



# CITY OF GILLETTE

Administration  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone (307) 686-5203  
www.gillettewy.gov

## MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** J. Carter Napier, City Administrator *Tom Pettibone for JCN*  
**RE:** General Information  
**DATE:** September 18, 2015

The following meetings are scheduled for the week of **September 19 – September 25:**

### Tuesday, September 22<sup>nd</sup>

- **6:00 p.m. Work Session (Agenda Attached)**
  - Energy Policy Network Proposal Consideration Discussion
  - Retail Liquor License Presentations
    - Eischeid Investments, LLC (Chophouse)
    - Farmers Cooperative Association
    - Razor City Liquor, LLC
    - Virtual Golf Simulator (Zane Iacovetto and Abe VanHorn)
    - Walmart
  - Executive Session
  - City Hall – 3<sup>rd</sup> Floor Conference Room
  - Dinner served at 5:30 p.m.

### Wednesday, September 23<sup>rd</sup>

- **Employee – Council Coffee**
  - City West – Breakroom, 7:00 a.m.
  - City Hall – 2<sup>nd</sup> Floor Community Room, 8:00 a.m.

### Thursday, September 24<sup>th</sup>

- **Senior Center Luncheon**, 12:00 p.m.
- **City Auction**, 5:30 p.m., Auction Warehouse on Warlow Drive

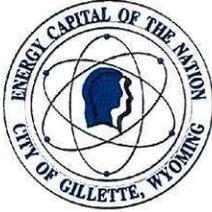
1. Attached please find **follow-up information** requested by the **Council** from the **September 15, 2015 Council Meeting** regarding **the anticipated capacity of each well relating to contract #2a of the Gillette Madison Pipeline Project** provided by **Utilities Director Glover**.
2. Attached please find a **memo** from **GIS Manager Annie Mayfield** regarding **Fox Park Avenue and Martingale Drive**.
3. Attached please find the **Weekly Water Conservation Report** for the week of **September 6 – 12, 2015** provided by **Administrative Service Director Boger**.
4. Attached please find the **Monthly Water Conservation Report** for the month of **August** provided by **Administrative Service Director Boger**.
5. Attached please find the **Public Works and Utilities Advisory Committee Meeting Minutes** dated **May 20, 2015**.
6. Attached please find an **update** from **WAM** dated **September 15, 2015** on **local, state, and national issues**.

JCN/ale

**Dinner Served at 5:30 p.m.**

**Agenda Topics**

- Energy Policy Network Proposal Consideration Discussion
- Scheduled Appearance Times for Potential Retail Liquor License Applicants (all presenters should be present **15 minutes prior** to their scheduled time):
  - 6:00 p.m. - Eischeid Investments, LLC
  - 6:30 p.m. - Farmers Cooperative Association
  - 7:00 p.m. - Razor City Liquor, LLC
  - 7:30 p.m. - Virtual Golf Simulator – Zane Lacovetto and Abe VanHorn
  - 8:00 p.m. - Walmart
- Applicants will give their presentations in the order indicated.
- It is preferred that each applicant is in the room one at a time.
- Each applicant will have up to 30 minutes for their presentations.
- Executive Session



# CITY OF GILLETTE

## Utilities

P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone (307) 686-5262  
[www.gillettewy.gov](http://www.gillettewy.gov)

## DEPARTMENT OF UTILITIES

**TO:** Carter Napier, City Administrator  
**FROM:** Kendall Glover, Utilities Director  
**DATE:** September 16, 2015  
**RE:** Council Request for Additional Information

At the Council Meeting on September 15, 2015 during the discussion on Burns and McDonnell being awarded the PSA for Bidding and Construction of the 3 additional Madison wells, two questions came up.

One was the anticipated flow rates for the three wells, which is 1500 GPM, the same as the two test wells that have been previously drilled.

The second question was in relation to the drilling method to be used. As in the first two wells, this design calls for reverse circulation, and in these three wells the deeper portion will be air drilled.

KRG/15-008



# CITY OF GILLETTE

## Administrative Services Department - GIS Division

P.O. Box 3003, Gillette, Wyoming 82717-3003

201 E. 5th Street - 2nd Floor

Phone (307) 686-5359

[www.gillettewy.gov](http://www.gillettewy.gov)

**TO:** Carter Napier *CN*  
**FROM:** Annie Mayfield *A.M.*  
**DATE:** September 11, 2015  
**SUBJECT:** Fox Park Avenue and Martingale Drive

All the information provided in this memo about Fox Park Ave and Martingale Dr is based on our research of records available at the Campbell County Court House.

