



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 *JCN*

RE: General Information

DATE: January 22, 2016

The following meetings are scheduled for the week of **January 23 – January 29:**

Saturday, January 23th

8:00 a.m. NEWY Municipal Leaders Regional Meeting, agenda attached

- City Hall-3rd Floor Conference Room
- Breakfast served at 7:45 a.m.

Tuesday, January 26th

6:00 PM City Council Work Session, agenda attached CANCELLED

1. Attached please find the **Wyoming MACRO Report** dated **December 31, 2015** provided by **Jim Robinson**.
2. Attached please find an **emergency 1% funding follow-up request** provided by **Board Members of the Council of Community Services**.
3. Attached please find a **summary** regarding **Fire Station No. 3 Design Development Pricing** provided by **Development Services Director Hamilton**.
4. Attached please find the **Snow Event Report #8** for **January 16, 2016** provided by **Public Works Director Wilde**.
5. Attached please find the **Parks and Beautification Board Agenda** dated **January 14, 2016** and the **December 10, 2015 meeting minutes**.
6. Attached please find the **Public Works & Utilities Advisory Committee Agenda** dated **January 20, 2016** and the **December 16, 2015 meeting minutes**.
7. Attached please find the **Historic Preservation Commission Agenda** dated **January 26, 2016** and **meeting minutes** dated **October 27, 2015**.
8. Attached please find the **Administrative Services 3rd Quarter update** provided by **Administrative Services Director Boger**.
9. Attached please find an **update** from **WAM** dated **January 21, 2016** on **local, state and national issues**.

JCN/mac



Saturday, January 23, 2016, 8 AM

Location: Gillette City Hall, 201 East Fifth Street, Gillette, WY 82716

Facilitated by: Mayor Louise Carter-King

- I. Welcome and Introductions
- II. Warm-Up Items
- III. Guests & Topics:
 - Discussion on Air Service Enhancement – Senator Michael Von Flatern
 - Non Senior Meal Tax Update – Councilman Ted Jerred
 - October/January CREG Update – Scott Badley
 - Joint Appropriations Committee Budget Bill – Scott/Shelley
 - Local Government Funding \$105M Support VS \$90M
 - Consensus & AML Funding
- IV. NEW BUSINESS
 - Approval of October 24, 2015 Minutes (attached)
 - Revisions to NEWY Brochures for 2016 Legislative Session
 - AML Funds for Highway 59
 - Local Government Funding \$105M Support VS \$90M
 - Air Enhancement Services Funding
 - Congressional Tour:
 - Financials – Balance \$51,125.53
 - Budgets
 - Congressional Tour Dates – August 15-18, 2016
 - Support Letters for Future Congressional Tours
 - Speaker of the House Kermit C. Brown
 - Cloud Peak Energy President and CEO Colin Marshall
 - Millennium VP of Public Affairs Wendy Hutchinson
 - Lobbyist
 - Routes
 - Tour Speakers
 - Wyoming Governors' Association Staff Advisory Council Field Trip – Sat. June 11, 2016
- V. Future NEWY Agenda Topics & Guest
 - WYDOT Signs on State Property – Mark Gillette
- VI. Upcoming Events:
 - 2016 Legislative Budget Session Convenes February 8 @ the Jonah Business Center
 - February 17-19: 2016 WAM Winter Workshop, Little America in Cheyenne
 - June 8-11: 2016 WAM Convention, Cody
- VII. Next NEWY Meeting Date
 - Saturday, February 18, - 7 AM, Little America
 - Topic: Hiring Wyoming Graduates for Local Teachers - Speaker UW Chair of Education
 - Speaker: Dr. Ray Reutzler, UW College of Education
- VIII. Adjourn

	Work Session Meeting - CANCELED Tuesday, January 26, 2016

Agenda Topics:

Meeting canceled

Upcoming Work Session Topics:

February 9

- Utility Rates
- Clean Air Act - BHE
- Review February 16
- Executive Session

February 23

- Liquor Deliveries Discussion
- Update on Country Club Golf Course
- Review March 1st Agenda
- Executive Session

March 8

- Storm Water Ordinance Discussion
- Review March 15th Agenda
- Executive Session

March 22

- System Development Charges
- Review April 5th Agenda
- Executive Session

April 12

- Agency Funding
- Review April 19th Agenda
- Executive Session

April 26

- Council Workshop #1 – CIP Review
- Review May 3rd Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics:

February 2

- Liquor License Police Department Call Statistics
- Alcoholic Anonymous/Wellbriety Facility Discussion
- City West Update
- Review February 2nd Agenda
- Executive Session

February 16

- Purchasing Policy Changes
- Review February 16th Agenda
- Executive Session
 - Litigation

March 1

- Downtown Plaza Management
- Review March 1st Agenda
- Executive Session

March 15

- Review March 15th Agenda
- Executive Session

April 5

- Review April 5th Agenda
- Executive Session

April 19

- Review April 19th Agenda
- Executive Session

Upcoming City/County/Town of Wright
Dinner Meeting – February 3rd – 5:30 p.m.
(George Amos Building)

New Agenda Items for February 2, 2016

1. An Ordinance Providing for the Vacation of Two 20 Foot Wide General Utility Easements located within the Wyobird Annexation Plat, as shown on the Exhibit "A" Map, in the City of Gillette, Wyoming, Subject to All Planning Requirements. (Pending Approval of the Planning Commission on 1/26/16)

(Ordinance – First Reading)

2. Council Consideration for the Acceptance of Development Improvements for the Menards Water Main Loop Project, Installed by Immel Construction on Behalf of the Developer, Menard, Inc.

(New Business – General Agenda)

3. Council Consideration for the Acceptance of Development Improvements for the Coleman Electric Hydrant Extension Project, Installed by Black Cat Construction on Behalf of the Developer, Coleman Electrical Services.

(New Business – General Agenda)

4. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the Downtown Facility Enhancement Project, with HDR Engineering, Inc., in the Amount of \$41,665 (1% Project- 50%).

(New Business – General Agenda)

5. Appointment of an Official Voting Delegate and Alternate Voting Delegate for the 2016 Wyoming Association of Municipalities (WAM) Winter Workshop Business Meeting in Cheyenne, on Wednesday, February 17, 2016.

(Appointments)

6. Executive Session – Confidential Information

- Forwarded message -----

From: **Jim Robinson** <jim.robinson@wyo.gov>

Date: Tue, Jan 12, 2016 at 3:18 PM

Subject: MACRO Report: December 31, 2015.

To: Jim Robinson <jim.robinson@wyo.gov>

The latest edition of the Wyoming MACRO Report has been attached to this email. The MACRO Report is a quarterly publication comprised of charts focusing on employment, energy, state revenues, and other indicators pertaining to the state of Wyoming. Please email or call if you have any comments or questions.

In this edition of the December 2015 MACRO Report:

Summary: Wyoming's economic performance was mixed in 2015. Drag from the mining sector decline has outweighed gains from tourism and construction. Low oil and natural gas prices are impacting job growth and revenues for the state.

1. Employment – *Job Losses Have Been Small But Persistent for Wyoming.* Starting in June 2015, the State has seen six consecutive months of year-over-year job losses. Total nonfarm employment fell by 2,100 jobs (-0.7%) in November compared to previous the year. Jobless claims in November for all sectors show little change compared to November 2014. However, mining sector claims have almost doubled (+98.6%) compared to a year ago.

2. Energy – *The State is Facing Oil, Natural Gas, and Coal Headwinds.* October 2015 year-to-date oil production was 18.3 percent ahead of last year while the oil rig count was 9 in December compared to 39 one year ago. There were 13,100 oil & gas jobs state-wide in November, a decline of 5,300 in a year-ago comparison. Opal natural gas price for December averaged \$2.02 per thousand cubic feet while West Texas Intermediate oil fell to \$37.28 per barrel. WY coal production in November 2015 lagged November 2014 by 6.3 percent while coal spot prices started to weaken in November of 2015.

3. Revenues – *Fiscal 2016 Revenues Trending Lower Compared to Fiscal 2015.* The first 6 months of FY 2016 sales and use tax collections lagged last year by 17.1 percent; leisure & hospitality and transportation & utilities were the only sectors ahead of last year. In year-to-date comparisons to fiscal 2015, Campbell (-\$20.4 million), Converse (-\$16.7 million), and Natrona (-\$16.3 million) counties accounted for most of the losses. After 5 months of FY16, severance tax revenue trailed last year by 35.6 percent.

4. Park visits, personal income, and residential building permits – National Park visits for November 2015 year-to-date were ahead of last year's pace by 13.1 percent. The latest personal income data (Q3-2015) for WY saw positive growth for the first time in 2015 at 1.1 percent; an increase in farm earnings (due to lower fuel costs) more than outweighed a decline in earnings associated with mining to help give personal income a boost in quarter 3. Building permits (year-to-date through November, 2015 vs. 2014) for homes drove residential construction in Cheyenne in 2015 while permits for apartments bolstered construction activity in Casper. At the state level, building permits issued mimicked the pattern observed in Cheyenne with a year-to-date increase of 201 single family units permitted, more than offsetting the decline of 139 for multifamily units.

MACRO Report: Review of Wyoming's Economy



Economic Update as of December 31, 2015

The MACRO Report is a quarterly publication comprised of charts focusing on energy, employment, state revenues, and other indicators pertaining to the state of Wyoming.

WYOMING **MACRO** Report

Summary: Wyoming's economic performance was mixed in 2015.

- **Employment** – Curtailed job market seen in second half of 2015: total nonfarm employment fell by 2,100 jobs (-0.7%) in November compared to previous year.
- **Energy** – October 2015 year-to-date oil production 18.3% ahead of last year; oil rig count was 9 in December compared to 39 one year ago; 13,100 oil & gas jobs in November, a decline of 5,300 in a year-ago comparison. Opal natural gas price for December averaged \$2.02 per mcf while WTI oil fell to \$37.28 per bbl.; WY coal production in November 2015 lagged November 2014 by 6.3%.
- **Revenues** – First 6 months of FY 2016 sales and use tax collections lagged last year by 17.1%; leisure & hospitality and transportation & utilities were the only sectors ahead of last year; **Campbell, Converse, and Natrona** counties accounted for most of the losses. After 5 months of FY16, severance tax revenue trailed last year by 35.6%.
- **Park visits, personal income, and home price appreciation** – National Park visits for November year-to-date ahead of last year's pace by 13.1%. Latest personal income data (Q3-2015) for WY saw positive growth for the first time in 2015 at 1.1%. Building permits for homes drove residential construction in Cheyenne in 2015 while permits for apartments bolstered construction activity in Casper.

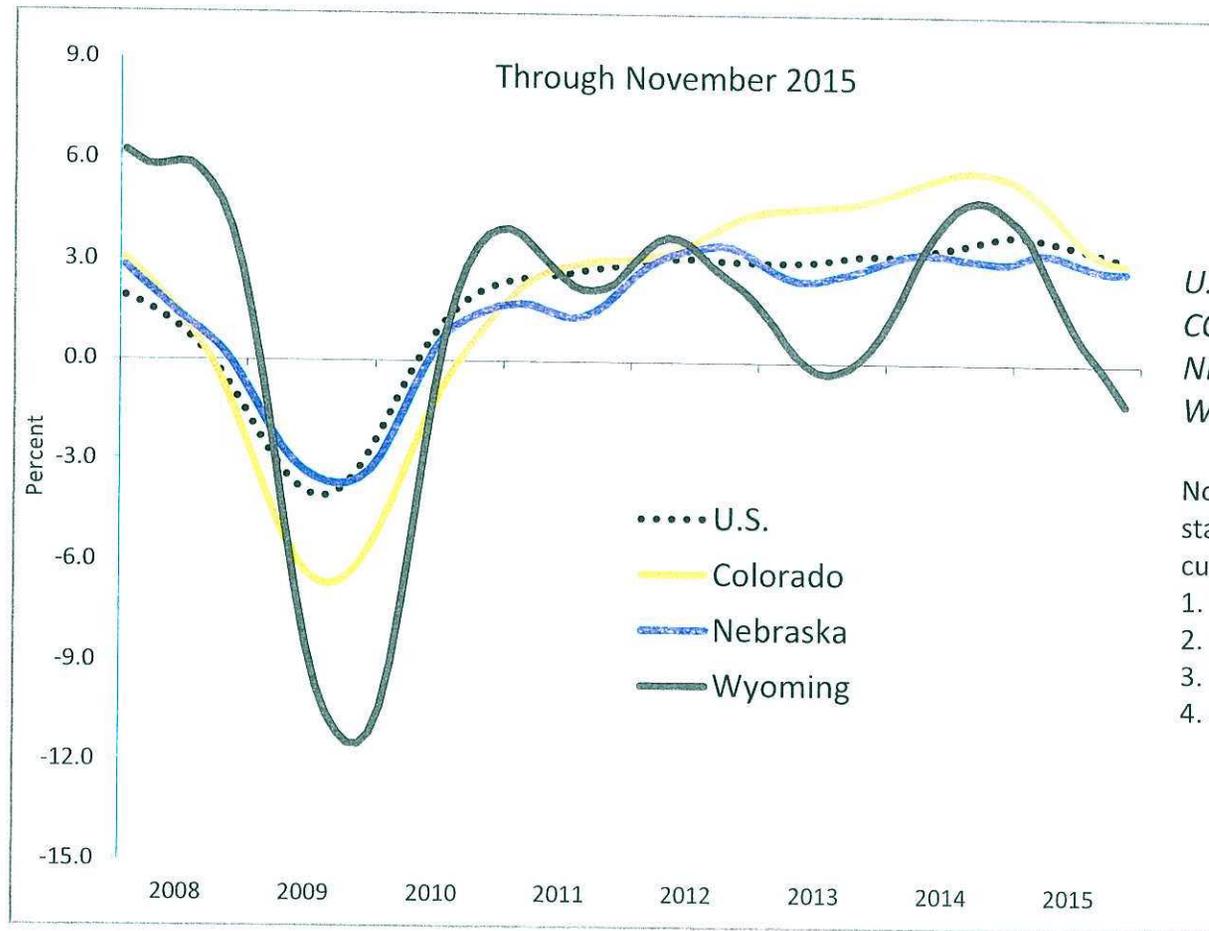


Economic Activity: Weak Mining Industry Continues to Slow Wyoming's Economy

- Drag from mining sector decline outweighed gains from tourism and construction.
- Low oil and natural gas prices are impacting job growth and revenues for the state.

Coincident Index: WY, CO, NE, & U.S.

Year-over-Year Percent Change in Index Values



U.S. +3.1%
 CO +3.0%
 NE +2.8%
 WY -1.2%

Note: The coincident index for each state is comprised of four indicators of current economic activity including:

1. nonfarm employment
2. manufacturing hours worked
3. unemployment rate
4. and wages & salaries paid.

