

A Special Meeting of the City Council was held on Tuesday the 17th day of March 2020, in the City Hall Council Chambers.

Present were Councilmen Brown, Carsrud, Lundvall, McLeland, Neary, and Mayor Carter-King; City Administrator Davidson and City Attorney Reyes; City Clerk Staskiewicz.

Mayor Carter-King gave the following address to citizens, regarding City of Gillette operations during the COVID-19 pandemic:

“Good evening everyone. I would like to take a moment to discuss the steps the City has taken to help prevent the spread of the virus, and how we are maintaining critical City services.

As many of you know, City offices are essentially closed to public access. We are doing this not only for the health and safety of our employees but also for the health and safety of our residents and visitors. However, we are still operating as much as possible.

If you have questions for City Administration or members of the City Council, you can call our office at 686-5203 or you can find our contact information on the City website, www.gillettewy.gov.

All meetings of our Citizen Advisory Boards have been canceled until further notice.

Municipal Court operations have been suspended until further notice. For those that have had their court date suspended, you will receive information in the mail for the rescheduled date and time when that has been determined. Fines may still be made over the phone.

Our City Attorney will be available via phone and email.

The Engineering Division will be communicating via phone and email to make sure that contractors are able to continue their work.

Building Inspection will continue to issue permits and make inspections in limited situations and for specific reasons. They will conduct inspections making the best use of social distancing and minimizing contact to keep ongoing construction projects moving forward.

If you have need for Geographic Information Systems services, they can be reached by phone or email.

Customer service is continuing to operate. We ask that our utility customers pay their bills online or over the phone. If that is not possible, payments can be dropped off using the dropbox or using the drive through during normal business hours. We will not be disconnecting anyone's services until further notice. We will continue to send out utility bills and reminder notices. We will not be assessing late fees.

The City Clerk will be on duty during this time. However, the City will not be accepting most applications for things such as liquor license transfers, catering permits, merchant permits and similar interactions for the foreseeable future.

The Human Resources Department will be staffed but will not be conducting job interviews. They will accept applications for employment via US Mail and electronically through email.

The Gillette Police Department will continue to respond to calls for service. They will do their best to maintain safe distancing when appropriate. Fingerprinting services have been suspended as a preventative measure. Our Community Service Officers will continue to provide VIN verifications, taking appropriate safety precautions.

Animal Control will continue to operate but there won't be any animal adoptions. If you have an animal that was picked up by an Animal Control Officer, you can call and make arrangements to pick your animal up. Please do not go to the Shelter without calling first.

Our Solid Waste Division will be running routes as normal. Please have your roll outs to the curb by 7 a.m.

Our Streets Division will continue to plow snow when we have a snow event.

Each of our Utilities Divisions will continue to make sure we can turn on our lights, get water from our taps, and flush our toilets. They have taken measures to protect themselves to make sure they can respond when needed. Our Electrical Services Division has already responded to two power outages quickly and safely.

Our divisions that support internal operations, like IT, Fleet, and Building Maintenance are also on duty and making sure that requests for their services are responded to quickly and efficiently while limiting face to face contact.

As you can see, the City is taking this pandemic very seriously. We ask that everyone else make every effort to help prevent the spread of this disease to vulnerable populations.

We also want you to think about the social service agencies that are still assisting those that need help with food and shelter. The Council of Community Services is in dire need of food for their pantry. The best way to help them is with a monetary donation, but the next time you are out shopping, please pick up a few extra items for the food pantry. Gillette and Campbell County always come through for our neighbors when the chips are down. Let's do it again."

Consent Agenda

- Minutes
 - Pre-Meeting – March 3, 2020
 - Regular Meeting – March 3, 2020
 - Executive Session – March 3, 2020
 - Work Session – March 10, 2020
- Bills and Claims
- Other – Consent
 - Approval of a Street Closure on Warlow Drive, Beginning Just West of the Aquatic Center Entrance, West to North Osborne Avenue, and on Brooks Avenue Between Lakeside Drive and Warlow Drive, on June 15th from 6:00 p.m. to 7:00 p.m. for the annual "Time of Remembrance" Ceremony at the Children's Memorial Walkway.
 - Approval of a Bid Award for the Large Asphalt Patch 2020 Project to Croell, Inc., in the Amount of \$165,313 (1% Project).
 - Approval of a Bid Award for the 2020 Water Main Replacement Project to Hot Iron, Inc., in the Amount of \$3,420,928.51 (1% Project).
 - Approval of a Professional Services Agreement for Construction Management Services Associated with the 2020 Water Main Replacement Project, with Morrison-Maierle, Inc., in the Amount of \$444,235 (1% Project).
 - Approval of a Professional Services Agreement for the Construction Management Associated with the Alley PMS 2020 Project, with Inberg-Miller Engineers, in the Amount of \$27,880 (1% Project).
 - Approval of a Professional Services Agreement for Construction Management Associated with the Crestview Utility Extensions Project, with DOWL, in the Amount of \$96,000 (1% Project).
 - Approval of a Professional Services Agreement for Construction Management Associated with the Pavement Management System 2020 Project, with Kadrmas, Lee, & Jackson, Inc., in the Amount of \$335,395 (1% Project).

- Item removed from the Consent Agenda and moved to the April 7, 2020, General Agenda: *Council Consideration of a Resolution Approving and Authorizing the Final Plat Known as Lots 2D & 2E, Block 1, Copper Ridge Estates Phase 1, to the City of Gillette, Wyoming, Subject to all Planning Requirements*
- Approval of a Bid Award for the Dalbey Memorial Park Fishing Lake Bridge Improvements Project to Carr Coating, LLC, in the Amount of \$76,500.00 (1% Project).
- Approval of a Memorandum of Understanding with the Campbell County Parks and Recreation Department for City Pool Operations for the 2020 Season.
- Approval of a Memorandum of Understanding Between Campbell County School District and the City of Gillette, Wyoming.

Mayor Carter-King explained that all items listed on the Consent Agenda would be enacted by one motion, unless a request was made for discussion by any member of the audience or Council. Council President Neary requested that the Council discuss and consider the item listed under, “Other – Consent”, regarding Copper Ridge Estates, separately under New Business, at the next scheduled Council meeting on April 7, 2020. Councilman Carsrud made a motion for approval of the Consent Agenda, excluding the item listed under “Other – Consent” regarding Copper Ridge Estates (*Council Consideration of a Resolution Approving and Authorizing the Final Plat Known as Lots 2D & 2E, Block 1, Copper Ridge Estates Phase 1, to the City of Gillette, Wyoming, Subject to all Planning Requirements*); seconded by Councilman Brown. All voted aye. The motion carried. Mayor Carter-King stated that the Copper Ridge item would be placed on the April 7th agenda for consideration.

Approval of Conflict Claims

Councilman Lundvall made a motion to approve a conflict claim for Councilman Carsrud in the amount of \$30.90; seconded by Councilman Neary. Councilmen Brown, Lundvall, McLeland, Neary, and Mayor Carter-King voted aye. Councilman Carsrud abstained. The motion carried.

Councilman Brown made a motion to approve a conflict claim for Mayor Carter-King in the amount of \$32.49; seconded by Councilman Neary. Councilmen Brown, Carsrud, Lundvall, McLeland, and Neary voted aye. Mayor Carter-King abstained. The motion carried.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 5:42 p.m. Mayor Carter-King expressed concern for citizens, and reminded all to take recommended precautions, practice social distancing, avoid crowds, and stay home as much as possible.

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk
Publication date: March 25, 2020

Louise Carter-King, Mayor