mr. Napier stated that he feels staff is on the same page as Council, and is suggesting that insourcing begin with projects coming forward, not with projects already in progress. Council asked if engineering staff is experienced enough to provide services for the larger projects. Mr. Hamilton stated that he does not feel staff would be efficient as they are not set up to design. Mr. Hamilton added, it is staff's recommendation, to award the professional services agreement for construction management services for the Boxelder Road utilities from Overdale Drive to Hwy 50, to DOWL, allowing staff time to better prepare insourcing services for future projects. City Administrator Napier reiterated the City's role and

added that staff would still need to work with DOWL. If Council wants staff's involvement for the RPR (Residential Project Representative) standpoint, his recommendation would be to vote down the professional services agreement and staff would work independently with DOWL for a reduced scope of work. Council stated regardless of the outcome regarding the upcoming vote, they are directing staff to insource future projects as much as possible.

Review March 1st Agenda

City Administrator Napier stated that Item #2 on the agenda would also involve a reduced scope of work for contractors regarding the installation of the temporary traffic signal at Boxelder Road/K-Mart approach. It would involve the use of line personnel, supplies already on hand, as well as engineering staff. Director Hamilton stated, by using internal staff, that out-of-pocket costs for the City would be \$47,000; a savings of approximately half of what is being requested. Staff's recommendation would be to deny this request.

City Administrator Napier reported a letter received from the Council of Community Services and is recommending that their funding request be removed from the upcoming budget amendment resolution until the March 8th meeting, until they can get their funding request in order.

Mayor Carter-King announced that there would not be an Executive Session as scheduled.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 7:00 p.m.

Louise Carter-King, Mayor

(S E A L)

ATTEST:

Karlene Abelseth, City Clerk

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