Source: Federal Reserve Bank of Philadelphia.

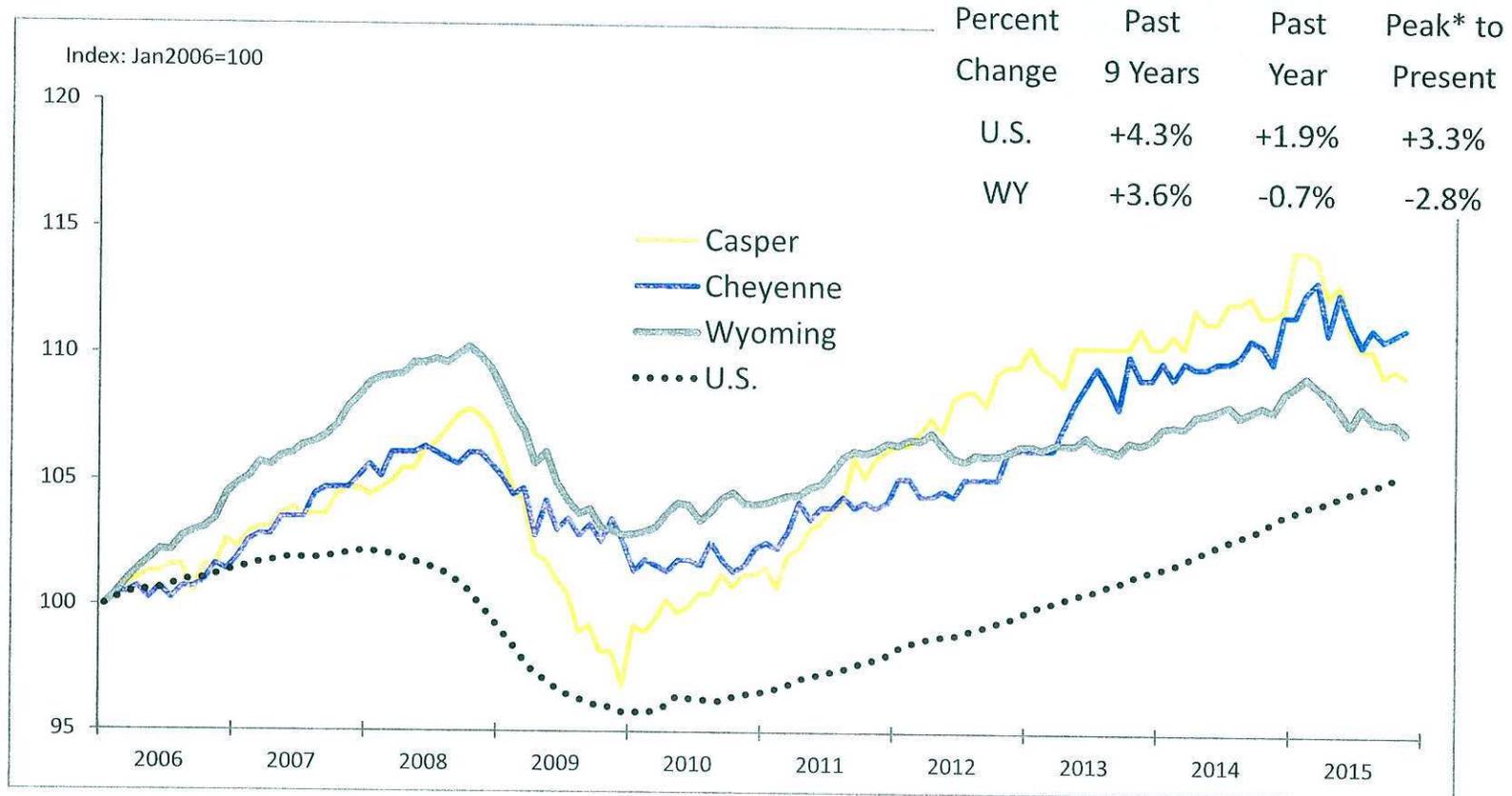


Employment:

Job Losses Have Been Small But Persistent for Wyoming

- Starting in June 2015, the State has seen six consecutive months of year-over-year job losses.
- Jobless claims in November for all sectors show little change compared to a year ago. However, mining sector claims have almost doubled compared to November 2014.

Nonfarm Employment: Casper, Cheyenne, WY, & U.S. Seasonally Adjusted — Through November 2015



Source: Bureau of Labor Statistics.

Note: Shaded area represents recession.

*Refers to pre-recession peak.



Nonfarm Employment: Mining, Construction, and L&H Seasonally Adjusted — Through November 2015

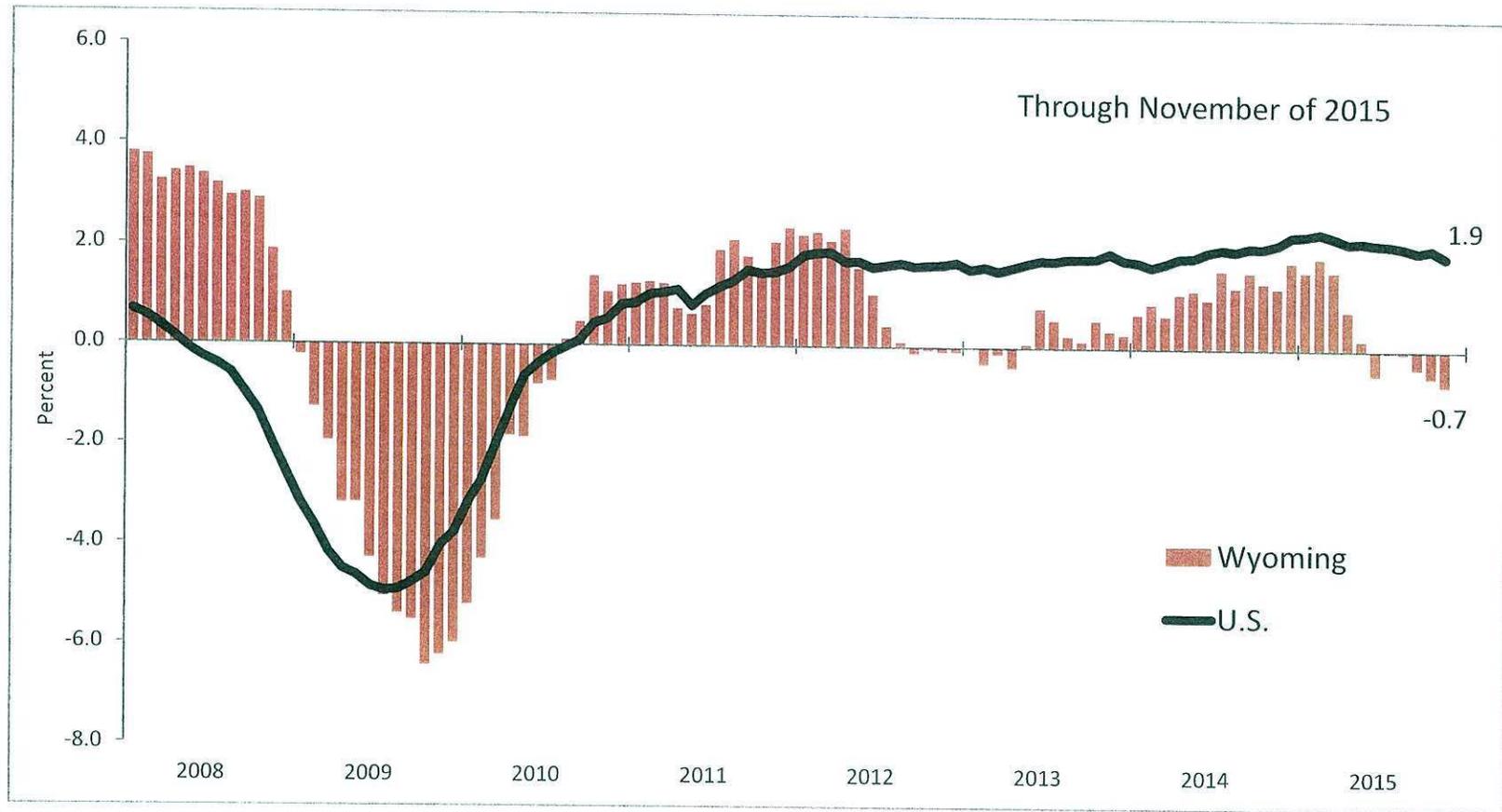


Source: U.S. Bureau of Labor Statistics.

Note: Shaded area represents recession.



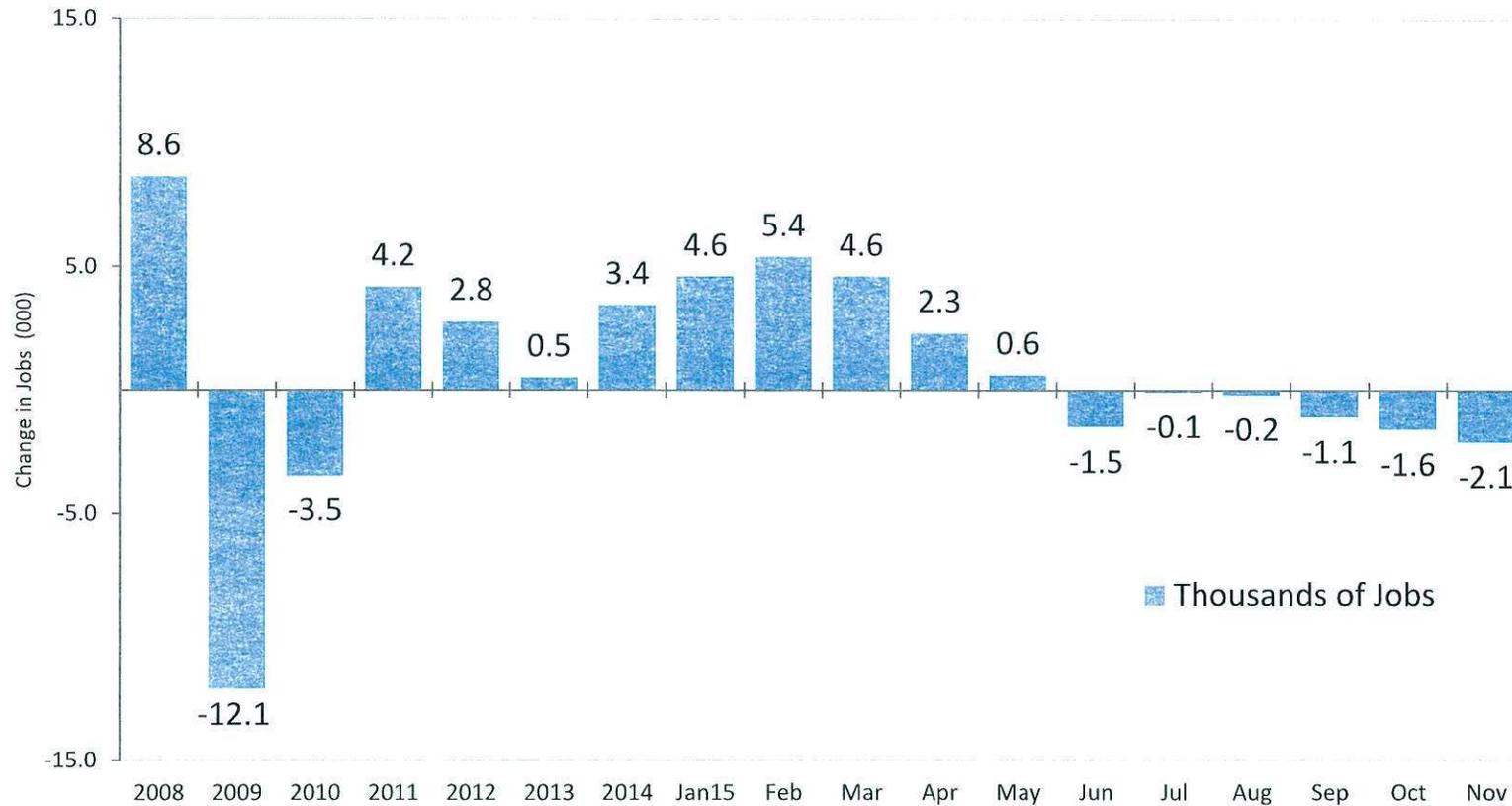
Total WY and U.S. Nonfarm Employment Year-over-Year Percent Change; Seasonally Adjusted



Source: U.S. Bureau of Labor Statistics.



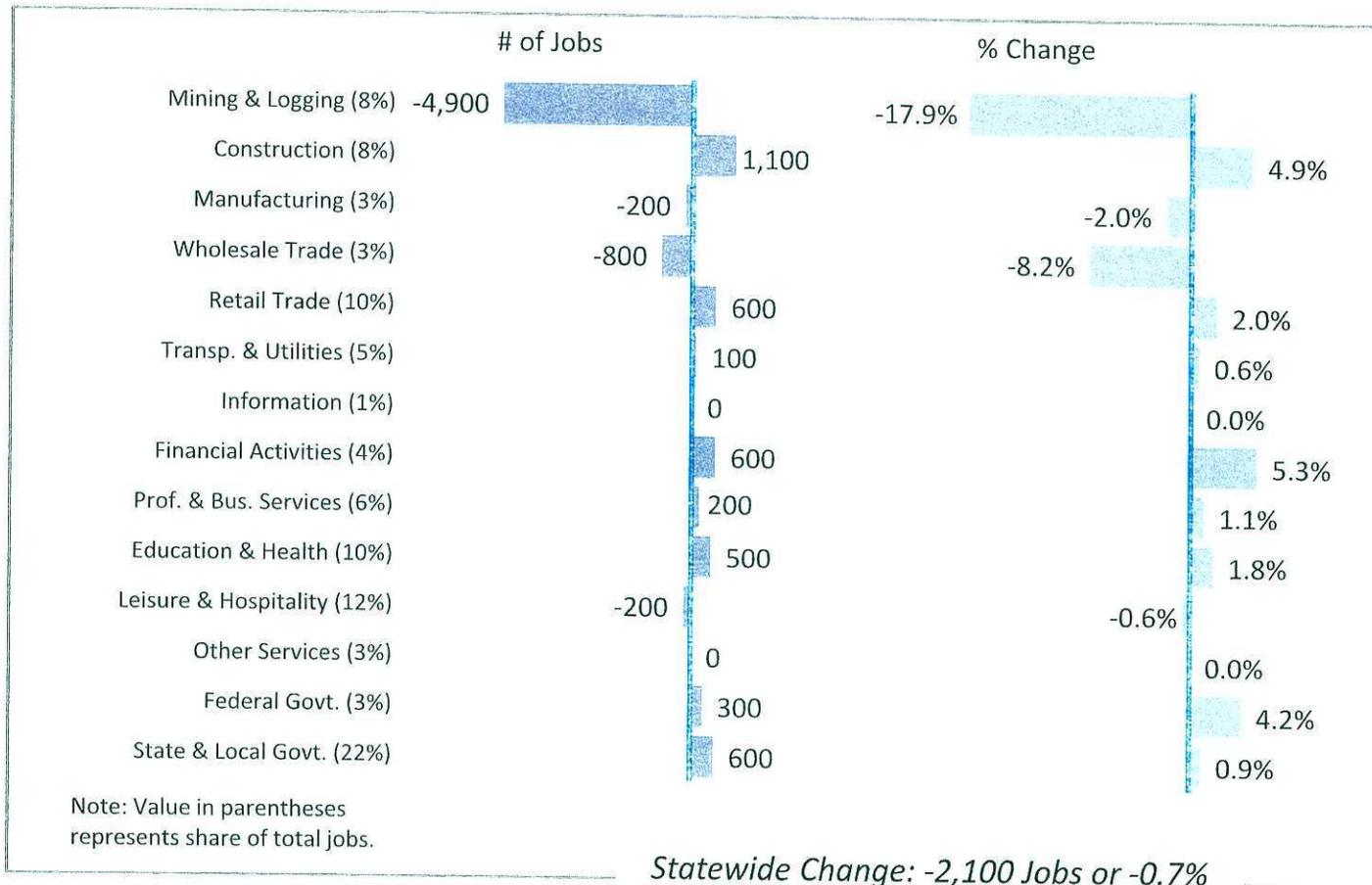
Wyoming Employment Change: Number of Jobs Year-over-Year; Seasonally Adjusted



Source: Bureau of Labor Statistics.



