



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
RE: General Information
DATE: October 16, 2015

*Request
for Carter Napier*

The following meetings are scheduled for the week of **October 17 – October 23:**

Tuesday, October 20th

6:00 p.m. City Council Pre-Meeting, agenda attached

- o Bennor Estates Emergency Water Discussion
- o Cam-Plex 2015 3rd Quarter Update
- o Recommendation to appoint Matt Stroot for the Parks and Beautification Board
- o Executive Session
- o City Hall – 3rd Floor Conference Room
- o Dinner served at 5:30 p.m.

7:00 p.m. City Council Meeting

- o City Hall – 2nd Floor Community Room

1. Attached please find a **letter** from **Debbie McWilliams (CJ Roosters)**, regarding the **relinquishment of their restaurant liquor license**.
2. Attached please find the **Parks and Beautification Board agenda** dated **October 8, 2015** and the **August 27, 2015 meeting minutes**.
3. Attached please find the **Public Works & Utilities Advisory Committee agenda** dated **October 21, 2015**.
4. Attached please find an **update** from **WAM** dated **October 13, 2015** on **local, state, and national issues**.
5. Attached please find an **invitation** from **Human Resources Director Aguirre** regarding **Suicide Prevention** on **October 19, 2015** beginning at **9:00 A.M.** and **1:00 P.M.**, and **October 21, 2015** beginning at **9:00 A.M** and **5:30 P.M.**
6. Attached please find a **flyer** for **Shop with a Cop Bake Sale** on **October 17, 2015** beginning at **9:00 A.M.**

JCN/ale



CITY OF GILLETTE

Administrative Services Department
City Clerk Division

Karlene Abelseth, City Clerk/Print Shop
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5210 • Fax (307) 686-4810
www.gillettewy.gov

Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, October 20, 2015
Dinner Served at 5:30 p.m.

Pre-Meeting Topic(s):

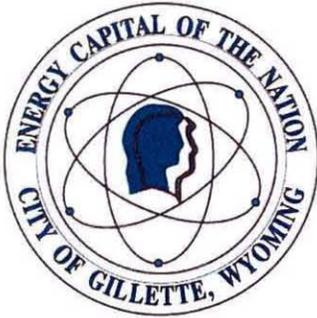
- Bennor Estates Emergency Water Discussion
- Cam-Plex 2015 3rd Quarter Update
- Parks & Beautification Board's Appointment Recommendation
- Review October 20th Agenda
- Executive Session

October 7, 2015

I Debbie McWilliams, (representative for McWilliams/Smith Inc.), have no interest in retaining our liquor license. We have closed our business as of September 6, 2015.

Thank you





**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
OCTOBER 8, 2015 – 5:30 P.M.
CITY WEST BREAKROOM**

Members:

**Kyle Ferris – Chairperson
Rollo Williams - Vice-Chairperson
Glen Asay
Scott Clem
Adrian Gerrits
Sandra Hunter**

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. August 27, 2015
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. Case – High Plains Business Park – Anthony McDonald, ECS Engineers**
 - B. Case – Sage Valley Apartments**
 - C. New City Website – Geno Palazzari, Communications Manager
- V. OLD BUSINESS**
 - A. Photo Contest
 - B. Landscape Beautification Award Nominees
 - C. Landscape Beautification Award Sign Samples
 - D. Landscape Beautification Award Limited Space
- VI. STAFF REPORT**
 - A. McManamen Shelter
 - B. Fountain
- VII. CHAIRPERSON’S / BOARD REPORT**
- VIII. ADJOURNMENT**



CITY OF GILLETTE

Public Works
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5320
www.gillettewy.gov

CITY OF GILLETTE PARKS AND BEAUTIFICATION BOARD

MINUTES
AUGUST 27, 2015
5:30 P.M.