Regarding Fox Park Ave, it appears that the State of Wyoming first granted an Access and Utilities Easement to a private citizen named Darrell Coulter around 1980 and then mentioned it again in a corrective document in 1988. This is based on Book 1018 Photos Page 52-53 at the County Court House. It appears that the purpose of this easement at the time was for the benefit of the Fox Park Subdivision as Darrell Coulter was the developer shown on the subdivision plat.

Then around 1989, based on Book 1080 Photos Page 195-196, Darrell Coulter gives all claims to this easement to the Campbell County Land Board. Then in 1990, based on Book 1100 Photos Page 649-652, the Land Board dedicates Garner Lake Rd and Boxelder Rd as public roads to the County. This document makes no mention of Fox Park Ave. We could not find any other document at the courthouse regarding Fox Park Ave. So it appears that Fox Park Ave, from Hwy 51 to Boxeleder Rd, is completely owned by the Campbell County Land Board and is private.

Regarding Martingale Dr, it is on the Campbell County Public Land Board parcel. We could not find any documents that granted any easement or right of way covering this road. We could only find tangential references to it in engineering drawings which call it a recreational access road or a park access road built sometime between 1983-1985. Also the fire station deed recorded in 2010, Book 2565 Photos Page 674-675, contains an exhibit which shows the words "No Dedication Found" for Martingale Dr. So it appears that Martingale Dr is completely owned by the Campbell County Land Board and is private.