WY Employment Change: November 2015 vs. November 2014 Year-over-Year; Seasonally Adjusted



Source: U.S. Bureau of Labor Statistics.



WY Initial Unemployment Insurance Claims Statewide — Through November 2015

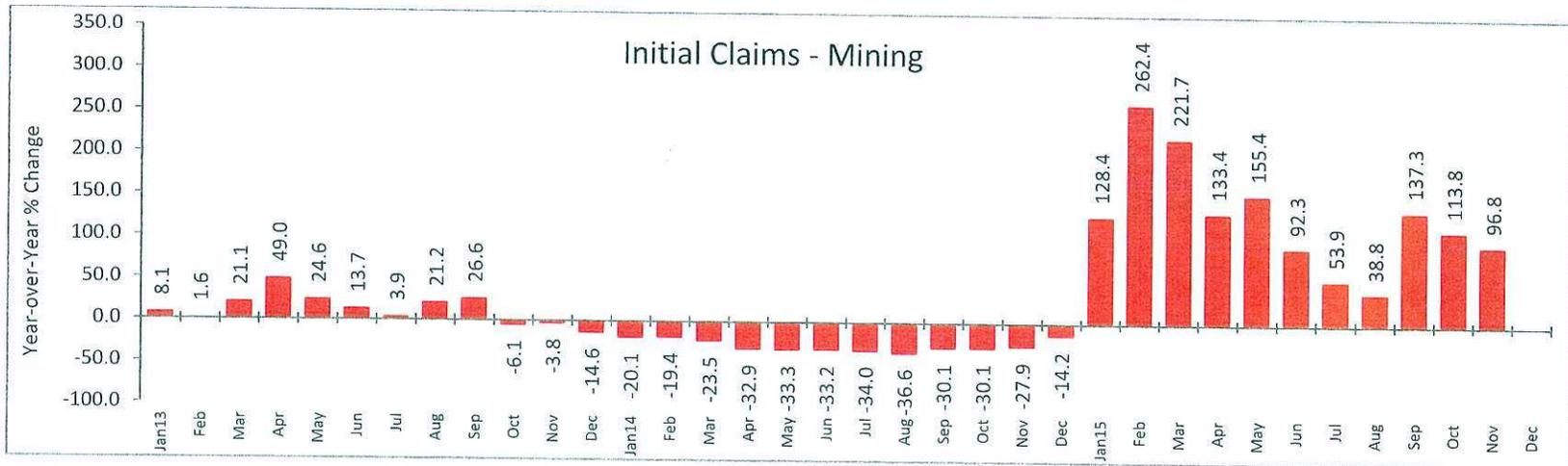
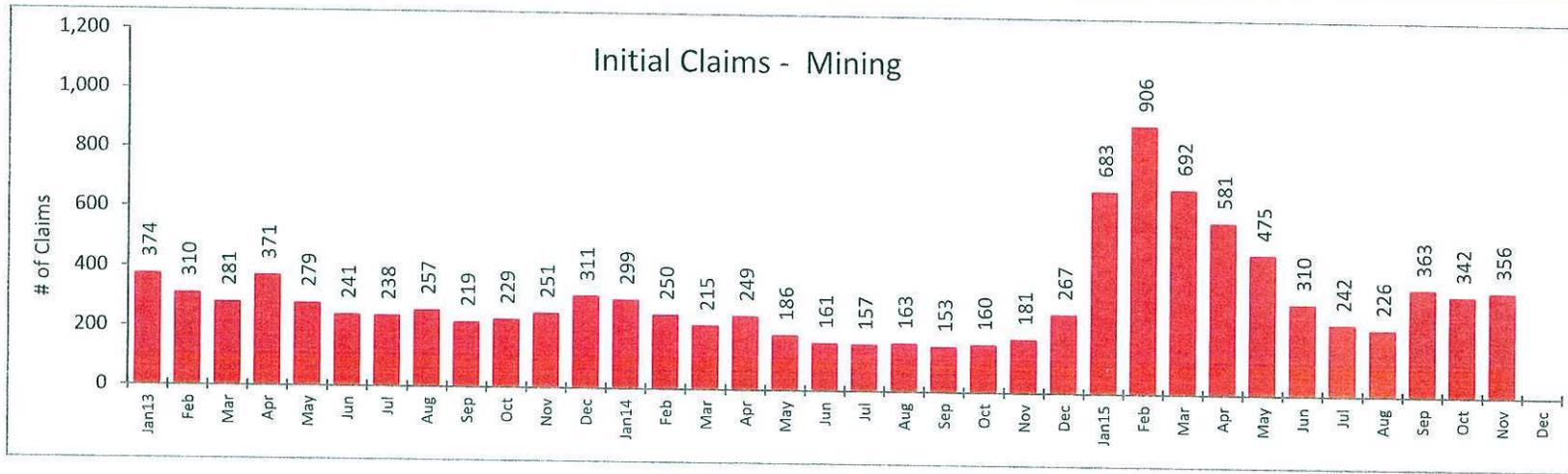
The mining and trade/ transportation/ & utilities sectors had the largest increase in filings in November.



Source: WY Dept. of Workforce Services –
Research & Planning Section.



WY Initial Unemployment Insurance Claims Mining Sector — Through November 2015



Source: WY Dept. of Workforce Services –
Research & Planning Section.

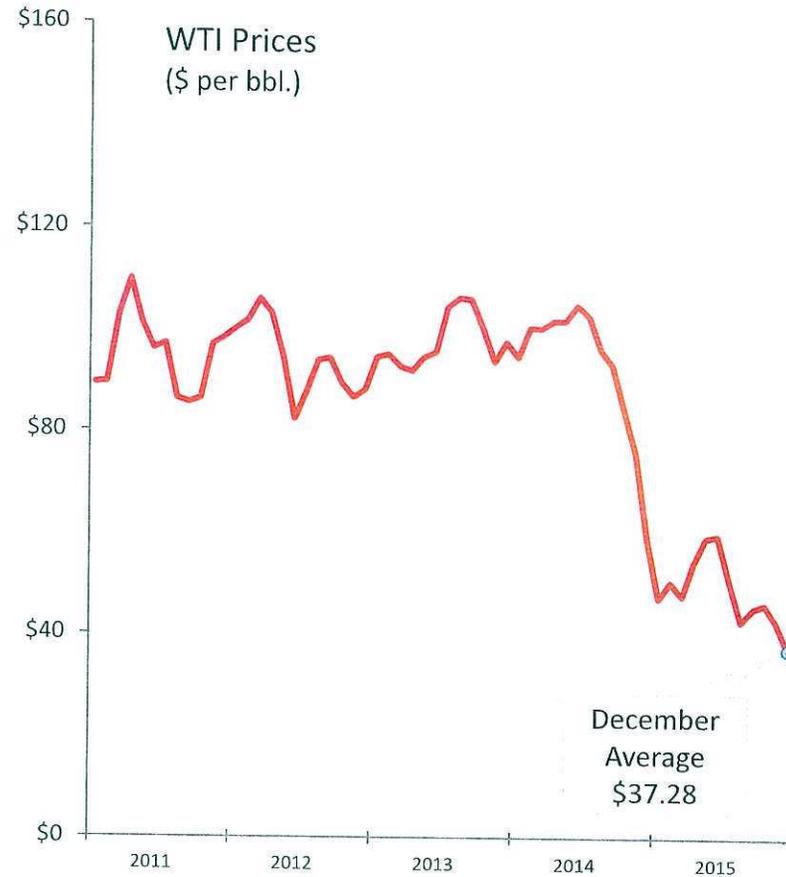
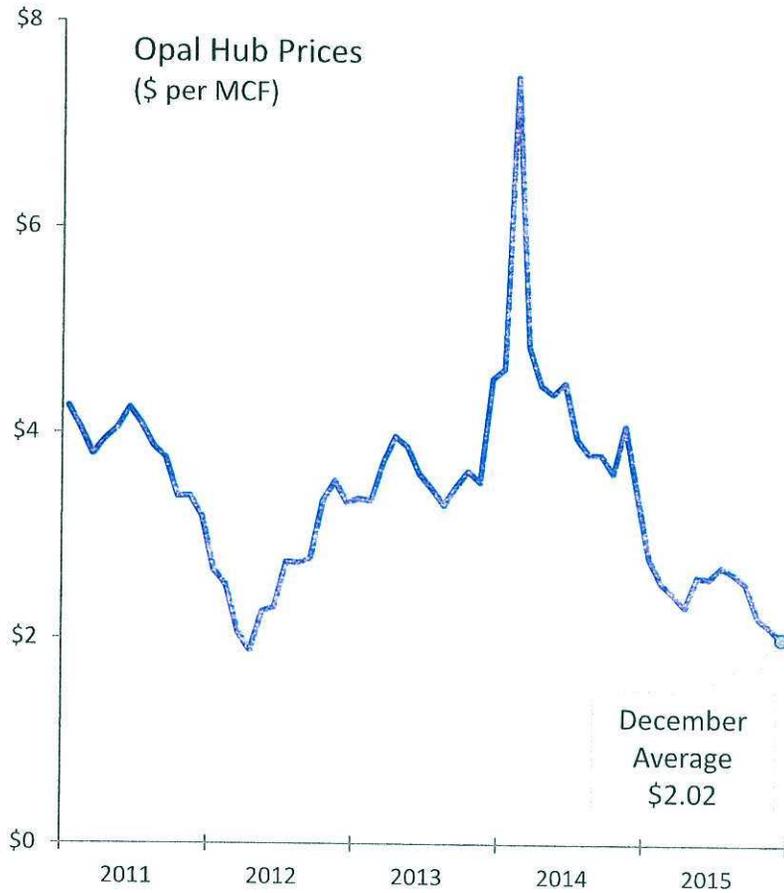


Energy:

The State is Facing Oil, Natural Gas, and Coal Headwinds

- Crude oil and natural gas prices remain low.
- Decline in oil & gas jobs coincides with falling rig counts.
- Coal production through the end of November 2015 was lagging prior year by 6.3%; coal spot prices started to weaken in November.

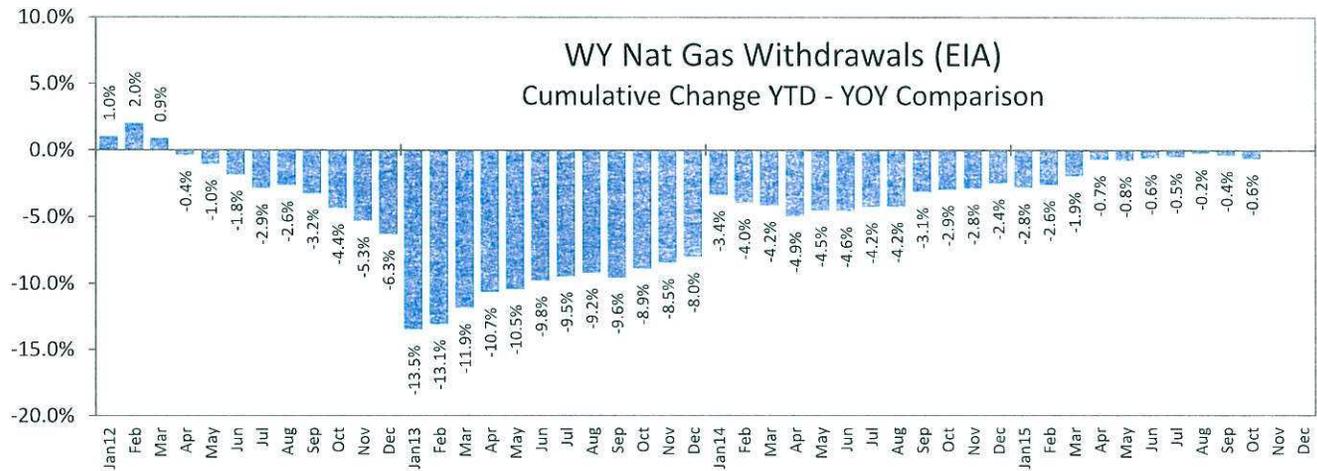
Natural Gas and Crude Oil Prices



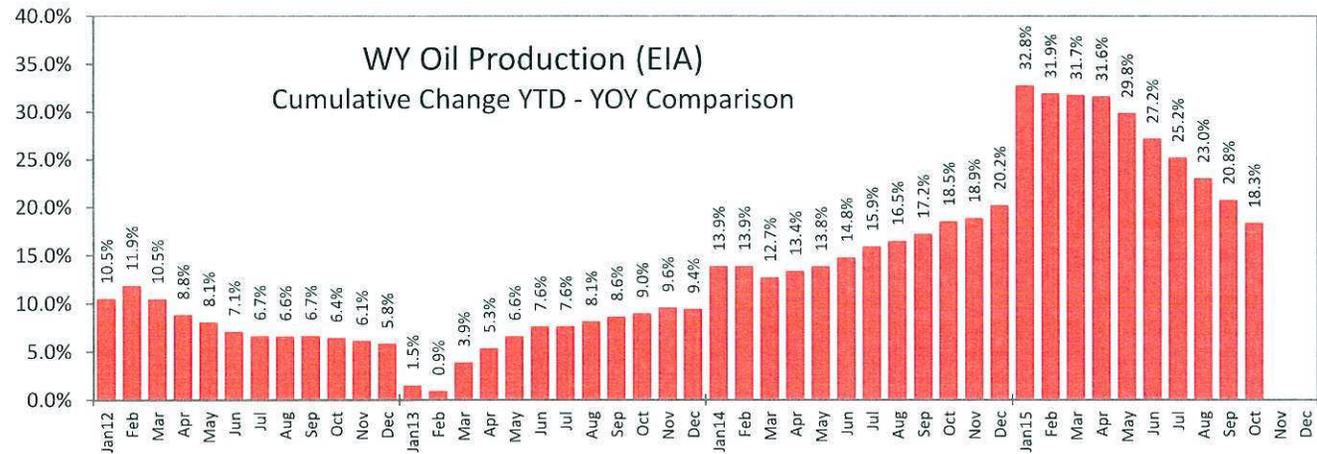
Source: Bloomberg.