CITY WEST BREAK ROOM

MEMBERS:

| | PRESENT | |
|----------------------------------|------------|------------|
| | (YES) | (NO) |
| Kyle Ferris, Chairperson | (X) | () |
| Rollo Williams, Vice-Chairperson | (X) | () |
| Glen Asay | (X) | () |
| Scott Clem | (X) | () |
| Adrian Gerrits | (X) | () |
| Sandra Hunter | (X) | () |
| Karen Johnson | (X) | () |
| Meeting Quorum: | (X) | () |

STAFF:

Sawley Wilde, Public Works Director
Dustin Hamilton, Director of Development Services
Janie Kuntz, Parks Supervisor
Brent Albrecht, Planner
Kim Klein, Senior Administrative Assistant
Pam Altenberg, Administrative Assistant

I. CALL MEETING TO ORDER

Chairperson Ferris called the meeting to order at 5:30 p.m.

II. APPROVAL OF MINUTES

Mr. Clem made a motion to accept the minutes from July 23, 2015. Mr. Johnson seconded. All members voted Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Case: Gillette College Student Housing Phase II – Dennis Stillman

Mr. Stillman, from Consolidated Engineers, Inc. was present to discuss the plan with the Board. The Board discussed the project and Mr. Clem made a motion to accept the plan as per staff recommendation, with the following conditions; the required number of trees and shrubs shall be planted on the site and that an irrigation system is provided as required by the Landscape Ordinance. An "as built" plan shall be produced and provided to the Parks Division reflecting the true location and identification of plant materials in the landscape. Mr. Williams seconded. All members vote Aye. Motion passed.

V. OLD BUSINESS

A. Landscape Beautification Award Nominees

Mr. Asay made a motion to nominate Taco John's and First Class Auto Body as the recipients of the award for August. Mr. Clem seconded. All members voted Aye. Motion passed. A time and date will be set to present the awards to the winners. All Parks Board members will be welcome to attend. The Board also talked about an award or letter to be given to businesses who have "limited space" for landscaping. This topic will be discussed at the next meeting.

B. Landscape Beautification Award Signs

Mr. Wilde asked the Board to submit their ideas to staff so that progress can continue for this project.

C. Parks Board By-Laws

The Board reviewed the "marked up" copy of the by-laws, which incorporated the changes the Board agreed upon at the last meeting. Mr. Gerrits made a motion to accept the by-laws as presented. Ms. Hunter seconded. All members vote Aye. Motion passed. Mr. Wilde will follow the process to get this item presented at a Council Meeting for formal adoption.

VI. STAFF REPORT

A. Highway 59 Light Poles

Mr. Wilde showed pictures and explained the process of the refurbishing of the light poles on Highway 59, Shoshone, and Butler Spaeth.

B. Board Training

Mr. Wilde shared a handout with the Board announcing the Fall Boarding Training which will be held September 16th and 17th.

C. 2015 Landscape Beautification Award Winners

Mr. Wilde told the Board that the award recipients so far this season have received their plaque.

D. Project Update

Mr. Wilde did a power point concerning projects that have been approved, but weren't required to come before the Board due to the size of the building.

E. Dog Park Grand Opening/Pooch Plunge

Mr. Wilde advised the Board of the Pooch Plunge date and time, which is Saturday, August 29th from 11 -2, and the Dog Park grand opening, which is Saturday, August 29th at 2:30.

VII. BOARD/CHAIRPERSON'S REPORT

A. Yard Sales/Garage Sale Signs

Mr. Williams talked with the Board concerning signs left on City property for garage/yard sales. Mr. Wilde will speak with Mr. Palazzari to put a notice out on the City's Facebook page.

B. Photo Contest

Chairperson Ferris relayed to the Board that he is working with Geno Palazzari, Communications Manager for the City of Gillette on this project. Preliminarily, the project would be 3 months, and limited to pictures of City parks. They will continue to work on this, and bring it to the Board when ready.

VII. ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

RESPECTFULLY SUBMITTED,

Sawley Wilde
Public Works Director



AGENDA

Public Works & Utilities Advisory Committee

October 21, 2015 • 5:30 p.m.
3rd Floor Conference Room, City Hall
Please RSVP Jill at 686-5265

COMMITTEE MEMBERS:

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

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

- I. **Call to Order**
- II. **Approval of Minutes**
- III. **Personal Appearances**
- IV. **Old Business**
 - A. **Agenda for 2015**
 1. **Waste Diversion Program/Recycling**
 2. **Mix Designs**
 - i. **Asphalt**
 - ii. **Concrete**
 - B. **City Staff Updates**
 1. **Stormwater Ordinance**
 2. **Project Update**
 3. **Standard Specs – Modifications or Adjustments**
- V. **New Business**
- VI. **Other Business**

Next Meeting: November 18, 2015.
- VII. **Adjournment**



Afton Evans <aftone@gillettewy.gov>

Word from WAM

1 message

Wyoming Association of Municipalities <kwaldner@wyomuni.org>

Tue, Oct 13, 2015 at 6:02 AM

Reply-To: kwaldner@wyomuni.org

To: aftone@gillettewy.gov



Wyoming
Association of
Municipalities

Building Strong Communities

Word from WAM!



