

**PUBLIC WORKS & UTILITIES ADVISORY COMMITTEE
MINUTES
January 16, 2013**

ATTENDANCE:

	MEMBERS	PRESENT	
		Yes	No
Chair:	Matt Walker (At-Large)	X	
Vice Chair:	Tom Sylte (At-Large)	X	
	Mark Hines (Engineer)	X	
	Taunya Ernst (At Large)		X
	Tyler Miller (Engineer)	X	
	Dan Barton (Contractor)	X	
	Robin Matti (Supplier)	X	
	Jeff Johnson (Contractor)	X	
	Meeting Quorum	X	
City Staff:	Dustin Hamilton, Director of Engineering		X
	Kurt Siebenaler, City Engineer	X	
	Heath VonEye, City Engineer	X	
	Kendall Glover, Utilities Director	X	
	Sawley Wilde, Interim Public Works Director	X	
	Michael Foote, Sustainability Coordinator	X	
	Jill McCarty, Administrative Support	X	

I. Call to Order

Meeting was called to order at 5:47 p.m.

II. Personal Appearances

None

III. Approval of Minutes

Dan Barton made a motion to approve the minutes and Robin Matti seconded the motion. All were in favor.

IV. Old Business

A. Agenda for 2012/2013

- i. Professional Engineering Services Selection and Contracts:
City Engineer Kurt Siebenaler has been assigned the task of reviewing the consultant process for the City and will be updating the contracts used for design and construction management. Kurt will also be updating the consultant evaluation

process, and meetings with consulting firms are planned to be taking place in February or March.

- ii. Design Standards:
The 2012 Standard Construction Specifications, Design Standards, and 2011 Storm Drainage Design Manual are in effect as of January 1, 2013. They are all available to download on the City's website now.

- iii. Waste Diversion Program
Michael Foote provided the committee a proposed draft Ordinance, along with a letter of endorsement to the Mayor and Council from the Public Works and Utilities Advisory Committee for the water conservation program. Michael noted on the proposed Ordinance that water waste will be better defined, as well as a more complete drought management plan will be outlined. Committee members expressed concern about getting these proposed changes out to the public for comments and feedback. Matt Walker signed the letter of support for the proposed Waste Water Ordinance on behalf of the committee.

A workshop with the Mayor and Council will be held on February 11 where the presentation for the new Ordinance will take place. If the Council decides to move forward with the proposed Ordinance at the workshop, it will go through three formal readings at City Council meetings before being adopted.

- iv. Landscape Ordinance Revisions
The Planning Division continues to look at allowing more xeriscaping, as well as simplifying the Landscape Ordinance.

- v. Planning Projects
The Stocktrail Neighborhood Plan is nearing completion and should be done in March, and the Downtown Plan is also progressing well and is expected to be wrapping up in March.

B. Updated Items

- i. Stormwater Strategic Master Plan
The Stormwater Ordinance is planned to go to Council for approval this spring. City staff is developing policies and procedures in preparation to administer this ordinance once approved.

Zoning Ordinance Rewrite

The Zoning Ordinance rewrite continues to progress. Planning and Parks staff have met on the landscaping portion of the Ordinance, and are discussing modifications/improvements.

The Comp Plan is also progressing, and coordination with Campbell County continues on the "Joint" Planning Area. The consultant will be back in Gillette for more meetings in mid-February.

ii. Recycling

Yard Waste Program

The Yard Waste Drop Off Site will reopen March 1, 2013, and curbside collection will resume April 15, 2013. Curbside collection for the months of April through November 2012 totaled 545.5 tons. Christmas tree collection by Master Gardener's at the Gillette Tech Center was successful.

Recycling Counts

Customer count was 3,082 in December. Totals for January through December 2012 were 302.6 tons for residential customers and 294 tons for commercial customers. Work is currently being done with the Campbell County Memorial Hospital to enhance their recycling efforts, and public information will be coming out regarding the program.

Water Conservation

Preparation on water efficiency and conservation plan continues; planning for home irrigation audits; March 22, 2013, is World Water Day; Fix-A-Leak Week; attending NEWCA Home Show; Go Native Lecture series will be held in late April or early May.

Sustainability

Keep Gillette Beautiful community cleanup, Trash-a-Thon, will be held in May.

V. New Business

Meetings with the PWUAC members are slated to be scheduled in order to compile a list of topics of discussion for upcoming 2013 meetings.

VI. Other Business

Chris Burmeister from TIC was in attendance and gave a summary on the work currently being done for the Madison Pipeline project along Westover Road and Southern Drive.

Next meeting: February 20, 2013

VII. Adjournment

Meeting adjourned at 6:57 p.m.