WY Natural Gas and Oil Production



Natural Gas Totals
 CY15 Oct TD: 1,653.5 bcf
 CY14: 1,997.7 bcf
 CY13: 2,047.8 bcf
 CY12: 2,225.6 bcf

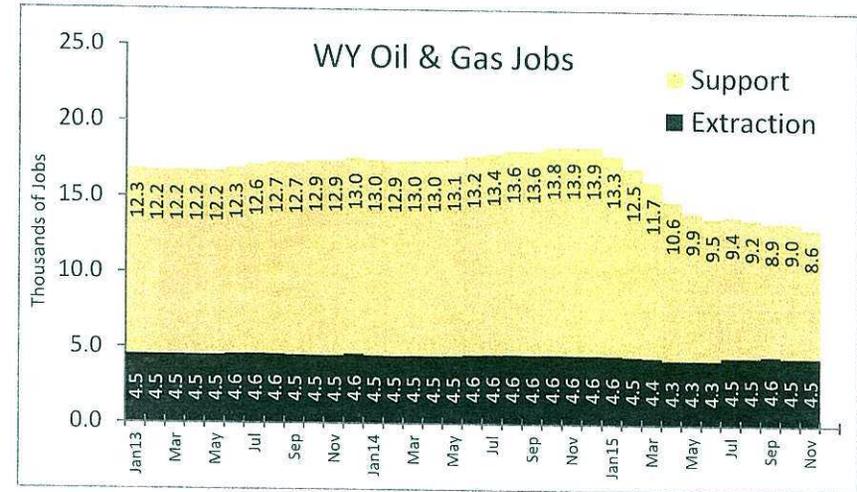
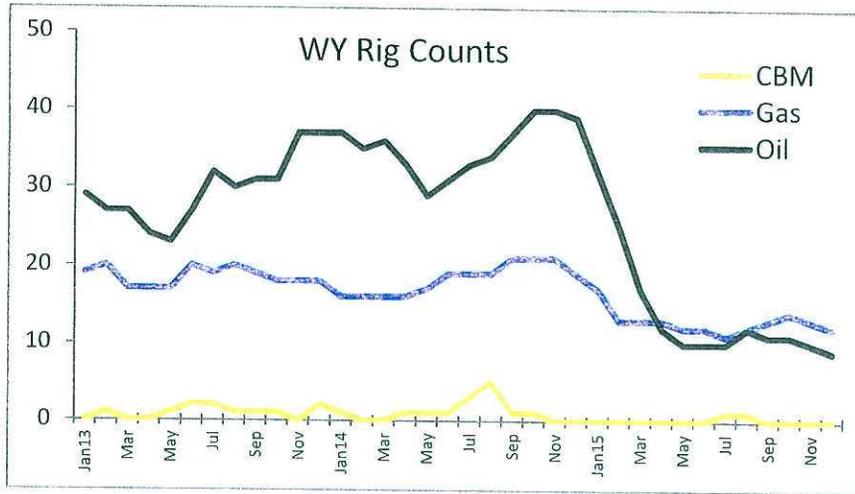


Oil Totals
 (Thousands of bbls.)
 CY15 Oct TD: 73,460
 CY14: 76,077
 CY13: 63,294
 CY12: 57,837

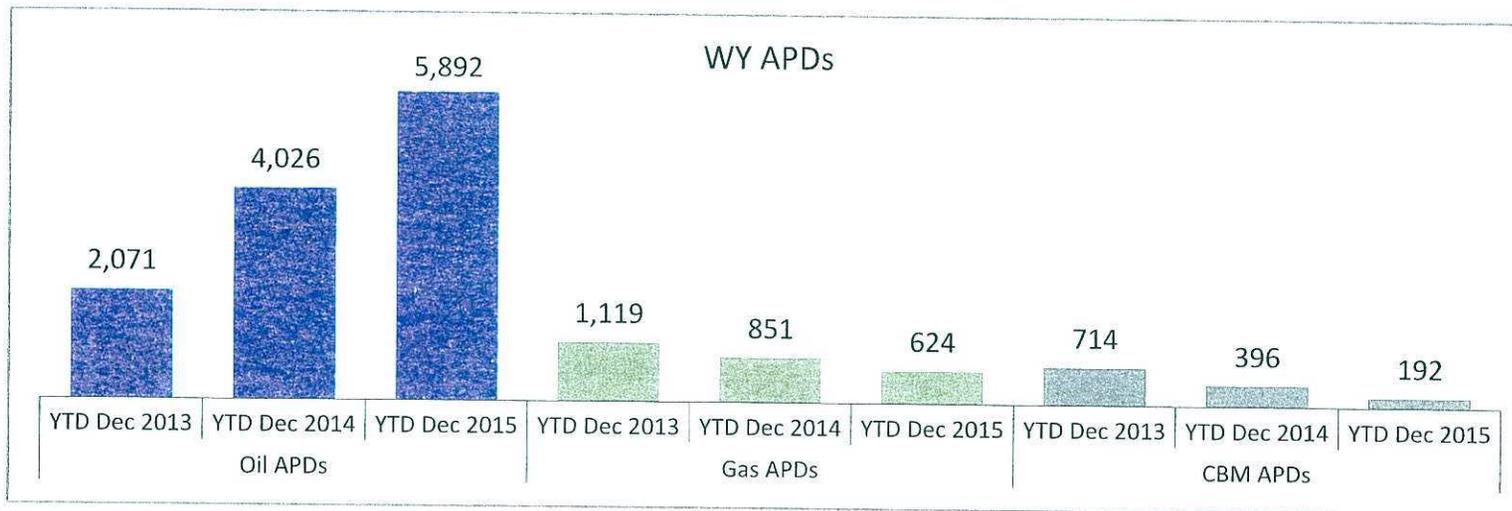
Source: Energy Information Administration.



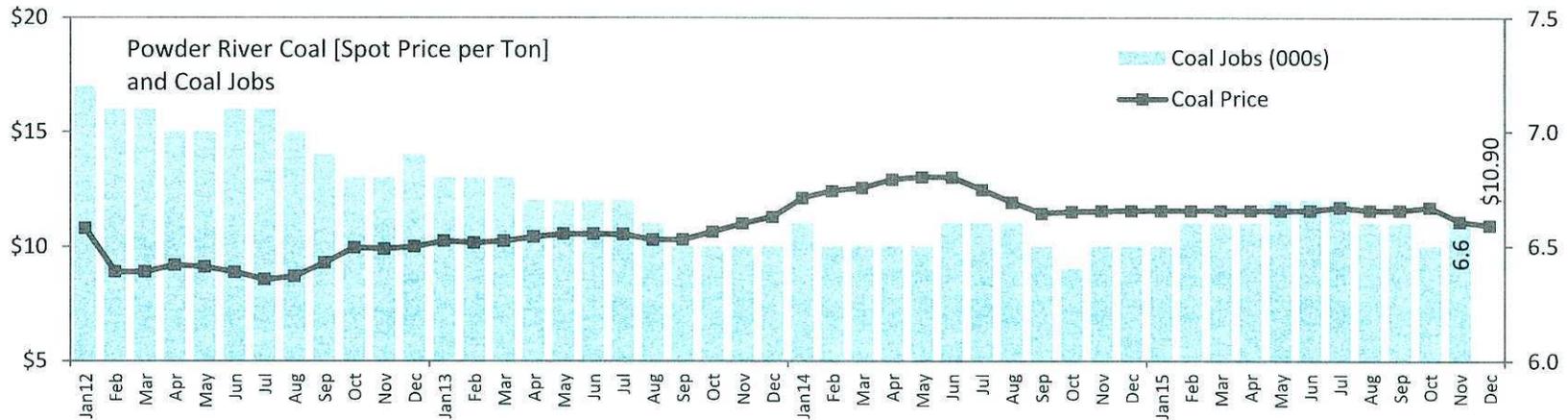
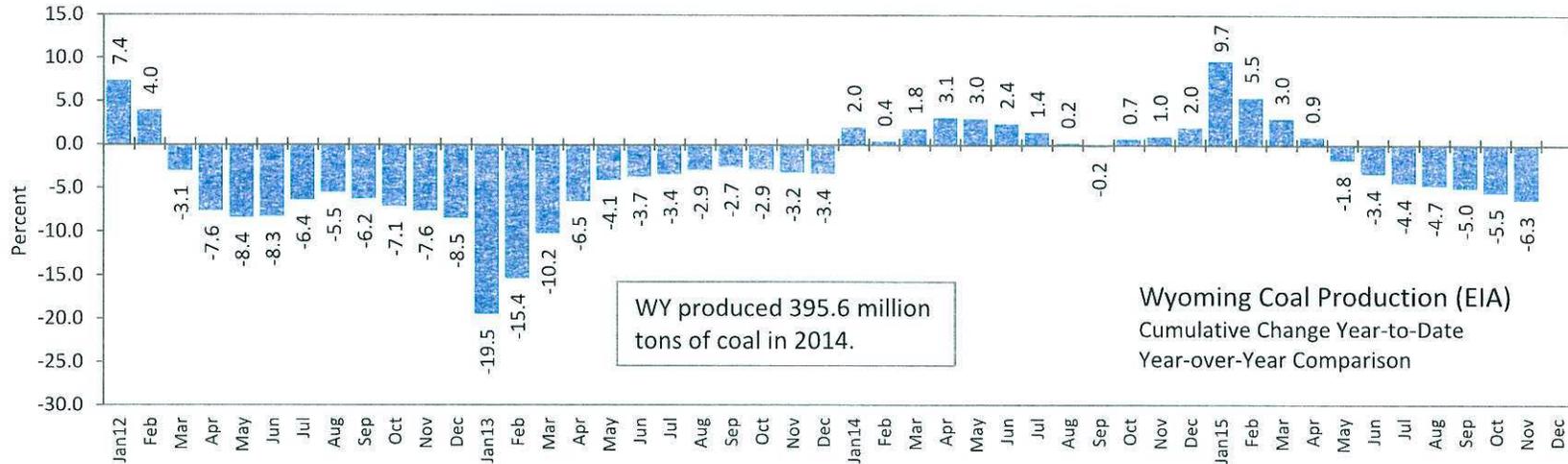
WY Rig Counts, Oil & Gas Jobs, and Applications for Permit to Drill (APDs)



Source: WY Oil and Gas Conservation Commission; U.S. Bureau of Labor Statistics.



WY Coal: Production, Prices, and Jobs



Source: Energy Information Administration; Bloomberg (Prices); Bureau of Labor Statistics.

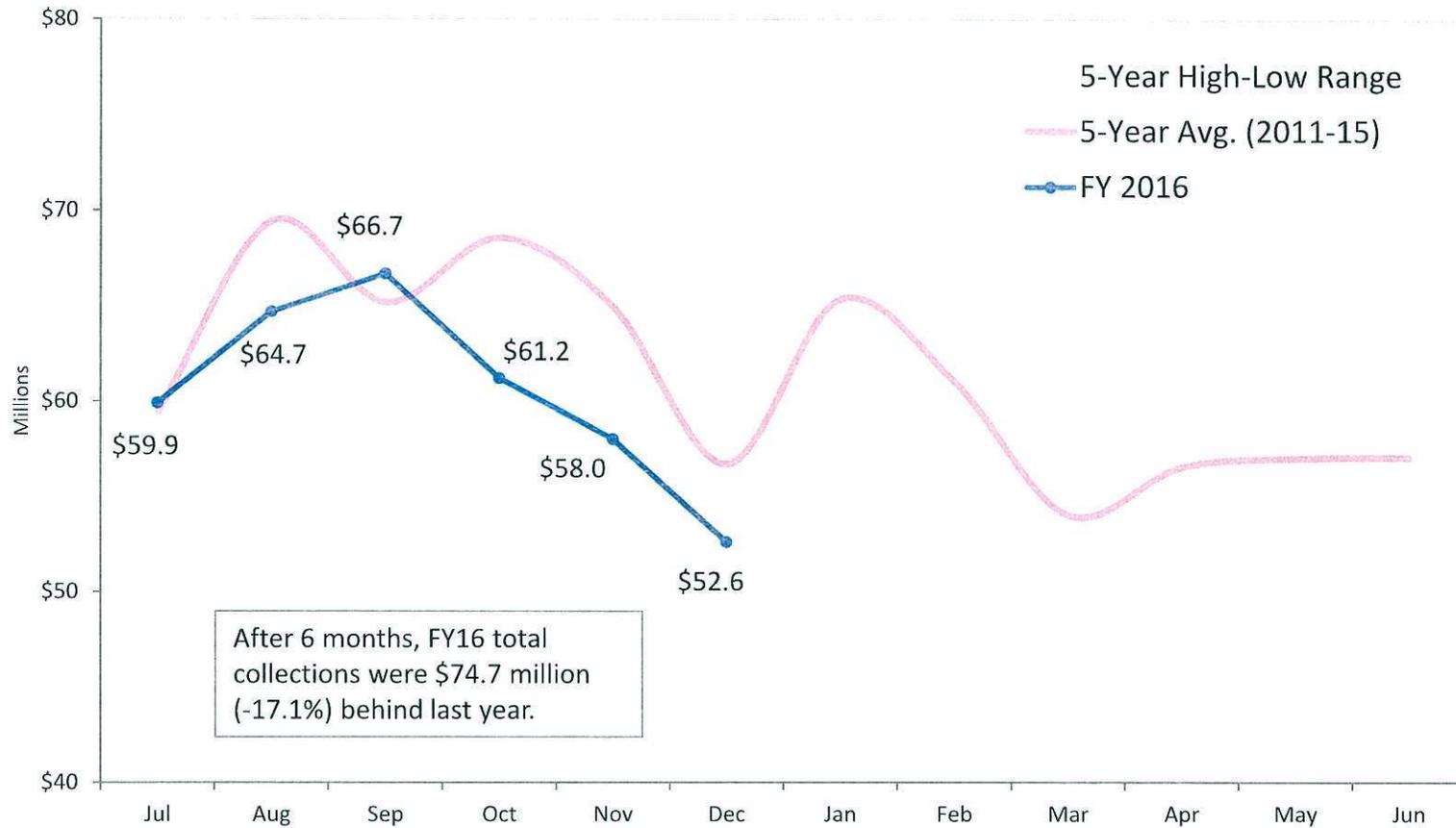


State Revenues:

Fiscal 2016 Revenues Trending Lower Compared to Fiscal 2015

- After six months, fiscal 2016 sales and use tax collections were \$74.7 million behind last year; two out of twelve industry sectors recorded year-over-year growth.
- Severance tax collections reflect slowdown in oil and natural gas activities; after five months, collections lagged last year by \$150.1 million.

