

## **COUNCIL PROCEEDINGS**

**Special Meeting**

**June 14, 2016**

**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 14th day of June 2016, 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; Pamela L. Boger, Administrative Services Director; Kendall Glover, Utilities Director; Tom Pitlick, Finance Director; Sawley Wilde, Public Works Director; Michael Foote, Waste Diversion Manager; Heath VonEye, City Engineer; Kurt Siebenaler, City Engineer; Chuck Deaton, Lieutenant; Geno Palazzari, Communications Manager; Patti Davidsmeier, Community & Government Relations Manager; and Cindy Staskiewicz, Deputy City Clerk.

### **Warm Up Items**

Councilman Carsrud reported that a business owner, who is concerned with the reduction of blue rooms (portable toilets) in City parks, requested to “sponsor” a portable toilet in Sage Bluffs Park on 4-J Road. The business owner suggested that the dumping fees would be paid by his company, with signage referencing his company name as the donor. Council was interested in the idea and the possibility of other businesses doing the same at various parks throughout the summer. City Administrator Napier stated that Staff will discuss the request.

Councilman McGrath requested irrigation at the park on Pathfinder Circle, with the comment that the grass is drying up and turning brown.

City Administrator Napier asked Council for recommendation on a request from the Campbell County Public Land Board (CCPLB) regarding the appropriation of funds for Capital Budget purchases utilizing the Special Events Fund and the Wyoming Center Reserve Trust Fund in the current fiscal year. Councilman Barks clarified that one request is to use funds from the Special Events account for purchases that would normally go to the Wyoming Trust Fund. The other request is to use money from the Wyoming Center Trust Fund to purchase items for the Wyoming Center. Councilman Barks stated that the CCPLB has full authority over the Wyoming Center Trust Fund, and he wasn't sure why they were asking for direction from the City. City Administrator Napier stated that his recommendation would be to allow them to move forward with the requested repairs and replacements, particularly since the City will not have the means to participate in the 50% format for capital expenses as had been done in previous years. Mr. Napier stated that formal action will be taken at the June 21st Council meeting.

Mayor Carter-King informed Council that the Governor has requested that she attend a BLM meeting in Seattle to testify on behalf of Gillette. She stated concern that she would return from Seattle the evening of June 21st, which could potentially pose a conflict with the June 21st Council meeting. Mayor Carter-King asked Council if she should send a representative to read a statement so she can remain in Gillette for the Council meeting. Councilman Carsrud commented that, for the sake of our community, he felt it was important for Mayor Carter-King to attend the BLM meeting. City Administrator Napier reminded Council of some of the items on the June 21st agenda, including the third reading of the budget ordinance, and the recycling discussion scheduled for the pre-meeting. Mr. Napier suggested that the recycling discussion could be moved to a Work Session on June 28th, which is currently a canceled meeting date. Mayor Carter-King stated that there is a chance that she will be back in time for the June 21st meeting, and suggested that if she makes it back in time, the recycling discussion can take place at the pre-meeting rather than moving the item to the June 28th Work Session.

## **Action Item**

### **ORDINANCE 16-16**

#### **AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF GILLETTE, WYOMING, FOR FY2016-2017**

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.

## **Digital Billboards Discussion**

City Administrator Napier explained that, in the near future, a proposed zoning amendment, which will allow for the placement of digital billboards within certain zoning areas throughout the City, would be brought to Council for consideration. Mr. Napier informed Council that the Planning Commission would be in attendance for the presentation offered by Planning Manager Cole. Mr. Cole explained that a request had been received by a local sign manufacturer for changes to the zoning ordinance to allow for digital billboards to be installed within City limits. Mr. Cole explained the existing ordinance and the proposed changes. Councilman Barks expressed concern regarding the allowance of a digital billboard within 250' from a residential property that would be permissible by the ordinance. Councilman Kuntz stated concern for electronic billboards, which could pose a traffic hazard and for beautification purposes. Mr. Cole commented that the Planning Commission would discuss the proposed zoning amendment and offer a public hearing and ordinance recommendation for City Council at the June 21st Council meeting.

