

A Work Session Meeting of the City Council was held via teleconference on Tuesday the 31st day of March 2020.

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

Warm Up Items

Mayor Carter-King welcomed all viewers and explained the virtual meeting process. She offered well wishes for the community and expressed gratitude to all that were complying with the Governor's orders and taking precautions to keep the community safe.

Status Update of City Operations

City Administrator Davidson opened with an update of the impending snow storm. Administrator Davidson gave a summary of current City operations due to the COVID-19 pandemic. The City has been operating for 18 days at reduced capacity. Customer Service has one employee in the office, other employees are operating remotely from their homes with the capacity to assist citizens and process credit card payments; meter readers are still operating. The City Clerk's Office serves as a go between for the organization and the public, and remains staffed on a rotating basis between the Clerk and the Deputy, with one staff member in the office and the other working remotely from home. Judicial procedures are closed until April 13th, but have the capability to hold teleconference hearings on an as needed basis, with one staff member in the office and the other working remotely from home. Police Dispatch is in operation with no direct contact between officers and staff; Police Records has minimal staff in the office with the remainder of the staff working remotely from home. The Police Department is staffed and practicing safe distancing procedures. Engineering and Building Inspection are mostly working from home. Inspectors are performing inspections while practicing safe distancing measures; the Building Permit Clerk is issuing permits remotely from home. The intent is to keep projects moving forward and not delay contractors. IT is working remotely to keep City operations functioning. The City Administrator and Staff are in the office on alternate days and are otherwise working remotely from home. The Finance Department is mostly operating remotely from home keeping up with accounts payable, budget, and payroll services, with one staff member in the office daily to take care of essential office duties. GPA is working remotely from home. The Wastewater Plant is in operation with employees facilitating safe distancing with fellow employees. The yard waste facility is not open for drop off of yard waste or pick up of compost, bio-solids, or wood chips. The Electrical Division is also operating on split shifts. The Water Division crews are working split shifts with no contact between the two shifts. Public Works is retaining isolation. Spring is normally the time for cleanup efforts, which will be delayed because of difficulties in operating without interaction with fellow employees. Animal Control is not open to the public, with limited animal adoption available for viewing animals when operations can take place outdoors. Solid Waste is fully operational with staggered start and finish times to keep drivers from being in the office simultaneously. Fleet has techs on site as needed with employee to employee contact limited by working in separate bays. The challenge they face is when the weather allows for street sweeping, the sweepers tend to break down, with failed parts requiring two (2) mechanics for the repair, which proves problematic, therefore, street sweeping will be delayed. City Administrator Davidson stated that the City is running 50 to 60 satellite offices to keep the City operational. Mayor Carter-King polled the Council to allow any questions or comments. Councilman Lundvall commented that he received a call about street sweeping efforts and was grateful the City Administrator addressed the issue.

Social Services Agency Discussion

City Administrator Davidson stated that with the anticipated downturn in the economy, the budget will need to be substantially altered. To remain fairly conservative in the approach, Staff is looking at the 1% budget of 14.7 million dollars to be about 3 million dollars less than current operating funds. There is a standing Resolution that states that no more than 5% of the 1% fund can be used for funding social agencies, which calculates to \$738,000, which is far less than what is recommended by staff, and is the lowest funding in many years. It is Staff's opinion that to maintain the 5% limit of funding would not accomplish Council's goal of funding levels for 1% social services agencies. Staff's recommendation would be to raise the limit to 6.5 % in order to meet the accustomed standard of funding. 6.5% would calculate to approximately \$960,000 for social services agency funding, which is considerably different than what has been done in years past. Administrator Davidson listed the agencies funded through the general fund which do not affect the 1% funds. Also mentioned, were the Gillette College and the Donkey Creek Festival, which are not subject to the 5% funding cap. He stated that most agencies that applied for funding have requested the same level of funding as previous years, others are requesting an increase