WY Statewide 4% Sales and Use Tax Collections



Source: WY Dept. of Revenue.

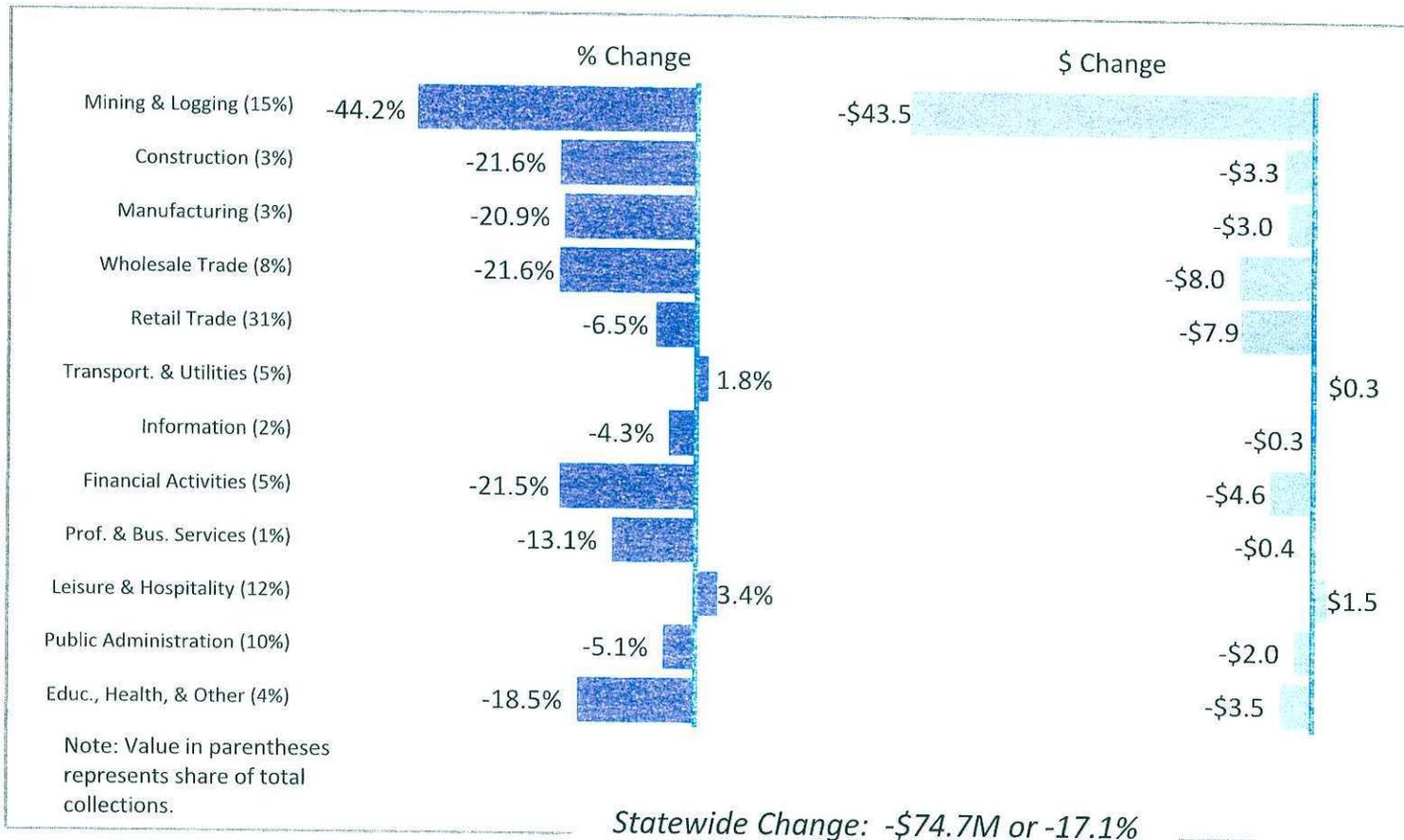
Note: Includes both the state and local shares of the state-wide 4% sales and use tax collections on a cash receipts basis.



WY Statewide 4% Sales and Use Tax Collections by Industry

Change in Percent and Dollars (Millions)

Year-to-Date Fiscal 2016 vs. Fiscal 2015 — Six Months of Collections



Source: WY Dept. of Revenue.

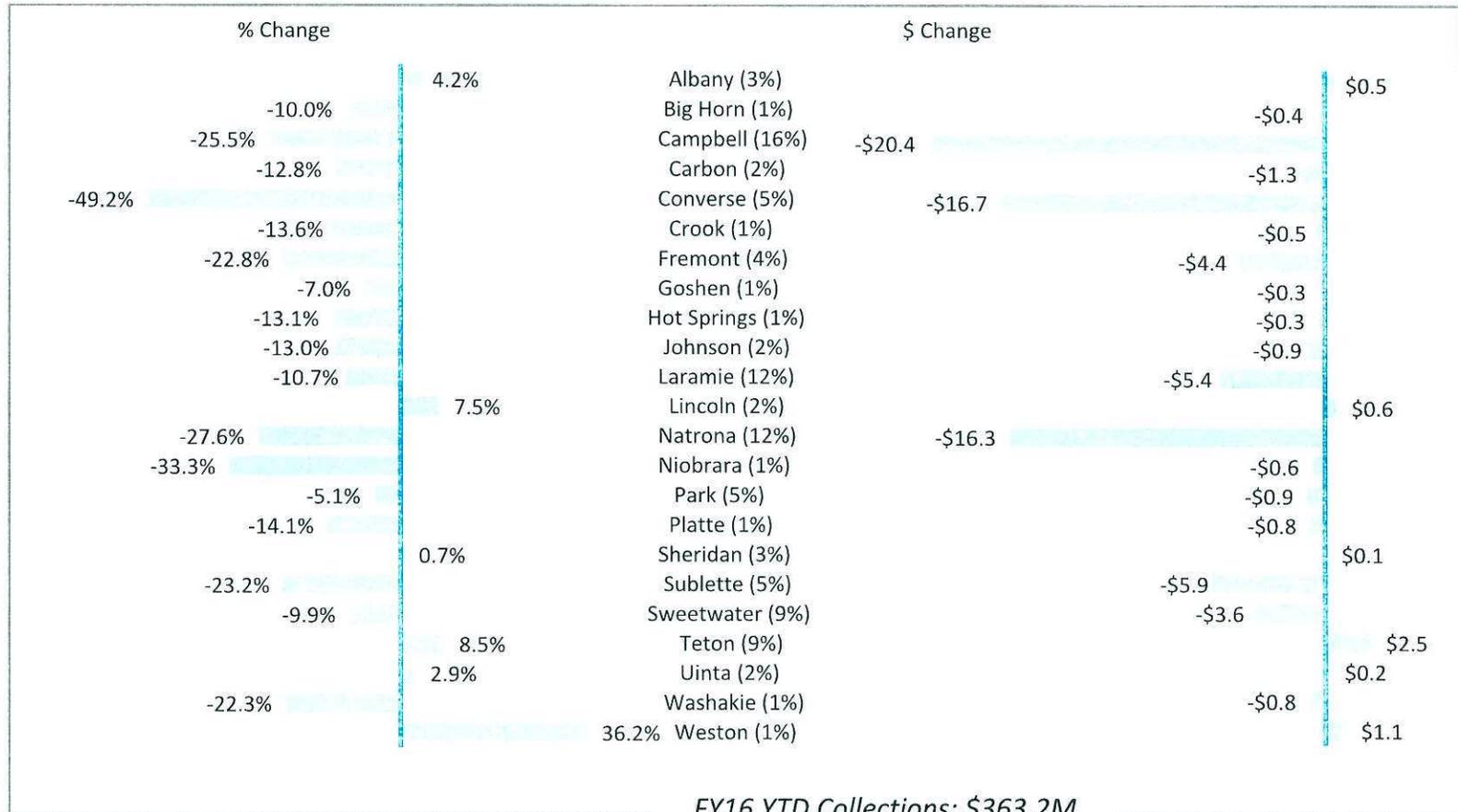
Note: Includes both the state and local shares of the state-wide 4% sales and use tax collections on a cash receipts basis.



WY Statewide 4% Sales and Use Tax Collections by County

Change in Percent and Dollars (Millions)

Year-to-Date Fiscal 2016 vs. Fiscal 2015 — Six Months of Collections



FY16 YTD Collections: \$363.2M

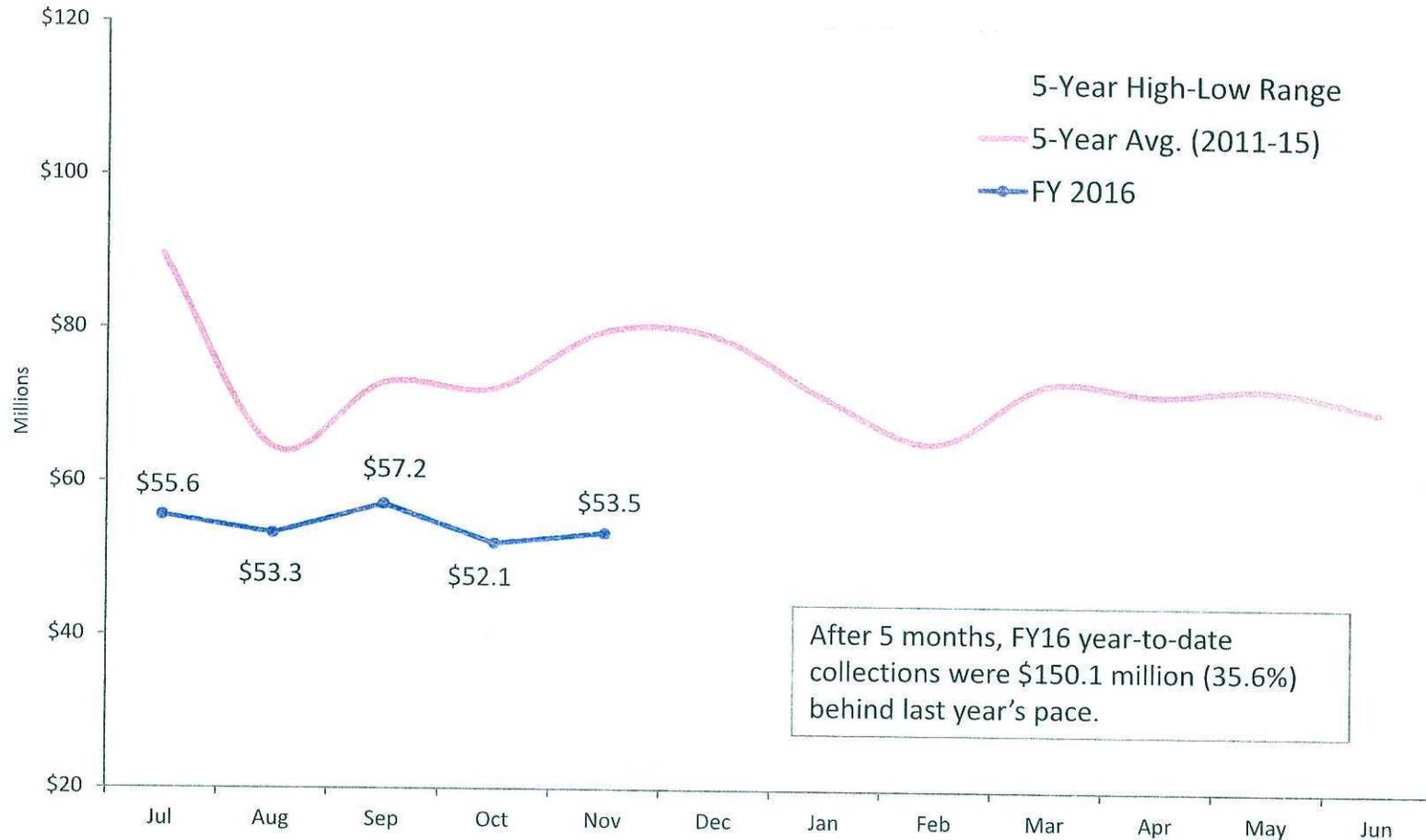
FY15 YTD Collections: \$437.9M

Source: WY Dept. of Revenue.

Note: Includes both the state and local shares of the state-wide 4% sales and use tax collections on a cash receipts basis. Value in parentheses represents share of total collections.



WY Statewide Severance Tax Collections



Source: WY Dept. of Revenue.

Note: Includes severance taxes collected on all minerals in Wyoming on a cash receipts basis.



Other Indicators for the State:

National Park Visits, Personal Income, House Price Appreciation, and Building Permits

- Wyoming tourism highlighted by robust visits to Grand Teton and Yellowstone National Parks in 2015.
- Personal income growth for Q3 of 2015 driven by farm earnings.
- Single family units permitted saw state-wide growth of 15.1% through the end of November 2015.