## **Inberg-Miller Engineers Solid Waste Report**

City Administrator Napier reminded Council of recent discussion regarding the relocation of the solid waste handling facilities from the present location on Westover Road to a new location 12 miles north of our community. There had been concern of the move causing negative impacts on the City's solid waste operations, solid waste fund and recycling program. The City would like to be prepared for the upcoming changes. Steve Moldt, President of Inberg-Miller Engineers, gave a presentation on a 2016 Solid Waste Operations Study to review and evaluate the operations cost impacts of relocation of the landfill, projected City growth through annexation and normal population growth, conversion to a "Pay to Throw" operation including recycling, and to also review and evaluate present strategies, equipment, staffing and facility needs to maintain or enhance current levels of service. The presentation provided statistics regarding the four elements of collection for residential, commercial, yard waste, and recycling. Mr. Moldt also addressed the City's cost of services, current and anticipated issues, and future operations. The statistics indicated that the City's commercial, residential and yard waste programs are profitable. The new collection trucks will absorb the costs of moving the landfill and proposed annexations, however, the new collection trucks cannot empty 3-yard containers. The study recommended elimination of 3-yard containers and replacement with 96 gallon roll-out containers. Mr. Moldt expressed appreciation for the City's GIS/GPS collection truck route planning and monitoring system, which helps to refine the routes for optimum efficiency and provide the Solid Waste Division the capacity to measure performance.

Mayor Carter-King inquired if the City was still planning to outsource the apartment complex solid waste collection to private haulers. Discussion ensued regarding the issues of solid waste disposal for apartment complexes.

Mr. Moldt recommended that the City encourage yard waste disposal by providing all residents with a yard waste container, at no cost to the customer, and not allowing yard

waste to be mixed with garbage. He stated that yard waste could be collected weekly or bi-weekly. The initial downfall would be the cost of the additional containers, but cost recovery would come with produced diversion. Increased yard waste could cause potential issues with the Wastewater Treatment Plant bio-solids operation, with the full ramifications unknown at this point, but could possibly be significant. Councilman Carsrud expressed intrigue with the possibility of providing yard waste at no cost to citizens, but he would like to know solid numbers before committing. He asked if there was a way of determining how much yard waste is currently included with the trash taken to the landfill. Mr. Moldt commented that based on the data collected, the City collects about a thousand tons of yard waste mixed with the trash. Mr. Moldt reported that some Wyoming communities, including Casper, banned yard waste from landfills and assess fines if yard waste is mixed with trash; those communities then provide the means for proper disposal of yard waste. Projected savings to the City of Gillette for providing yard waste containers to all residents would be between 1,000 tons to 2,700 tons at the curb.

Public Works Director Wilde stated that the City is in the process of determining which apartment complexes will be outsourced to private haulers. Mr. Wilde also reported that the majority of the commercial dumpsters have locking mechanisms to avoid illegal dumping. City Administrator Napier commented that the issue of eliminating residential 3-yard dumpsters and replacing them with individual roll-out containers will be recommended for Council consideration in the future.

### **Budget Amendment Discussion**

City Administrator Napier advised Council that the budget amendment is not exclusively for new projects; it is an opportunity to wrap up existing issues that have occurred since the budget was originally passed. Finance Director Pitlick gave an overview of the FY2015-2016 budget amendment, scheduled for consideration at the June 21st Council meeting, which will include a public hearing and consideration of a Resolution. The amendment totals approximately 1.733 million dollars, comprised of 4 categories:

- 1) Additional expense offset by new revenues in the amount of \$21,418
- 2) Transfer between funds in the amount of \$125,440
- 3) Previously designated funds in the amount of \$162,113
- 4) Application of unassigned cash in the amount of \$1,424,605

Director Pitlick also addressed a previous funding request from the Council of Community Services for their accounts payable and additional accounting services. At the time of the request, Council directed staff to allow up to \$71,000 in payments. Finance Staff analyzed the bills submitted by the Council of Community Services and processed payments for the bills that were not in question, totaling payment of \$16,561 in bills. After receiving additional information from the Council of Community Services for the questionable bills, Finance Staff felt comfortable releasing payment for the remaining bills utilizing the intended parameters established by the Council. Mr. Pitlick recommended that the upcoming budget amendment Resolution be increased to accommodate funding for the Council of Community Services up to the \$71,000 amount established by Council.