Attachments: Map-Fox Park Ave. Research

# Weekly Water Conservation

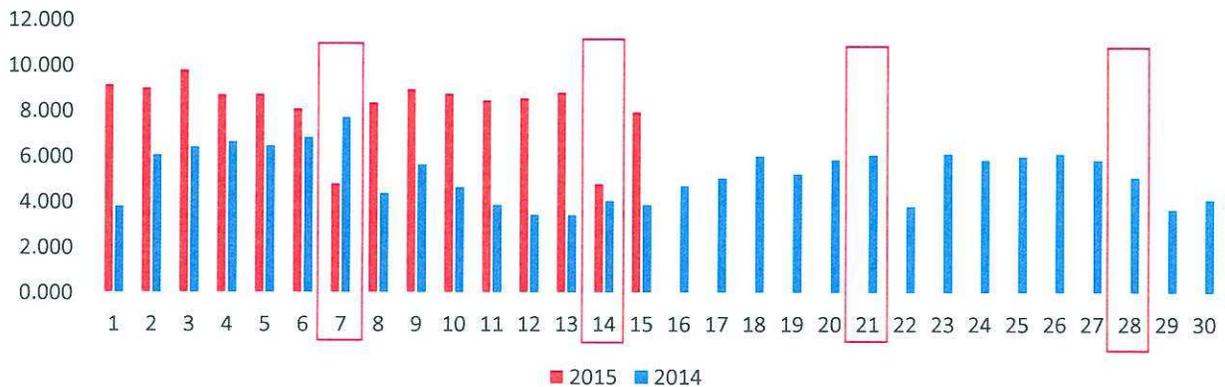
## Report

Sept 6th through 12th, 2015

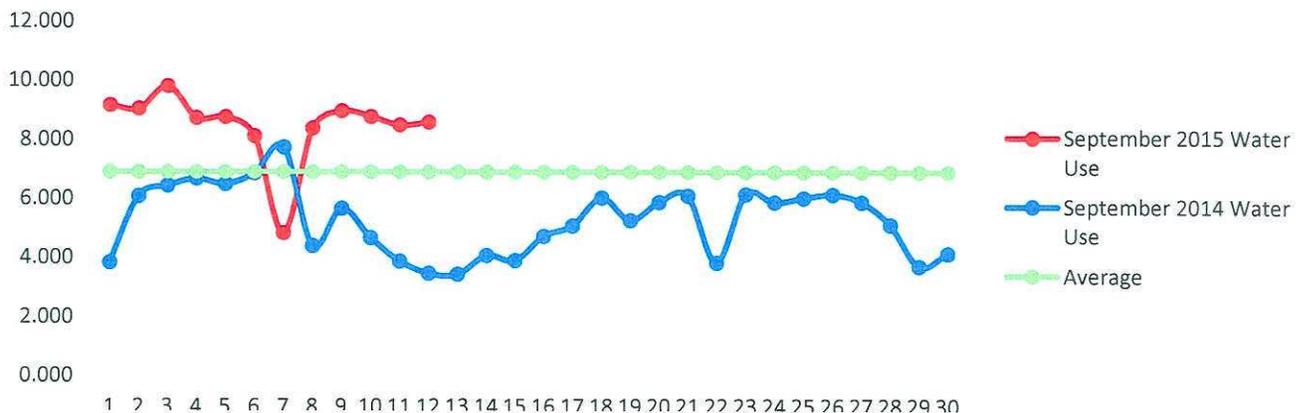


Sept '15 Vs Sept '14	Water Consumed Sept (month to date)	Large Water Users % of Sept Budget	Number of Complaints Sept
2015	101,381,000	n/a	1
2014	65,982,000	n/a	2
+/-	35,399,000		+1

September 2015 Water Use (MGD)



September 2015 Water Use (MGD)





Administrative Services Department  
Sustainability Division

# Water Conservation Report August 2015



Year	Population	Year	Population
2009	33,159	2013	30,646
2010	29,750	2014	32,000
2011	30,121	2015	32,520
2012	30,490		

August Comparison By Year	Water Consumed	Per Capita Consumption (gal/per/day)	% Δ consumed (vs. prior year)	Mean Temp (°F)	# of days >90°	Rainfall (inches)
2009	258,360,000	263		62.9	14	2.19
2010	277,558,000	270	7%	69.2	14	2.19
2011	289,408,000	310	4%	72.2	16	0.62
2012	284,700,000	303	-2%	71.3	17	0.23
2013	235,400,000	249	-17%	72.8	10	.99
2014	248,977,000	251	6%	68.5	5	2.15
2015	253,952,000	252	2%	70.3	12	1.87

Annual Comparison By Year	Annual Consumed	Annual Per Capita Consumed	Comment
2011	1,621,969,000	147.5	
2012	1,859,368,000	167	Drought
2013	1,563,220,000	140	
2014	1,486,421,000	127	
2015	TBD	TBD	

Large Water Users	Consumption	% of Water Budget
August 2014	n/a	n/a
August 2015	n/a	n/a

## Water Customers

August Comparison By Year	Residential			Commercial		
	Customers	Contacts Made	Contacts Made FYTD	Customers	Contacts Made	Contacts Made FYTD
2009	7,761	n/a	n/a	1,344	n/a	n/a
2010	7,965	n/a	n/a	1,360	n/a	n/a
2011	8,212	8	8	1,392	8	8
2012	8,365	9	31	1,462	3	10
2013	8,463	10	21	1,482	9	22
2014	8,624	2	8	1,499	1	4
2015	n/a	1	6	n/a	0	3

## Rebates

	# Rebates	# of Items Replaced/Installed	\$ Amount
<b>August</b>	13	485	\$2,510.50
<b>FYTD</b>	33	723	\$5,039.00

## Projects in Progress

Project	Who Responsible	Deadline	Why	Status
Water Meter Reading Map & Data Collection	Michael/GIS	June 2015	To help LWU's manage water budget	Complete
Web-Based Map to Track Water Exemption Signs	Michael/GIS	May 2015	Better manage signs	Complete
Reporting Format for LWU meter reading	Michael/Evan/GIS	June 2015	Provide pertinent information	In process
Home Irrigation System Checkups	Michael	July 2015	Provide assessment service to homeowners	Complete



# MINUTES

## Public Works & Utilities Advisory Committee

---

May 20, 2015

### Attendance:

---

#### Committee Members:

Mark Hines – Chair, *Engineer*  
Ken McKillop – Vice Chair, *Contractor*  
Robin Matti, *Supplier*  
Mike Oakley, *At-Large*  
Aaron Beyerl, *At-Large*  
Travis Bourne, *Contractor*  
Dennis Russell, *Engineer*

#### City Staff:

Dustin Hamilton, *Development Services Director*  
Heath VonEye, *City Engineer*  
Kurt Siebenaler, *City Engineer*  
Kendall Glover, *Utilities Director*  
Kent Clark, *Public Works Operations Manager*  
Jill McCarty, *Administrative Support*

Absent: Tom Sylte, *At-Large*

Meeting Quorum: Yes

### I. Call to Order:

---

Meeting was called to order at 5:50 p.m. by Mark Hines, Chair.

### II. Approval of Minutes:

---

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

### III. Personal Appearances:

---

None.