National Park Recreation Visits for Wyoming

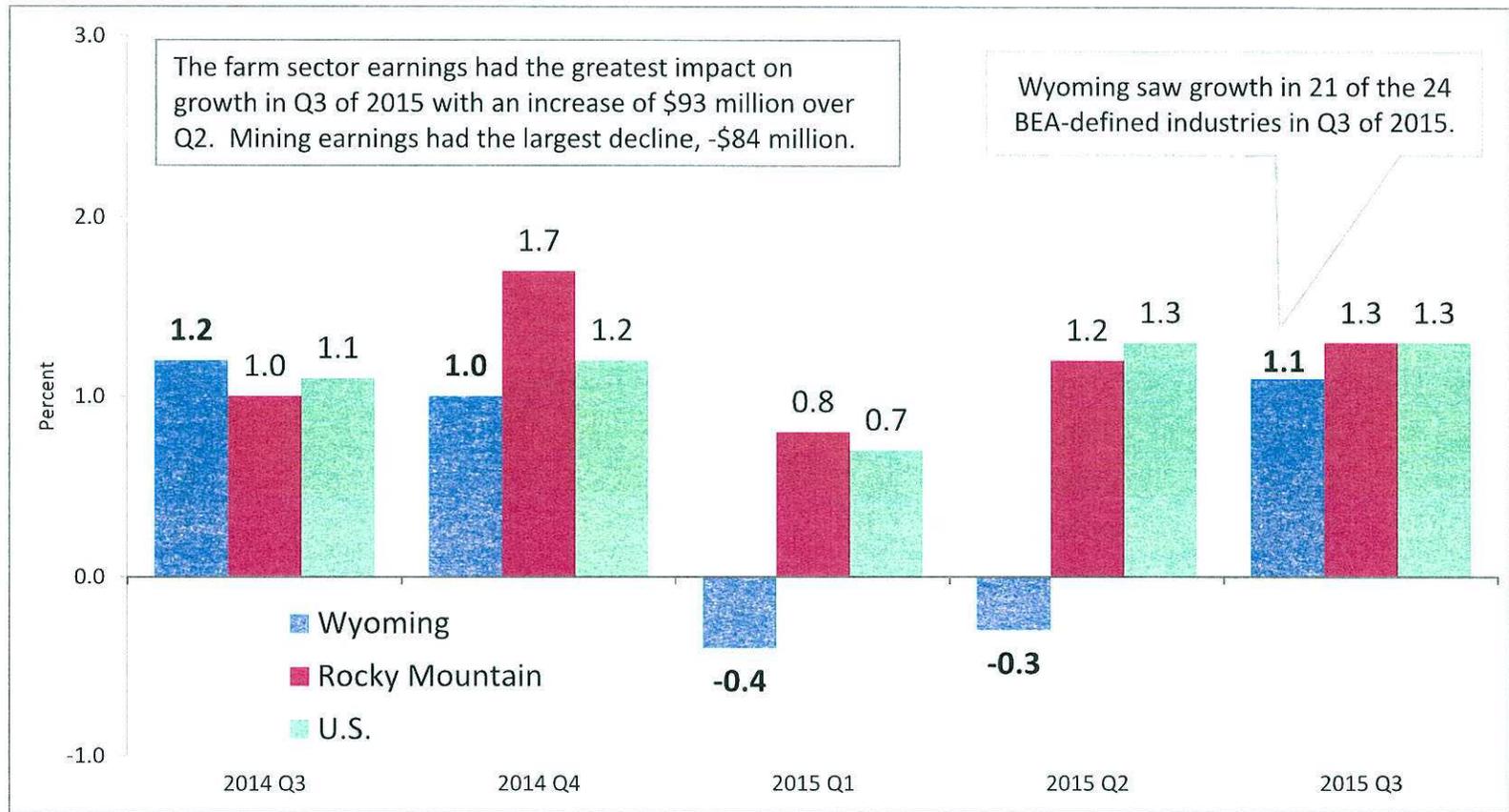
Year-to-Date: November 2015 vs. November 2014

National Park Recreation Visits	YTD	YTD	Difference	
	November 2014	November 2015		
Bighorn Canyon NRA	100,881	102,141	1,260	1.2%
Devils Tower NM	438,595	475,195	36,600	8.3%
Fort Laramie NHS	47,830	50,788	2,958	6.2%
Fossil Butte NM	16,540	19,211	2,671	16.1%
Grand Teton NP	2,751,016	3,085,591	334,575	12.2%
John D. Rockefeller, Jr. MEM PKWY	1,259,976	1,425,730	165,754	13.2%
Yellowstone NP - WY Entrances	1,712,621	1,997,848	285,228	16.7%
Wyoming Total	6,327,459	7,156,504	829,045	13.1%

Source: National Park Service Public Use Statistics Office.



Quarterly Personal Income: WY, Rocky Mtn. Region, & U.S. Percent Change from Preceding Quarter

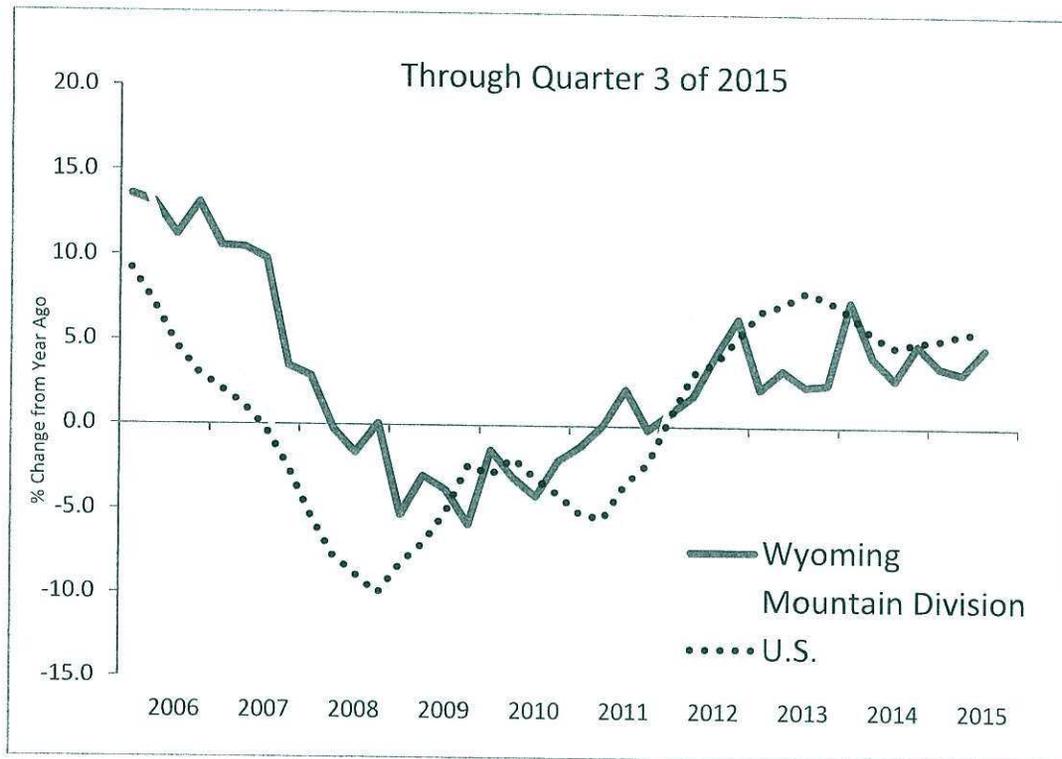


Source: U.S. Bureau of Economic Analysis.



House Price Appreciation

Purchase-Only Mortgages: WY, Mountain Division, & U.S.



2015Q3 vs. 2014Q3		
	<u>1-Yr. Rate</u>	<u>Rank</u>
Colorado	+12.7%	2
Nevada	+12.4%	3
Arizona	+8.3%	7
Idaho	+8.2%	8
Utah	+7.3%	12
New Mexico	+5.3%	18
Wyoming	+4.7%	24
Montana	+4.2%	28
Mtn Division	+9.0%	
U.S.	+5.7%	

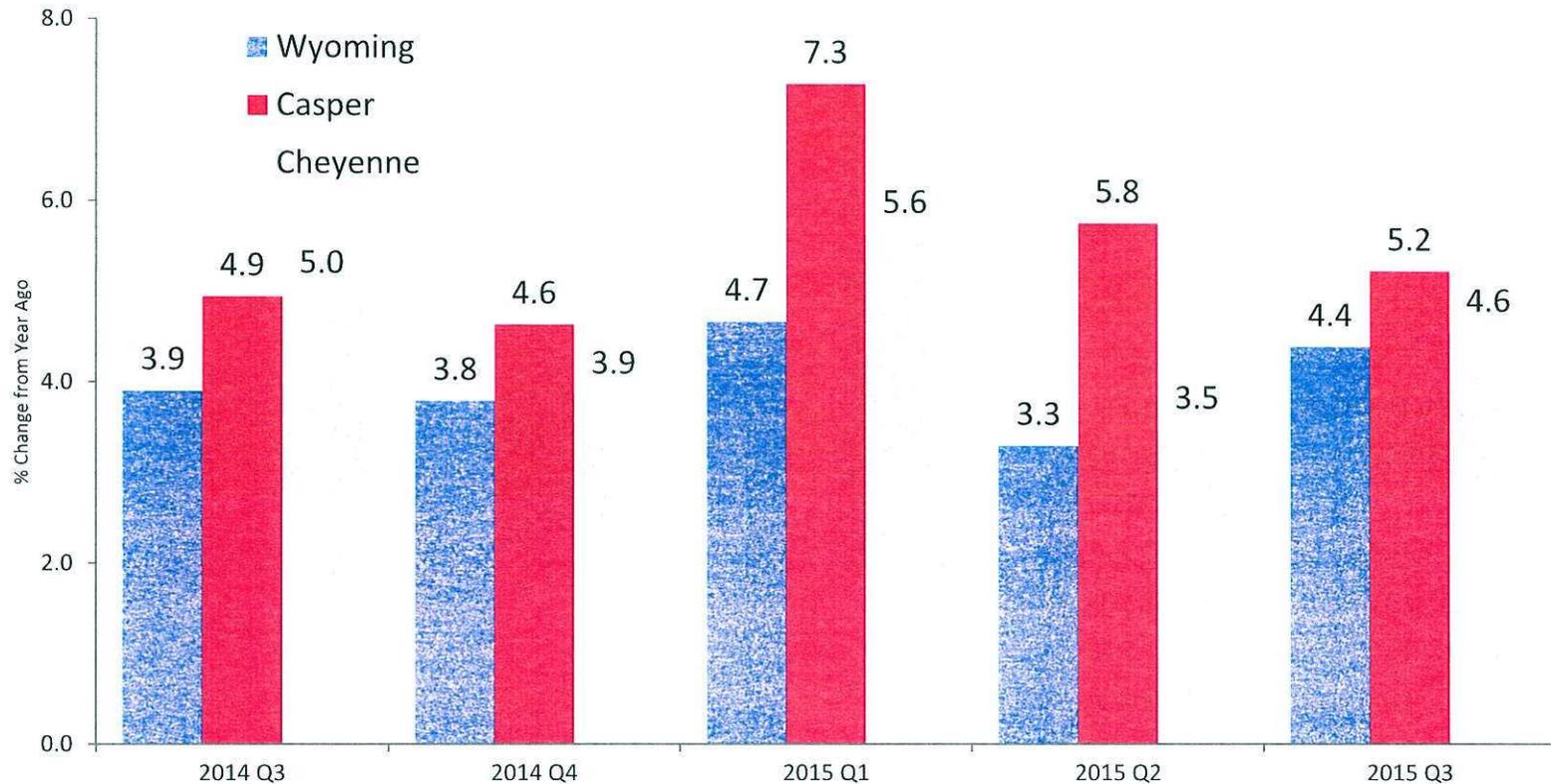
Source: Federal Housing Finance Agency (FHFA) – estimates using FHFA’s seasonally adjusted, purchase-only house price index.

Note: For the Period Ended September 30, 2015.



House Price Appreciation

Purchase and Refinance Mortgages: Casper, Cheyenne, & WY



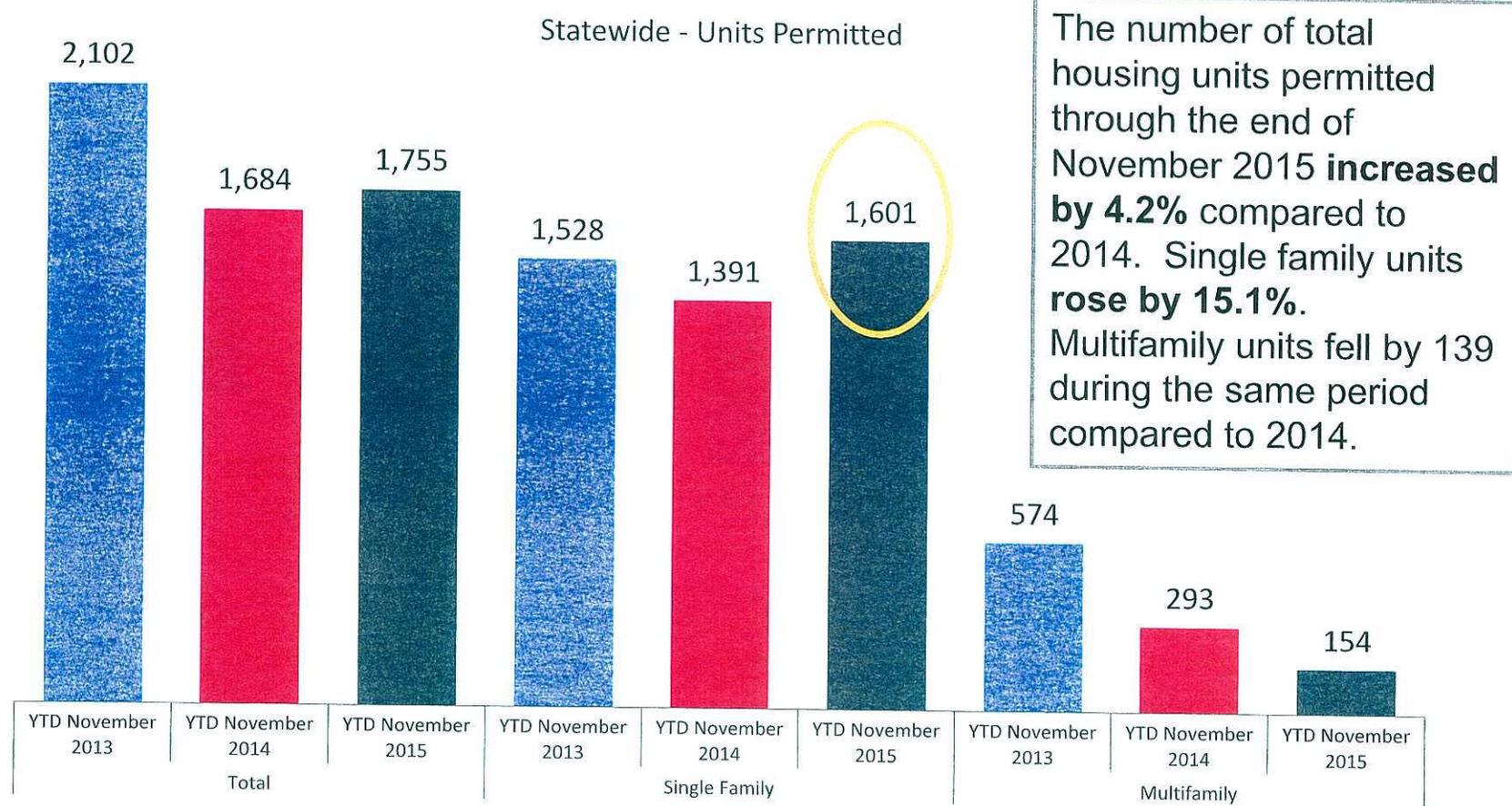
Source: Federal Housing Finance Agency (FHFA) – estimates using FHFA’s not seasonally adjusted, all-transactions house price index, that includes purchase and refinance mortgages.