in funding. Traditionally, any social service agency requesting an increase in funding is asked to present to Council the justification for the increase. Administrator Davidson requested that Council determine if they want to accept Staff’s recommendations on the funding or if they would like the agencies to appear before Council via teleconferencing. He also asked for a decision as to whether the City Attorney should be directed to draft a Resolution for Council’s consideration to raise the funding level to 6.5% of available 1% funds, which would include a sunset date. Mayor Carter-King said she would prefer to keep the level at 5% to keep a cap on the spending, but because of the current situation and the need for social agency funding, she would agree to considering a 6.5% funding level that would sunset at the end of FY20-21. Councilman Neary asked if the budget was based on anticipated funds, or current funds. Administrator Davidson explained that capital projects were based on cash on hand. This was the first year Staff planned to base social service agency funding in the same way. At this point, that would be based on anticipated 1% revenue of 14.7 million dollars. This funding would be based on anticipated 1% funding other than capital projects. The anticipated funding was projected utilizing the lowest revenue for the last 4 years, divided by 12, to establish the 6.5% funding level. The projected funding may be artificially low, with the logic that it is better to go low than to overestimate the projected funding level, and offer Council flexibility to come back with future cash infusions, if available. Councilman Neary agreed to the 6.5% funding level. Councilman Montgomery agreed with the 6.5% funding level. Councilman Lundvall agreed to the 6.5% funding level, but asked for more insight on funding for the Council of Community Services and how they utilized the \$250,000 that was recently appropriated to them, and have them provide an explanation of their request increase. Mayor Carter-King stated that the Council of Community Services has been hit with large expenses during the economic downturn, and they requested to use a portion of the \$250,000 construction funding to assist citizens with rent and other necessities in which, due to current circumstances, the request was granted. Administrator Davidson agreed that it would be important for the Council of Community Services to come before Council to address their funding needs. Councilman Lundvall agreed to the 6.5% funding level. Councilman Brown asked if the additional funding that would be allotted to social services agencies would then reduce the amount of money appropriated for potential capital projects. City Administrator Davidson confirmed that capital project funds would be reduced. Councilman Brown agreed to the 6.5% funding. Councilman McLeland asked if there was a reserve to continue with pavement management projects and streets or would the funding also be reduced. Administrator Davidson stated that Staff is looking at spending cash on hand, and will need to take a conservative look at 1% capital projects. He reminded that the bids for the Lakeway sanitary sewer project that will be considered by Council on the April 7th agenda came in substantially over budget. Staff’s recommendation is to reject the bids, which allows that funding to roll over to next year. He stated that it is best to plan to reduce the projects with the hope that the economy will recover to the point that projects can be reconsidered in the fall. Councilman McLeland agreed to the 6.5% funding. Councilman Carsrud agreed to the 6.5% funding level. Administrator Davidson reiterated that City Attorney Reyes would be directed to draft an Resolution that would sunset at the end of the fiscal year.

City Administrator Davidson informed Council that Staff also needs direction on how to proceed with the social services agency funding. Is it the preference of the Council for the agencies requesting an increase in funding to appear before Council via teleconferencing at the April 14th Special Meeting, or would they prefer to go with Staff’s recommendations on the amounts funded to each agency. The Council of Community Services would be invited to appear before Council. Which other agencies should be invited to appear? The Mayor requested that the listing of requests be read for Councils’ information. The following information was provided by the City Administrator:

Agencies Requesting an increase in funding:

AGENCY NAME	FY19-20 FUNDING	NEW REQUEST	STAFF RECOMMENDATION
C C Adult Treatment Court	\$10,500	\$15,000	\$10,500
Council of Community Services	\$35,000	\$80,000	\$80,000
Gillette Abuse Refuse Foundation	\$64,000	\$69,000	\$64,000
Gillette Reproductive Health	\$30,000	\$40,000	\$30,000
VAC for the 6th Judicial. District	\$65,000	\$71,700	\$65,000
Y.E.S. House	\$160,000	\$170,000	\$160,000

New Agencies Requesting Funding:

AGENCY NAME	NEW REQUEST	STAFF RECOMMENDATION
American Legion Post 42 Baseball	\$10,000	Does not meet funding guidelines / no funding
AVA	\$10,000	Does not meet funding guidelines / no funding
Cowboy State Games	\$12,500	Does not meet funding guidelines / no funding
Edible Prairie Project	\$20,000	\$5,000
Habitat for Humanity	\$30,000	No funding
Salvation Army	\$25,000	\$25,000

Special Projects Not Subject to the 5% Cap and Other Agencies:

AGENCY NAME	FY19-20 FUNDING	NEW REQUEST	STAFF RECOMMENDATION
Gillette College	\$500,000	\$684,000	\$550,000
Energy Capital Economic Dev.	\$130,000	\$200,000	\$130,000
Gillette Main Street	\$20,000	\$20,000	\$15,000

Mayor Carter-King asked Council Members which agencies they would like to come before Council at the April 14th Work Session. Councilman Lundvall requested to have Gillette Main Street appear at the meeting and requested information regarding the New Growth Alliance. Administrator Davidson informed Council that New Growth Alliance did not submit an application for funding. Councilman Brown would like to have the Salvation Army appear at the meeting. Councilmen Neary, Carsrud, and Montgomery agreed to allow Staff to make the recommendations without the need for any agencies to appear before Council. Administrator Davidson stated that a representative of Gillette Main Street, Salvation Army, and the Council of Community Services would be invited to appear before Council at the April 14th Special Meeting via teleconference.

Review April 7th Council Agenda

City Administrator Davidson advised Council that there would be no Pre-Meeting before the April 7th meeting. The Mayor stated that the hour before the meeting could be utilized for an Executive Session, if necessary. Administrator Davidson informed Council that the April 14th meeting would be a Special Meeting due to the need to consider the Utility Rate Ordinance on second reading. He also stated that any public comments for the April 7th Council meeting would need to be submitted in writing to the City Clerk prior to 3:00 p.m. on April 7th. A comment form is posted on the City’s website. The comments will be read at the Council meeting to allow citizens to have a voice at the meeting. The Mayor and Council reviewed the upcoming Council Agenda.

Executive Session

Councilman Brown made a motion to move into an Executive Session to discuss litigation and personnel; seconded by Councilman Lundvall. All voted aye. The motion carried.

Adjournment

Mayor Carter-King advised citizens to please stay home to help to control the epidemic in our community. There being no further business to come before the Council, the meeting adjourned at 7:02 p.m.

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk
Publication date: April 8, 2020

Louise Carter-King, Mayor