### IV. Old Business:

---

#### ● Waste Diversion Program/Recycling

In Michael Foote's absence he provided a handout for the committee on the updates of the Sustainability Division. Dustin let the committee know the curbside yard waste program is fully operating now. The Trash-A-Thon and Stop and Drop events both had good turnout despite the inclement weather. Upcoming will be the Garden and Landscape Education Expo (GLEE) taking place Saturday, May 30 at the Gillette College Tech Center.

#### ● Mix Designs

Dennis had provided city staff with information on the Idaho Transportation Department specifications to reference, and staff is continuing to review that information. Dennis said the information he got from his supplier was to talk to the shingles manufacturers on the east coast that manufacture a consistent supply as they would most likely have a RAS specification. Bryson and Nate, members of the RAP/RAS subcommittee, are also talking to a group in Nebraska to get information on the specifications they use.

Another meeting this summer will be held with the RAP/RAS subcommittee to continue working on the mix design specifications.

No additional or new information has been received on the concrete mix design.

- **Stormwater Ordinance**

Heath said staff is still making revisions from the comments that have been submitted from the public on the proposed stormwater ordinance. It is planned to have the ordinance go before City Council for approval by the end of this year.

- **Project Update and FY 2015 CIP**

Dustin informed the committee that the Westover Road Improvements project was awarded at the May 19 Council Meeting. The City's budget for the upcoming fiscal year is planned to go for the final reading at the June 16 Council Meeting. With the proposed budget, the Boxelder Road project was still projected to be let this summer. The 3<sup>rd</sup> Street Plaza project will be bidding this summer, and the projects that have begun already include the various PMS projects, water and sewer main projects, and the Madison Pipeline is still progressing as well.

- **Standard Specs – Modifications or Adjustments**

Heath handed out Section 02220 Trench Excavation with redline corrections, and went through the items that had been changed so far with the committee.

The committee discussed the issues of locates and abandoned lines, and the possibility of treating them as a crossing.

Discussion was also held on parallel utility lines not drawn into the projects, and whether or not a change order would be the appropriate way to handle those.

Heath said the tack coat spec will be further discussed in the RAP/RAS sub-committee; whether the specs will stay the same with a tack coat between all lifts, or if they will be revised to quantify when the tack coat should be applied with it listed as an "as needed" bid item.

Heath asked the committee to review the draft changes of the specs, and let him know of any additional changes they wanted.

## **V. New Business:**

---

None.

## **VI. Other Business:**

---

Next Meeting September 16, 2015.

## **VII. Adjournment:**

---

Meeting adjourned at 6:45 p.m.



Afton Evans <aftone@gillettewy.gov>

# WAM's Heads Up!

1 message

Wyoming Association of Municipalities <kwaldner@wyomuni.org>

Tue, Sep 15, 2015 at 9:40 AM

Reply-To: kwaldner@wyomuni.org

To: aftone@gillettewy.gov



Wyoming  
Association of  
Municipalities  
Building Strong Communities

## Heads Up from WAM!

**September 15, 2015**

### WAM Events

Board Meeting & Retreat  
September 16-18  
Pinedale, WY  
Hosted by the Town of Pinedale and the Hampton Inn & Suites