Note: For the Period Ended September 30, 2015.



Residential Building Permits

Units Statewide: Year-to-Date through November 2015

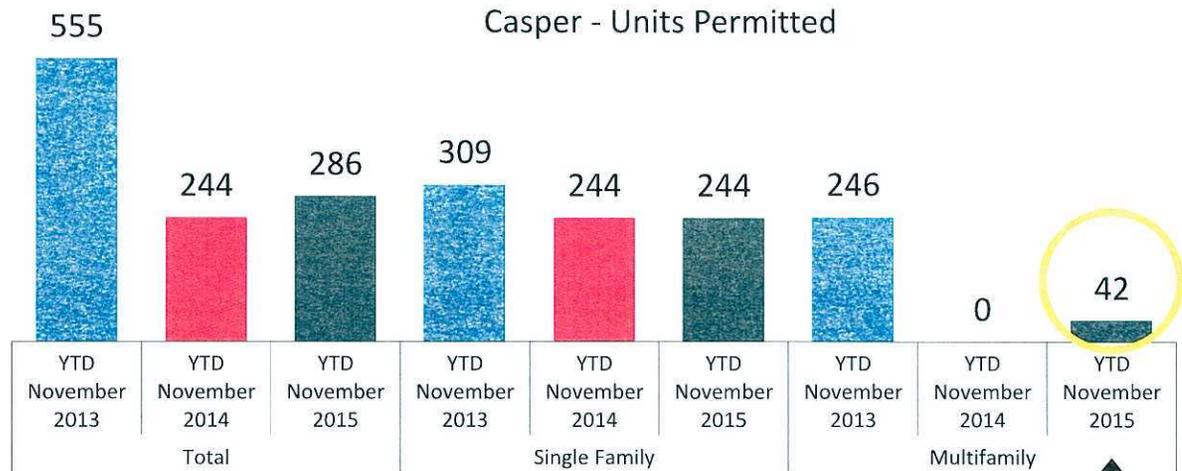


Source: U.S. Census Bureau.

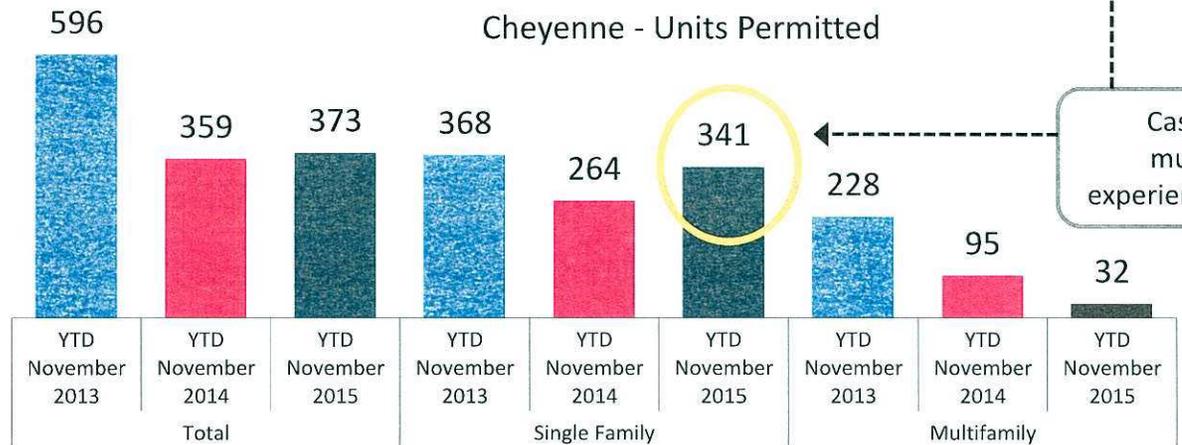


Residential Building Permits

Units for Casper and Cheyenne: Year-to-Date through November 2015



The number of total housing units permitted for Casper through the end of November 2015 **increased by 17.2%** compared to 2014. Total units permitted for Cheyenne over the same time **rose by 3.9%**.



Casper saw an increase in 2015 of multifamily units while Cheyenne experienced a jump in single family activity.

Source: U.S. Census Bureau.



How To Find Us

- Economic Analysis Division
- Department of Administration & Information
- State of Wyoming
- 2800 Central Avenue
- Cheyenne, WY 82002
- 307.777.7504 or ai-ead-info@wyo.gov
- Visit our website at ai.wyo.gov/economic-analysis

Contact: Jim Robinson
Principal Economist
307.777.7221
jim.robinson@wyo.gov

WYOMING **MACRO** Report



Council of Community Services



"helping people help themselves"

TDD/TTY: 800-377-3529

114 4-J Road * Gillette, WY 82716 * Bus: (307) 686-2730 * Fax: (307) 682-4018 * E-mail: staci@ccswv.org

January 18, 2016

Campbell County Board of Commissioners
Mr. Robert Palmer, Administrative Director
Office of Commissioners
500 South Gillette Avenue, Ste. 1100
Gillette, WY 82716

Gillette City Council Members
Mr. Carter Napier, City Administrator
201 East 5th Street
Gillette, WY 82716

Dear Mr. Palmer and Mr. Napier:

This request for emergency 1% funding serves as a follow-up request to the original request made on July 1, 2015. Over the course of the past six months, the Council of Community Services Board of Directors and staff have been working diligently to ensure the overall financial viability and success of the organization. Many proactive changes and policies have been instituted in order to protect the long-term sustainability of the organization. The County Commissioners and City Council Members have been assisting the Council and have provided a list of recommendation to further the progress of the organization. The requirements and the progress are listed below for your review:

1. Fully cooperate with a third party, appointed by the City and County, to create a business plan that will identify performance measures, achievable revenue goals, reduced expenditure goals and reserve policies.

The Council has been working with Ms. Paula Steiger, CPA, representing Bennett, Weber, & Hermstad, LLP on a weekly and now bi-weekly basis to make necessary changes to the books and learn proper accounting practices and implement them into the organization. These bookkeeping services have re-built the financial system to improve accuracy and financial allocations. Ms. Steiger is also working to complete the quarterly compilations in preparation for the yearly single audit. The Board's Finance Committee, has also taken a very active role in reviewing all expenditures and looking at the overall financial situation of the organization. The Strategic Plan/Business Plan process is underway and will likely be completed by late spring or early summer. The Board is considering and evaluating all programs and the available funding sources. The Council has already taken many steps to decrease the expenditures of the organization and has now started to work on a plan to increase revenues. (See Attachment 'A' for Plan to Increase Revenues)

2. Produce a plan to mitigate the findings from the last audit.

The 2013 Audit findings have been remedied in the 2014 Audit, except for the inadequate segregation of duties which is inherent in a small organization. The 2013 Audit findings included inadequate controls over Del Mar Accounting and Reporting and the Single Audit was not filed in a timely manner. Both of these findings were remedied in the 2014 Audit. The 2014 Audit showed a lack of documentation for pay rates in the personnel files. Staff has corrected this issue and

developed a system for pay rate documentation. A copy of the 2014 Audit is on file with both the City and the County for the records.

3. Fully cooperate with the Gillette Police Department to determine if a crime has occurred.

Staff has provided Detective Jeremiah Wagner with all the information he has requested and will continue to do so.

4. Demonstrate whether or not capital campaign dollar were diverted to operations, and if so, what will be done to restore those funds.

Staff has investigated the Capital Campaign account and has found no evidence that funds were misused or diverted to operations. The account was started back in 2012 with savings money from the Foundation Account and was supplemented with store revenues and also the sale of the former store building. In addition, the Council received \$30,585 in private donations for the capital campaign project. Upon suspending the capital campaign project in the spring of 2015, all private contributors were contacted regarding the decision to purchase an existing building instead of proceed with the capital project. All donors agreed to use their funds for improvements and repairs at the existing store. Recently, the Board voted to pay the remainder of the design and architectural costs associated with the Capital Campaign with these monies. The current balance on the account is \$25,701 and all funds are specifically designated for improvements and repairs to the current store building.

5. Implement proper management control policies to prevent future indiscretions from a budgetary oversight perspective into bylaws and other means.

Implementing proper controls has been extremely important to the Council in the past 6 months. The Board and staff are working in tandem to prevent future budgetary issues. The budget shortfalls ultimately started occurring back in 2013, with the significant reduction in grant funding and the lack of spending controls. All the grants awards are now booked into accounts receivable so we are able to better evaluate our cash flow. The staff is working on a budget for 2016, but will need to wait until all the 2015 numbers are reviewed by the accountant for accuracy purposes. The Board is approving all expenditures at each meeting and is reviewing the financial reports carefully. By advancing and correcting the bookkeeping system, the reports are now accurate for decision making purposes. All expenditures are pre-approved by either the Program Director or Executive Director and are carefully examined. The Board plans to approve updated Bylaws with increased financial safeguards in the near future. Staff is working on updating the Financial and HR Policies and Procedures in 2016 to further increase the oversight.

6. All Board Members are required to attend Board training sponsored by the City and the County.

The Chair and Vice Chair along with one Member attended the Fall Board Training Session. The remaining and new members are committed to attending the session in the spring. In addition, Mr. Cliff Knesel, independent consultant, recently conducted a session on Board Roles and Responsibilities on October 21, 2015.

Summary of Current Situation

The Council of Community Service has made many positive changes over the past six months and has developed many of the prerequisites to being successful long-term including: implementation of an active and result-oriented Board, competent staff, professional accounting assistance, and the commitment to making necessary changes. The organization is functioning much better than 6 months ago, however it is still very difficult to pay bills and operate on such a limited budget without much of

a margin for reserves, especially when grant funding is delayed.

One situation that was brought to light during our work with Ms. Steiger was an inadvertent over request of federal weatherization funds. The error occurred primarily in April and May 2015, when the former bookkeeper left and new staff prepared the reports. After our comprehensive review, the Council will owe the Weatherization Program somewhere between \$50,000 and \$28,000 depending on the decision of the State Program Director. The staff has made extensive progress learning the weatherization program and feels confident in managing the reimbursement reporting process.

Request of Emergency 1% Funds

The Council of Community Services is requesting a total of \$125,000 at this time to assist with continued operations and a reserve account of \$100,000 should it be needed during the next 12 months.

The Council is proposing to use the funding as follows:

\$25,000 dedicated to external bookkeeping, quarterly compilations, and audit services
\$50,000 dedicated for weatherization re-payment with any remainder used towards property insurance
\$25,000 dedicated to paying past bills and keeping accounts current
\$75,000 dedicated as an operating, maintenance, and reserve buffer
\$175,000 total

Available Funds and Need

The Council of Community Services is committed to being transparent with funding and decisions as we are a non-profit organization that utilizes public funds to help others. Currently, the Council has \$197,000 in the bank, of this approximately \$112,000 is unencumbered or not designated to a specific program. Furthermore, there are two CD's which total \$85,000. Most grant requests are submitted on a re-imbursement basis which causes cash shortages. Also, the lapse in grant cycles from one year to the next often delays funds for up to a few months.

The expenses of the Council averaged approximately \$192,000 per month in 2015 which shows the seriousness of the cash flow issue. The organization truly has less than one month of reserves to stay in operation. The payroll averages about \$42,000 per pay period, which significantly adds to the cash flow shortage as well. None the less, expenses were down in 2015 as was income from grants and store revenues. (See Attachment 'B' for Examples of Cash Flow Fluctuations)

As the organization moves forward into 2016, The Board and staff are both very committed to continuing to better the overall financial position of the Council, however it will take a little time and some emergency 1% monies to accomplish this goal.

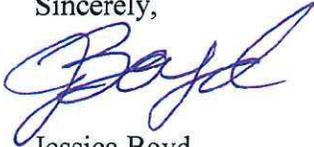
Program Assessment

The Board has started working on a Program Assessment of all Council programs in order to determine the long-term feasibility and identify the necessary program changes. Each month a Financial Summary report is included in the Board packet which shows the individual programs on both a Year-To-Date and monthly financial scale. This program analysis shows the programs that have shortages and need attention. When the 2015 numbers are audited, a more accurate program analysis will be available. (See Attachment 'C' for a Program Report)

Conclusion

Thank you for working with our organization and hearing our funding request. The Board and staff are committed to working hard to see the Council of Community Services be a stronger and more fiscally responsible non-profit which serves the community well. We help over 7,000 citizens in our community every year and not only provide services to help residents become self-sufficient; we also help provide hope for the future. With emergency 1% funds the Council of Community Services can continue to operate while continuing to implement long-term sustainable changes. Again, thank you for your consideration of our emergency funding request.