Coal Creek Fire Update

A fast moving fire has destroyed multiple houses and outbuilding this past weekend in Evansville. The area still remains under evacuation notice as of Monday afternoon, but they are allowing people with pets and livestock to go in with a police escort.

Follow the story updates at trib.com.

**You can never cross the ocean until you have
the courage to lose sight of the shore.**

~Christopher Columbus

WAM's Finance Director Retreat this Week!

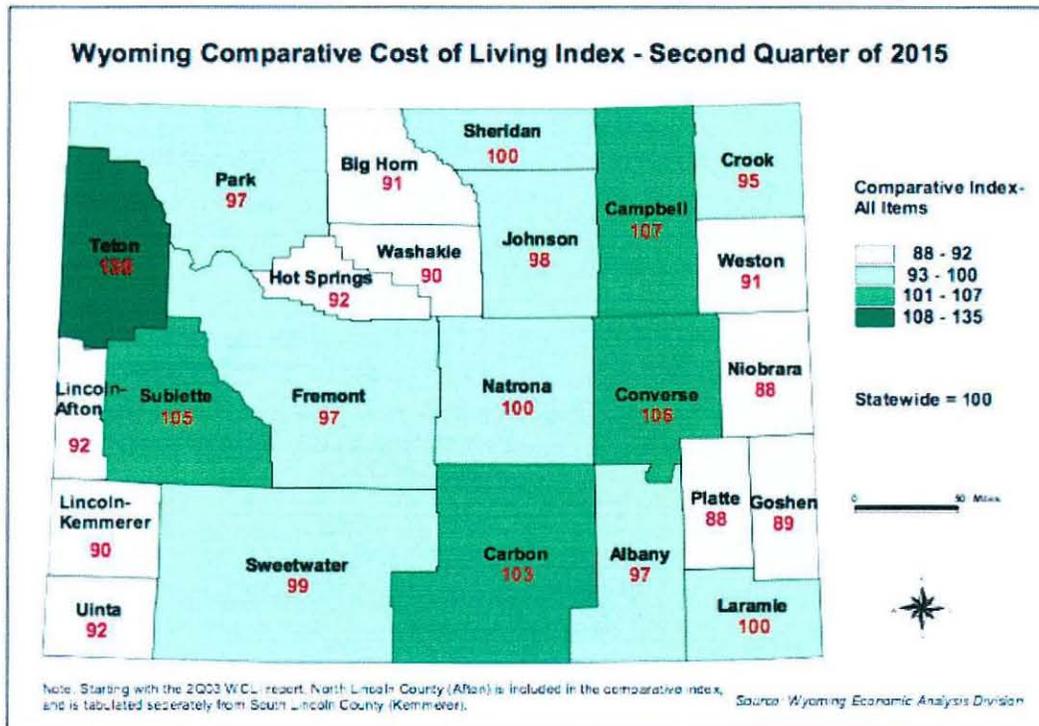
Finance Directors, Clerks and Treasurers will be making the trip up to Jackson for the 2015 Finance Director's Retreat. Also joining them will be Representative Madden, who will discuss his proposed funding formula for over-the-cap monies and also talk about the Rainy Day Fund.

Attendees will also receive a legislative update from WAM, learn about Enroll Wyoming and come back with a better understanding of some HR techniques taught by John Aguirre, Gillette's Human Resource Director. For all those of you attending please travel safely and if you can't make it, keep an eye out on our [website](#) for the retreat minutes and presentations.



What is the Inflation Rate in Your Community?

