

COUNCIL PROCEEDINGS

Council Pre-Meeting

March 15, 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 15th 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: Billy Montgomery, Kevin McGrath, Dan Barks, Tim Carsrud, Ted Jerred, and Mayor Carter-King.

Council Member absent: Robin Kuntz.

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; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Chuck Deaton, Lieutenant; Levi Jensen, Utilities Project Manager; Steven Peterson, Utilities Manager; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Gov't Relations Manager; and Karlene Abelseth, City Clerk

Warm-Up Items

Councilman McGrath reported road damages at the railroad crossing on Garner Lake Road and Hwy 51, and asked staff to check on it.

Councilman Barks asked if the Keep Gillette Beautiful Committee has a booth at the upcoming Trade Show. City Administrator Napier wasn't sure. He would look into it and report back to Council.

Mayor Carter-King reported on the Pronghorns Basketball team's recent win at Nationals.

Engineering Services Discussion

City Administrator Napier reported that there has been discussion regarding City staff providing construction management services and oversight. It appears there is a need for further discussion. Staff was asked to gather additional information for this discussion. Development Services Hamilton provided information regarding current and projected staff resources, as well as, workload allocations and timelines for the various projects. Utilities Director Glover provided information regarding current and projected staff resources, and workload allocations and timelines, as well. After the presentation, staff provided the following recommendations: continue consultant assistance for survey/ materials testing/drawing interpretations/clarifications by designer; engineering staff to gather data and actual costs associated with Boxelder Utility installation oversight; utilize city provided inspection for Alley PMS 2016 (M-F, 7:00 a.m. to 6:00 p.m., to limit General Fund overtime costs); coordinate city provided inspections for downtown parking lot/restroom in combination with PMS Schedule C; recommend awarding the utility engineering professional service construction management contracts being considered during the March 15th regular meeting; and awarding the professional services agreement for PMS Schedule A and PMS Schedule B (if funding allows for PMS Schedule B). Finance Director Pitlick provided information regarding "cash on hand" for

projects. He explained that after subtracting known encumbrances for March, the total One Percent available cash, as of February 29, 2016, is \$7,775,522. Mr. Pitlick provided information regarding upcoming projects and stated that even after these projects are approved, there will be a balance of \$880,712 in One Percent funds. Any funds remaining will move into the next Fiscal Year. He then reported on other projects competing for available funds that include: PMS 2016 Schedule B, Sidewalk Repairs 2016, General Drainage Projects, Pathway Repairs 2016, Donkey Creek Festival Improvements, and Burma Avenue/Crump Detention Ponds. After the presentations and discussion, Council thanked staff for the information and was appreciative of the dialog.

Spring Clean-Up Discussion

City Administrator Napier began by stating that if Council wants to move forward with the Spring Clean-Up Program, there are dollars available to fund the program. Staff's best guess regarding costs associated with the clean-up efforts is, approximately, \$200,000. This does not include tipping fees. Mr. Napier stated, if Council wants to continue with the Spring Clean-Up Program, that it is made clear to the community that this level of service is a luxury, and will not be a sustainable program moving forward. Particularly, since the County is moving the landfill 12 miles north of town. It will significantly impact the One Percent fund, as well as, the Solid Waste Division. Mr. Napier reiterated, the Spring Clean-Up program is a popular program, however, it is a luxury program. Discussion of how the program would be conducted, such as utilizing the "Drive and Drop" program that was piloted in 2013, took place. Council agrees this is a program that the community enjoys, however, it is a costly program. After the discussion, Mr. Napier reiterated what he believes Council's direction is: move forward with a "drive and drop" model versus curbside pickup model for the Spring Clean-Up Program. Also, staff is directed to communicate this information to the public.

System Development Charges

City Attorney Anderson explained that system development charges are "tap fees" for the Madison water system. He explained how the fees were determined and, in one case, it was discovered that the fee for a 1.5" service is higher for the system development fee, on the wholesale side. This ordinance raises the rate for a 1.5" service, and it is anticipated that there will not be many services this size, and the impact will be minimal. With the exception of a 1.5" service, the regional system development charge, plus the plant investment fee for water, is the same as before.

Utility Rate Discussion

Utilities Director Glover gave a presentation regarding the upcoming utility rate increases. A comparison of other Wyoming utility rates for Casper, Cheyenne, Rock Springs, and Laramie was presented. Mr. Glover then informed Council that the total increase, for a typical residential customer, will be \$13.52.

Review March 15th Agenda

The group discussed the upcoming agenda items. City Administrator Napier explained, regarding Item M2, that staff is recommending

the rejection of the bids, as it is approximately, \$80,000 over budget. There is a small portion within the School Zone Crossings project, which staff would like to re-design, and re-bid. Development Services Hamilton stated that there is a major item, pertaining to the drainage, which will need to be re-designed. He added, in speaking with the design engineer, it could swing, as much as, 60% of the work with the changes.

Mr. Napier then explained, regarding Item M10, that Mountain View Builders are the low bidder, however, staff is recommending they not be awarded the bid. Utilities Project Manager Jensen explained Mountain View Builders' past jobs, and more specifically, a project they had done for the City of Gillette in 2012 relating to a tank rehabilitation project. He explained that there were several issues with the project. The tank itself burst and flooded the project area, there were problems with the temporary water storage area and the temporary pump station was flooded. The information they provided was reviewed by Mr. Jensen and Burns & McDonnell Engineering, and it is staff's recommendation to move forward, awarding the bid to COP Wyoming.

Executive Session

Due to time constraints, the Executive Session was moved to follow the regular meeting.

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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