

**PUBLIC WORKS & UTILITIES ADVISORY COMMITTEE
MINUTES
February 20, 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	
	Rick Lock, Interim Streets Superintendent	X	
	Michael Foote, Sustainability Coordinator		X
	Jill McCarty, Administrative Support	X	

I. Call to Order

Meeting was called to order at 5:55 p.m.

II. Personal Appearances

None

III. Approval of Minutes

Tyler Miller made a motion to approve the minutes and Jeff Johnson seconded the motion. All were in favor.

IV. Old Business

A. Agenda for 2012/2013

A meeting was held February 20, 2013, with City staff and committee members where discussion was held on topics for the upcoming 2013 meetings for the committee. The items agreed upon to be added to the agenda will be:

- Co-power with Wind Turbines

- Vertical Control Network.

i. Professional Engineering Services Selection and Contracts:

Discussion was held on the Request for Proposals process at the meeting with City staff and committee members. Selection for how local consultant businesses should be weighted in the future was examined, as well as when proposals should and should not be sent out during the beginning stages of a City project. Discussion was also held on the possibility of projects not having to go through a formal RFP process.

ii. Design Standards:

This item is completed; as of January 1, 2013, the new regulations and standards were accepted by Council, and will be removed from future meeting agendas.

Curb ramps and the requirements other surrounding communities use for them was discussed. Gillette's curb ramp requirements are written in compliance with the ADA guideline. The 2012 Design Standard revisions included updated Standard Drawings of multiple curb ramp examples that meet the ADA guidelines. City Engineering had considered other roll-over curb options. It was decided in the final revisions to keep the current curb options as they were.

iii. Waste Diversion Program

The Water Waste Ordinance went before Council on February 19, 2013, for its 1st reading. Edits to the ordinance will be made going into the 2nd reading before Council on March 4. Staying in the ordinance will be prohibiting watering on Mondays, while limiting watering between the hours of 7 am to 7 pm with fines for those who do not will be amended out. A "sunset clause" will be looked at as an addition for the 2nd reading.

A subcommittee for the Waste Division Program will possibly be formed as the process of the ordinance moves forward.

iv. Landscape Ordinance Revisions

A subcommittee is being considered involving the Parks Board in order to promote xeroscaping and water-friendly landscaping and plants.

v. Planning Projects

A meeting on the Stocktrail Neighborhood Plan was held on February 19, 2013, followed by a public open house. There was no attendance from the public for the open house.

An open house is being held for the Downtown Plan on February 20, 2013, for the streetscape enhancements. Grant applications are being submitted for landscaping, and also a plaza or public meeting place in the downtown area. The selection of the consultant engineer is expected to take place February 26, with the final presentation to Council on March 11.

B. Updated Items

i. Stormwater Strategic Master Plan

The Stormwater Ordinance is planned to go to Council for approval this spring. City staff is meeting internally on the proposed ordinance, and will make it available to the committee via the extranet when it is completed.

Zoning Ordinance Rewrite

The Zoning Ordinance rewrite continues to progress. When the draft is completed, an advisory committee will be formed to move the ordinance forward.

The consultant for the Comp Plan is expected to be in town February 21, 2013. A joint meeting with the City and County is being planned to include the communities of Wright, Gillette and the County in order to draft a cooperative agreement for land use.

ii. Recycling

Sustainability Coordinator Michael Foote provided the committee with a handout of the recycling efforts of the City with the following information included:

Yard Waste Program

The Yard Waste Drop Off Site will reopen March 1, 2013, and curbside collection will resume April 15, 2013.

Recycling Counts

Customer count was 3,091 in January. Totals for January 2013 were 30.49 tons for residential customers and 20.6 tons for commercial customers. Work is still ongoing with the hospital to enhance their recycling program.

Water Conservation

Water Waste Ordinance edits will be made during the course of the 3 readings before Council.

Energy Efficiency

Staff plans to promote home energy audits at the Home Show in March.

Sustainability

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

V. New Business

Board Member Training is being held at the County the beginning of March 2013. Schedules of the training sessions have been sent to all of the committee members.

Matt Walker opened the discussion to the committee for topics for the upcoming year for the agenda. There were no additions made to the existing topics.

VI. Other Business

Next meeting: March 20, 2013

VII. Adjournment

Meeting adjourned at 6:30 p.m.