The State of Wyoming's Department of Administration and Information published a report that shows the statewide annual inflation rate and comparative cost of living index for the second quarter of 2015. Counties with the least expensive cost of living were those with small, rural populations and without much mineral extraction. [Click here for the whole report.](#)



Will the Vote to Lift a 40-Year-Old Ban on US Crude Oil Exports make It Past the President's Desk?



Last Friday the House of Representatives passed a bill to end the ban on oil exports 261 to 159, failing to reach the 290 votes necessary to overturn a presidential veto. The White House has threatened to veto the House bill, saying the country needs to move towards cleaner sources of energy. The bill heads to the Senate next.

The export ban was signed into law by President Gerald Ford in 1975 in response to the oil embargo by Arab OPEC nations against the U.S. for its support of Israel in the 1973 Arab-Israeli war. Supporters of the new bill say the policy is outdated and failing to repeal it would cost jobs.

"Let's use the peaceful tools of energy development while creating jobs in America [to] replace the weapons of war in Europe and the Middle East. Let's use our influence for good by selling this American made product - produced by American workers. Let's do it in a bipartisan fashion today," Rep. Kevin Cramer, R-N.D.

Governor Matthew H. Mead's Business Forum

November 17 - 18, 2015
Little America Hotel & Resort
2800 W Lincolnway
Cheyenne, WY 82009

Fees/Admission:

Forum Only (advance registration) - \$250.00
(\$275.00 registration at door)
Celebratory Dinner - \$100.00 (advance registration only)

Forum/Dinner Package - \$330.00

For more info: wyba@wyomingbusinessalliance.com or call 307.577.8003

Building a Successful Concrete Project

November 17, 2015
Holiday Inn
900 E. Sunset Dr.
Riverton, Wyoming

November 18, 2015
Douglas Inn & Convention Center
1450 Riverbend Dr.
Douglas, Wyoming

Register online at:
www.eng.uwyo.edu/wyt2
(Events & Workshops Page)

Wyoming Trivia

What president designated Yellowstone as a National Park?

Last week's answer:

Q: Where does Wyoming rank in coal production among the states?

A: First, in 2013 Wyoming produced 39.4% of the nations coal.

tel: 307.832.0368 | fax: 307.832.1942 | www.wyomuni.org

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



Afton Evans <aftone@gillettewy.gov>

Suicide Prevention - QPR Training

John Aguirre <johna@gillettewy.gov>
To: Everyone <everyone@gillettewy.gov>

Thu, Sep 24, 2015 at 7:37 AM

The Campbell County Suicide Prevention Coalition (CCSPC), a local suicide prevention and awareness group, will present another round of QPR training for City Employees and their spouse, significant other, parent or guest. The QPR training objective is to significantly reduce the number of suicides, suicide attempts, and help alleviate the traumatic after-effects of a death by suicide.

The CCSPC has selected QPR (Question, Persuade, Refer) as the specific gatekeeper training they are promoting throughout Campbell County. QPR teaches 3 simple steps that anyone can learn to help save a life from suicide. Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. This includes learning what Campbell County services are available for someone in crisis.

The City of Gillette will offer this QPR in four sessions as indicated below:

October 19 - City West Break Room: 9:00 a.m. to 10:00 a.m. and 1:00 p.m. to 2:00 p.m.

October 21 - City Hall Community Room: 9:00 a.m. to 10:00 a.m. and 5:30 p.m. to 6:30 p.m.

Employees attending the 5:30 p.m. session on October 21st will be given the option of one hour paid time for attending the session or one hour of compensatory time, if eligible and based on mutual agreement with their supervisor.

Please contact the Human Resources Department with any questions.

FYI.

Thanks,
John

—
John J. Aguirre, SHRM-CP, PHR
Human Resources Director
City of Gillette
201 E. 5th Street
Gillette, WY 82717
(307) 686-5222
johna@gillettewy.gov

"Creativity is intelligence having fun."
Albert Einstein

Shop with a Cop needs your help!



In need of baked goods for our last bake sale of the year to be held in front of Wal-Mart **October 17th 9 a.m. - 4p.m.**

Please text me at 660-7907 if you are able to donate or help.
The more goodies the better!!!!

All items can be dropped off at our house on Friday the 16th.

Thanks in advance! Tonya Stroup