WAM-IPSC Board Meeting  
September 24-25  
Saratoga, WY

Finance Director Retreat  
October 14-16  
Jackson, WY

Eagle Butte Mine outside of Gillette



**CEO Retreat**  
October 21-23  
Jackson, WY

**WLD Conference**  
November 4-7  
Nashville, TN

**Gov. Mead's Business  
Forum**  
November 17-18  
Little America and Resort  
in Cheyenne

### **Farmer's Markets:**

**Basin** Wed 4:30-6 pm  
4th St & C Street.

**Buffalo** Wed 5 - 7 pm  
Crazy Woman Square,  
55 N. Main St

**Casper** Tues 5 - 7:30 pm  
Nicolaysen Art Museum,  
400 E. Collins Dr.

**Cheyenne** Saturday  
7 am Depot Plaza  
Tuesday 3-6:30 pm Frontier  
Mall by Sears.

**Cody** Thurs 4:30 - 6:30  
pm Park County Complex,  
1501 Stampede Ave.

**Dubois** Thursday  
St Thomas Episcopal  
Church,

**Evanston** Thurs 3 - 7 pm  
Historic Depot Community  
Room

**Green River** Wed 4 - 7  
pm Corner of Uinta Dr. &  
Roosevelt Dr.

**Jackson** Sat 10 - 6 pm  
Jackson Hole Town Square

**Kemmerer** Sat 9 - noon  
Downtown on Pine Ave.  
Herschler Triangle Park

**Laramie** Fri. 3 - 7  
Downtown on Grand Ave.  
Thursday Local Market 3 -  
7 Undine Park

**Rock Springs** Thursday  
4 - 7 pm South Main St.

**Sundance** Thurs. 4 - 7  
pm Church of Christ Parking  
Lot 369 US 14

## **Wyoming Trivia**

## **WAM at Interim Committee Meeting**

Last week WAM met with the Joint Corporations and the Joint Revenue Committees in regards to Local Government Financing. Scott and Shelley worked for most of the summer researching past revenues received by cities and towns, including sales and use tax and above-the-cap monies. Scott also worked on normalizing the differences in the municipal finance receipts from assessed value to population to sales and use taxes. They presented a full power point that can be found [here](#). Chairman Madden of Revenue presented a new look at the old formula for the direct distribution monies. Scott will present this at the WAM Board meeting this week in Pinedale. Needless to say, there is a lot going on this interim session!

## **WAM's Fall Region Meetings**

Since the beginning of January WAM's new regions have been meeting and working on defining their needs as a region. The new boundaries have led our regions to networking between one another; establishing better rapport with other local agencies and officials, plus gaining a better understanding of the challenges one another faces. More than half of our regions have held their fall meetings and we are happy to foster their collaboration efforts.

Try to attend your regions meeting if you can!

Region I: October 15, Wheatland

Region II: September 26, Gillette

Region III: October 28, Meeteetse

Region IV: November 5, Riverton

Region V: September 16, Pinedale

Region VI: February 18, Cheyenne

## **Governor Mead announced an Agreement protecting Wyoming in Alpha Bankruptcy**

Last week Governor Mead announced this agreement that will protect Wyoming and facilitate Alpha's efforts to reorganize, continue operations and retain its employees while in bankruptcy. [Read More Here](#)

## **Wyoming Business Council Meeting in Sheridan**

The Wyoming Business Council Board approved 18 BRC grants totaling \$14,502,625 last Thursday. All BRC grants must be approved by the Sate Loan and Investment Board at their October 1st meeting in Cheyenne.

How many people must be living in a settlement to classify it as a town?

Last week's Answer:

Where is the smallest town in the United States with a post office?

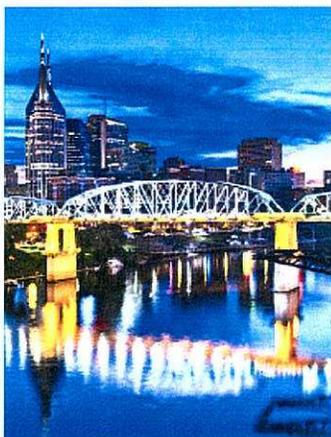
Lost Springs, Wyoming, is the smallest incorporated town in the U.S. with a post office.

Last week's meeting also featured discussion on the Business Council's future strategy for recruiting and developing business in the state.

"We will be moving away from a passive recruitment style. It's going to be about building personal relationships," said Shawn Reese, CEO of the Wyoming Business Council. "We want a team of ambassadors selling Wyoming."



There is no season in Wyoming like hunting season!



NATIONAL LEAGUE of CITIES | 2015 CONGRESS of CITIES  
**Nashville**  
MUSIC CITY

Music City Center in downtown Nashville, TN | November 4-7, 2015 | [www.nlc.org/nashville](http://www.nlc.org/nashville)

## MEET US IN MUSIC CITY

Host City Nashville heads the list of best travel destinations, places to live, and cities attracting young people. See why this November at the annual Congress of Cities and Exposition, and discover how this city ran with its identity as a historic music center and developed a thriving creative economy.

Join over 2,500 mayors, council members, and city staff to experience Nashville's creativity for yourself at the largest national gathering for local leaders in America.

[Forward this email](#)

Safe Unsubscribe

9/15/2015

City of Gillette Mail - WAM's Heads Up!

This email was sent to [aftone@gillettewy.gov](mailto:aftone@gillettewy.gov) by [kwaldner@wyomuni.org](mailto:kwaldner@wyomuni.org) |  
[Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [About our service provider.](#)



*by K. Wade Sealey*

Wyoming Association of Municipalities | 315 West 27 Street | Cheyenne | WY | 82001