Finance Director Pitlick informed Council that the June 21st meeting will also include the third reading of the Ordinance appropriating funds for the FY2016-2017 budget.

### **East Industrial Park Discussion**

City Administrator Napier stated that there will be two segments to the East Industrial Park discussion. The first segment will address the discussion with the County in terms of providing funding for a waterline that will serve two purposes, the new rodeo facility that will be constructed east of the Cam-Plex, and also the extension of the same waterline further east to the borders of the East Industrial Park. The last discussion on the issue, at a recent meeting with the County and the Town of Wright, included the topics of funding the waterline and funding a parking lot for the rodeo facility that would comply with City codes. The City's funding amount discussed at that meeting was approximately \$305,000. Mayor Carter-King reminded Council that from the \$305,000, they were anticipating funding the extensions of the waterline and the parking lot paving. Mr. Napier stated that the project may be eligible for a Business Ready Grant

match, as well. He introduced City Engineer VonEye and Phil Christopherson, CEO of Energy Capital Economic Development, to address Council with data provided by the County and information regarding the Business Council grant application. Mr. VonEye reported that the numbers from the County were very positive for the costs of the project; the total project estimate for the waterline to the rodeo grounds, extension of the waterline further east through the rodeo grounds to the west property line of the Industrial Park, and the asphalt parking lot was \$205,000. Mr. Napier reiterated that the \$205,000 includes everything that Council has provisionally talked about for the project. Mr. VonEye stated the numbers are based on information provided by the County. Mr. Napier stated that the original thoughts for cost of the project were \$305,000 for just the “L” portion of the waterline extension, not including parking lot or waterline extension. Mayor Carter-King stated that now it appears that the waterline extension, parking lot, and waterline extension to the East Industrial Park can be accomplished for \$205,000. City Engineer VonEye stated that the numbers are bid-based and should be fairly solid. City Administrator Napier stated that there would be roughly \$100,000 left that would be adequate for a match for a Business Ready grant that could provide utilities into the Industrial Park. Mr. Christopherson stated that the East Industrial Park plans are making progress, but there is a long way to go. He stated that infrastructure is needed to support the business. They are in the process of applying for a Business Ready Grant with the hope of possible funding by October or November. Mr. Christopherson stated that the State of Wyoming has some grant funding available, and the Business Committed Grants are considered the highest priority by the State. The grant would be for approximately 4.5 million dollars and the matching portion would be approximately \$450,000. Councilman Barks asked if the request was to allocate \$100,000 for this project. City Administrator Napier suggested that the allocation request would be 10% of the City’s portion of the project as a “buy-in” to the partnership of this application for this project. Councilman McGrath asked about the access from Highway 51. Mr. Christopherson stated that the access between Highway 51 and Boxelder would be included in the grant funding. Councilman McGrath asked if there are any other businesses currently interested in locating at the Industrial Park. Mr. Christopherson was not aware of any other businesses at this time. City Administrator Napier asked Council for direction on proceeding with a Resolution for council consideration that would commit \$40,000 to \$60,000. Council was in favor of proceeding with the process. City Engineer VonEye stated that a Resolution to support the project for the grant application process would be brought before Council for consideration on the June 21st meeting. Councilman Barks asked if the City will be asked to continue the waterline beyond the proposed extension. City Administrator Napier stated that regarding the overall cost of the utilities as they relate to the area, it is anticipated that a loop would be built that would extend to Hwy 51, which would be the extent of the City’s commitment to the development.

### **Review June 21st Council Agenda**

The group reviewed the upcoming agenda items for June 21st.

### **Executive Session**

It was moved by Councilman McGrath and seconded by Councilman Carsrud to move into Executive Session to discuss personnel. Roll was called on the motion with the following results. Council Members voting aye: Carsrud, Jerred, Kuntz, McGrath, Montgomery, Barks, and Mayor Carter-King. The Presiding Officer declared the motion carried.

### **Adjournment**

There being no further business to come before the Council, the Special meeting adjourned at 8:00 p.m.

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Mayor Louise Carter-King

(S E A L)

ATTEST:

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Cindy Staskiewicz, Deputy City Clerk

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