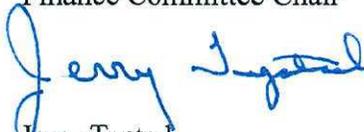
Sincerely,



Jessica Boyd
Board of Directors Chair
Council of Community Services



Susan McKay
Board Treasurer
Finance Committee Chair



Jerry Tystad
Finance Committee Member



Dallas Grubbs
Finance Committee Member

Attachment 'A'

Plan to Increase Revenues

Increase Seconds on the Avenue Sales

- Focus on increasing store profits through sales, advertising, and other retail practices
- Hired Store Manager with retail sales experience
- Set measurable performance goals for sales
- Store remodel set for January 2016 to increase sales floor area
- Implement policies for donations
- Joined National Association of Resale Professionals for support
- Participate in downtown events and be good neighbors to downtown businesses
- Better utilize volunteers

Fundraising

- Increase ticket sales at the annual Empty Bowl Fundraiser
- Moved location to the Senior Center for larger capacity
- Empty Bowl scheduled for April 16, 2016
- Focus on event promotion and sponsorship
- Look for other fundraising ideas and events
- Increase awareness of programs and poverty in the community

Grants

- Be strategic in grant requests and analyze each program fully
- Utilize best grant management practices and procedures
- Strive for accuracy and consistency in grant requests
- Approach private foundations and other groups for support
- Explore new grant opportunities and modify programs as allowed

Attachment B
Council of Community Services

Cash received and expended by Month

	★ Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	TOTAL
Ordinary Income/Expense													
Income	196,665.66	220,681.54	346,864.99	6,284.45	195,346.91	760,406.53	(315,296.98)	128,724.10	787,978.12	217,898.77	175,226.38	416,424.44	3,137,204.91
Gross Profit	196,665.66	220,681.54	346,864.99	6,284.45	195,346.91	760,406.53	(315,296.98)	128,724.10	787,978.12	217,898.77	175,226.38	416,424.44	3,137,204.91
Expense	223,666.63	219,216.06	407,900.67	(60,557.96)	217,188.53	642,539.22	(296,858.66)	215,638.25	815,155.63	191,572.80	223,934.42	400,015.14	3,199,412.51
Net Ordinary Income	(27,002.97)	1,465.48	(61,035.68)	66,842.41	(21,841.62)	117,867.31	(18,438.10)	(86,914.15)	(27,177.51)	26,325.97	(48,708.04)	16,409.30	(62,207.60)
Other Income/Expense													
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,488.52	95,488.52
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,488.52	95,488.52
Net Income	<u>(27,002.97)</u>	<u>1,465.48</u>	<u>(61,035.68)</u>	<u>66,842.41</u>	<u>(21,841.62)</u>	<u>117,867.31</u>	<u>(18,438.10)</u>	<u>(86,914.15)</u>	<u>(27,177.51)</u>	<u>26,325.97</u>	<u>(48,708.04)</u>	<u>111,897.82</u>	<u>33,280.92</u>

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL
Ordinary Income/Expense													
Income	83,644.42	142,552.19	193,524.84	215,816.59	132,538.60	114,872.67	391,922.46	144,916.01	145,347.06	210,059.47	168,200.80	206,935.03	2,150,330.14
Gross Profit	83,644.42	142,552.19	193,524.84	215,816.59	132,538.60	114,872.67	391,922.46	144,916.01	145,347.06	210,059.47	168,200.80	206,935.03	2,150,330.14
Expense	184,433.92	169,483.96	236,617.77	214,250.02	234,959.05	178,048.48	185,903.92	167,022.72	168,160.98	208,012.64	191,544.25	184,378.18	2,322,815.89
Net Ordinary Income	(100,789.50)	(26,931.77)	(43,092.93)	1,566.57	(102,420.45)	(63,175.81)	206,018.54	(22,106.71)	(22,813.92)	2,046.83	(23,343.45)	22,556.85	(172,485.75)
Other Income/Expense													
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,175.66	0.00	600.00	5,775.66
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,175.66	0.00	600.00	5,775.66
Net Income	<u>(100,789.50)</u>	<u>(26,931.77)</u>	<u>(43,092.93)</u>	<u>1,566.57</u>	<u>(102,420.45)</u>	<u>(63,175.81)</u>	<u>206,018.54</u>	<u>(22,106.71)</u>	<u>(22,813.92)</u>	<u>7,222.49</u>	<u>(23,343.45)</u>	<u>23,156.85</u>	<u>(166,710.09)</u>

★ Please note there are a few discrepancies in the 2014 numbers in July and April. The audited year end and quarterly numbers are corrected; however due to the reversing journal entries the month of July and April are incorrect which causes the June and September numbers to be overstated in the correction of the April and July reversals. These noncash transactions caused the monthly numbers in 2014 to be inaccurate which effected the reports and financial information of the organization. The 2015 numbers are unaudited, however have been prepared to be accurate on a monthly basis. This statement not only shows significant cash fluctuations from month to month, it illustrates the progress and accuracy made in the bookkeeping system during 2015. Year end totals are unadjusted cash basis and are not representative of the financial statements.

Attachment 'C'
Program Report
January 18, 2016

Annual Financial Summary

- The Board and staff are both focused on program analysis to be sure the programs are sustainable. In the event they are not, changes need to occur. The Council is committed to increasing the revenues in 2016 to help sustain the organization. Funding for operations/salaries is needed for the coming year and will be maximized in all the new grant applications. A Budget and overall Statement of Financial Position will be available upon receiving the audited numbers in February 2016.

Program Reports

- **Seconds on the Avenue (Closet)** is a thrift store that sells donated items to the public and also offers vouchers to those in need. The store provided a total of 229 vouchers to those in need in 2015. Vouchers include clothing, furniture, and household items. The goal is to increase store profit by \$100,000 in 2016. The Council relies heavily on this program to help fund other programs and with the change in location this year the profits were down an estimate \$171,000.
- **Greenhouse Program** offers group home living to six severely and persistently mental ill residents that need around the clock care. The Council partners with the state and Campbell County Health to run this program and it is currently sustainable.
- **Way Station I (Emergency Shelter)** is a night shelter with a 32 (plus) bed capacity that is open to anyone in need. During 2015, about 551 residents used the shelter providing 6,375 total nights for the homeless. This program is funded by several sources including United Way, CSBG and ESG, and it is in need of additional funding.
- **Way Station II (Transitional Housing)** provides six apartment style units of transitional housing for those that meet income restrictions and are working towards self-sufficiency. This program has very limited funding sources to increase revenues; however it may be difficult to change the program as it is HUD HOME funding which ties to the mortgage on the building. The Council will likely make a separate request to the County Commissioners to re-allocate some 1% funds to this program.
- **Way Station III (Permanent Supportive Housing)** provides apartment style housing to eight residents with severe and persistent mental illnesses. Staff helps provide a supportive environment and this program is funded through HUD and United Way. It is mostly sustainable; however we anticipate needing additional funds for building repairs.
- **Weatherization** is the most complex program which provides home weatherization and no heat crisis assistance to income qualified individuals. It is funded by LIEAP, DOE and State funds. There were errors in April and May 2015 that resulted in over-reporting of up to approximately \$50,000, which we are working to correct. This program should be sustainable in 2016.
- **Soup Kitchen** provides a lunch meal 364 days per year to anyone in need. The program is nearly self-sufficient with the use of location donations and the Feed America Program. The Soup Kitchen provides about 75 meals on average per day. It is funded by CSBG, United Way, and 1 % monies. The Soup Kitchen also needs the assistance of the community for food and volunteers.
- **Food Pantry** provides supplemental groceries to income qualified individuals averaging about 25-30 families per day. The program is funded by 1% Funds, United Way, and CSBG. This program relies heavily on local donations and is close to being sustainable.
- **Emergency Assistance/Section 8 Intake** both of these programs help serve low income individuals. The Emergency Assistance program is funded by United Way and CSBG and offers

emergency medical and dental assistance to income qualified individuals. The Section 8 Intake is funded by the Cheyenne Housing Authority and allows those seeking Section 8 Housing to apply through our office. Both of these programs are sustainable.

- **DelMar** is a 16 unit Section 8 apartment building owned by the Council of Community Services. It is managed by a private management company and is sustainable.



Bonnie Hochhalter <bonniec@gillettewy.gov>

Fire Station No. 3 - Design Development Pricing

Dustin Hamilton <dustinh@gillettewy.gov>

Thu, Jan 21, 2016 at 10:20 AM

To: Bonnie Hochhalter <BonnieC@gillettewy.gov>

Please find included the summary of the Design Development Pricing from Hladky Construction, Inc. The pricing came in at \$3,670,227.57, and includes requested items by the Fire Department at this time, including a deep foundation/structural floor system, full brick veneer, and size modifications to the office and apparatus portions of the building. Some modifications were discussed at the review meeting which include modification to the roofing material and a potential savings in a modification to the floor system. The architect team is reviewing the potential change to the floor system.

At this time it is believed we are tracking right at the total project budget.

As mentioned on Tuesday, it is anticipated the GMP will be ready around the 1st of March.

Dustin

Fire Station 3 Replacement DDBudgets (1-20-15)

Project Budget

Construction Fees	\$144,000.00	HCI CMAR FEE
Construction Contingency	\$150,000.00	Project
Div 1 General Requirements	\$320,385.00	HCI GC FEES
Div 3 Concrete	\$443,897.10	
Div 4 Masonry	\$285,000.00	Includes screen wall/sign
Div 5 Metals	\$251,824.47	
Div 6 Wood/Plastics/Composites	\$21,200.00	
Div 7 Thermal and Moisture protection	\$238,400.00	
Div 8 Openings	\$154,754.00	
Div 9 Finishes	\$88,650.00	
Div 10 Specialties	\$31,010.00	
Div 12 Furnishes	\$50,804.00	
Div 21 Fire Suppression	\$26,500.00	
Div 22 Plumbing	\$114,472.00	
Div 23 HVAC	\$161,656.00	included exhaust
Div 26 Electrical	\$352,400.00	includes Div 27/28
Div 31 Piles/Earthwork/Utilities	\$446,775.00	
Div 32 Exterior Improvements	\$388,500.00	
ESTIMATED PROJECT TOTAL	\$3,670,227.57	

Snow Event Report #8

Event Start Date:	<u>1/16/2016</u>	Event Start Time:	<u>2:30 a.m.</u>
Event End Date:	<u>1/19/2016</u>	Event End Time:	<u>3:00 a.m.</u>
Duration of Event:	<u>71.5 Hours</u>	Streets First Responder:	<u>TJ Bruce</u>

Storm Event Overview:

The night shift was called out by PD on 1/16/16 at 2:30 a.m. due to snow and slick conditions. The night shift plowed and applied material to priority 1's, 2's and trouble areas until the day shift was called in at 7:00 a.m. The dayshift plowed and applied material to priority 1's, 2's and trouble areas until 12:00 p.m. At this time the snow had stopped and all priorities were holding. The day shift went into subdivisions and plowed all roads and applied material to hills, corners, trouble areas and major intersections until 7:00 p.m. At this time priorities were still holding and the day shift went home. Due to a 60% chance of snow that night the event was not ended. The day shift was called out by PD on 1/17/16 at 7:30 a.m. due to snow and slick conditions. The day shift plowed and applied material to priority 1's, 2's and trouble areas until the night shift was called in at 7:00 p.m. The night shift plowed and applied material to priority 1's, 2's and trouble areas until 10:00 p.m. At this time priorities were holding and the night shift went into subdivisions and plowed all roads and applied material to hills, corners, trouble areas and major intersections until 2:30 a.m. At this time all priorities were holding and the night shift went home. The event was not ended due to 60% chance of snow the next day. The night shift was called out by PD on 1/18/16 at 7:30 p.m. due to snow and slick conditions. The night shift plowed and applied material to priority 1's, 2's and trouble areas until 12:00 a.m. At this time all priorities were holding and the night shift went into subdivisions and applied material to hills, corners, trouble areas and major intersections until 3:00 a.m. At this time priorities were holding and the event was ended.

Number of Pieces of Equipment Used:

Snow Plows:	<u>8</u>	Blades:	<u>1</u>
1-Tons:	<u>3</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>278,908</u>
Scoria lbs:	<u>4,500</u>
Liquid Gallons:	<u>800</u>

Number of Miles Plowed During Event: 3,690

Personnel:

Day Crew – Leo Rodell, Leonard Taylor, Nick Scherry, Dustin Younger, Billy Little, Dale Harter, Mike McFarlane, Toby Fiske, Justin Hogan, Drew Dobitz

Night Crew – Lonnie Meidinger, Jeremy Hagen, Mark Webb, Dale Warren, Josh Wright, Melissa Bell, Dale Warren, Shane Prentice, Justin Hogan, Lynn Morrison

Contractor Work Effort:

Pro Built cleaned off handicap ramps on Gillette Ave. 3 times during this event.

Subdivision Activities:

We plowed and applied material to all subdivision roads twice during this event.

Parks Division Activities:

Parks staff cleaned and maintained all City owned parking lots and facilities and also cleared 52.2miles of bike path.

Environmental Conditions Present:

Snow: 4.5" Drifting: Yes Rain: .02 Low Temp: 9 Wind: NW 5-40

Equipment Issues:

Unit #28 went down on 1/17/16 due to electrical issues. Unit was back up in 2 hours.

Incidents:

N/A

Complaints / Concerns:

N/A

Items of Interest:

During this weather event the Gillette Police Department investigated 11 vehicle crashes. Six of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.

The labor cost on this event is elevated because it fell on a City observed holiday.

We had several volunteer driver during this event:

Drew Dobitz: Electrical

Lynn Morrison: Solid Waste

Gillette Police Department 2015/2016 Weather Event Crash Report VIII

IR#	Date/Time	Location	Injury	Property Damage	Citation	Cause
1171	01/16/2016 - 0711	Garner Lake Rd. / Hwy 59	None	Private - <\$1,000	Yes	Vehicle #1 was westbound on Garner Lake Rd. approaching the intersection with Hwy 59. Due to speed, Vehicle #1 slid on the snow/ice and collided with Vehicle #2.
1173	01/16/2016 - 0859	Hwy. 59 / Lakeway Rd.	None	Private - <\$1,000	Yes	Vehicle #1 northbound on Hwy 59 approaching the intersection with Lakeway Rd. Due to speed, Vehicle #1 slid on the snow/ice and collided with Vehicle #2.
1226	01/17/2016 - 1701	Harvest Moon Dr. / Federal Ave	None	City - \$200	No	An unknown vehicle slid off of the roadway and struck a City stop sign on the northeast corner of the intersection. The vehicle has not been identified.
1265	01/18/2016 - 1715	Magnuson Blvd. / Raymond St	None	Private >\$1,000	Yes	Vehicle #1 was southbound on Magnuson Blvd. While making a right hand turn, westbound on Raymond St., Vehicle #1 slid on the snow/ice, left the roadway and struck a fence,
1269	01/18/2016 - 1851	2nd Street / Burma Ave	None	Private >\$8,000	None	Vehicle # 1 was treaveling west on 2nd Street and attempted to stop at the red light at Burma. Vehicle #1 slid through the intersection on the snow/ice and struck Vehicle #2.
1273	01/18/2016 - 2013	4200 Block Teepee Street	None	Private \$1,000	None	Vehicle #1 slid on the snow/ice, left the roadway and struck a fence.

January 16th, 2016 2:30 a.m. to January 19th, 2016 3:00 a.m.

During this weather event the Gillette Police Department investigated eleven vehicle crashes. Six of these crashes occurred on a City of Gillette maintained roadway and were influenced by weather conditions.



CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 688-5364
www.gillettewy.gov

Legend

Large Snow Plows Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 31 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 99 Snow Plow
- Unit 100 Snow Plow
- Unit 157 Snow Plow
- Reported Crashes

According to the AVL system,
Our snowplows drove a total of 3,204 miles during this event.

Police reports recorded:
Crashes: 6
Crashes w/ Injuries: 0
Citations: 3
Personal Property Damage: \$12,000
City Property Damage: \$200

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

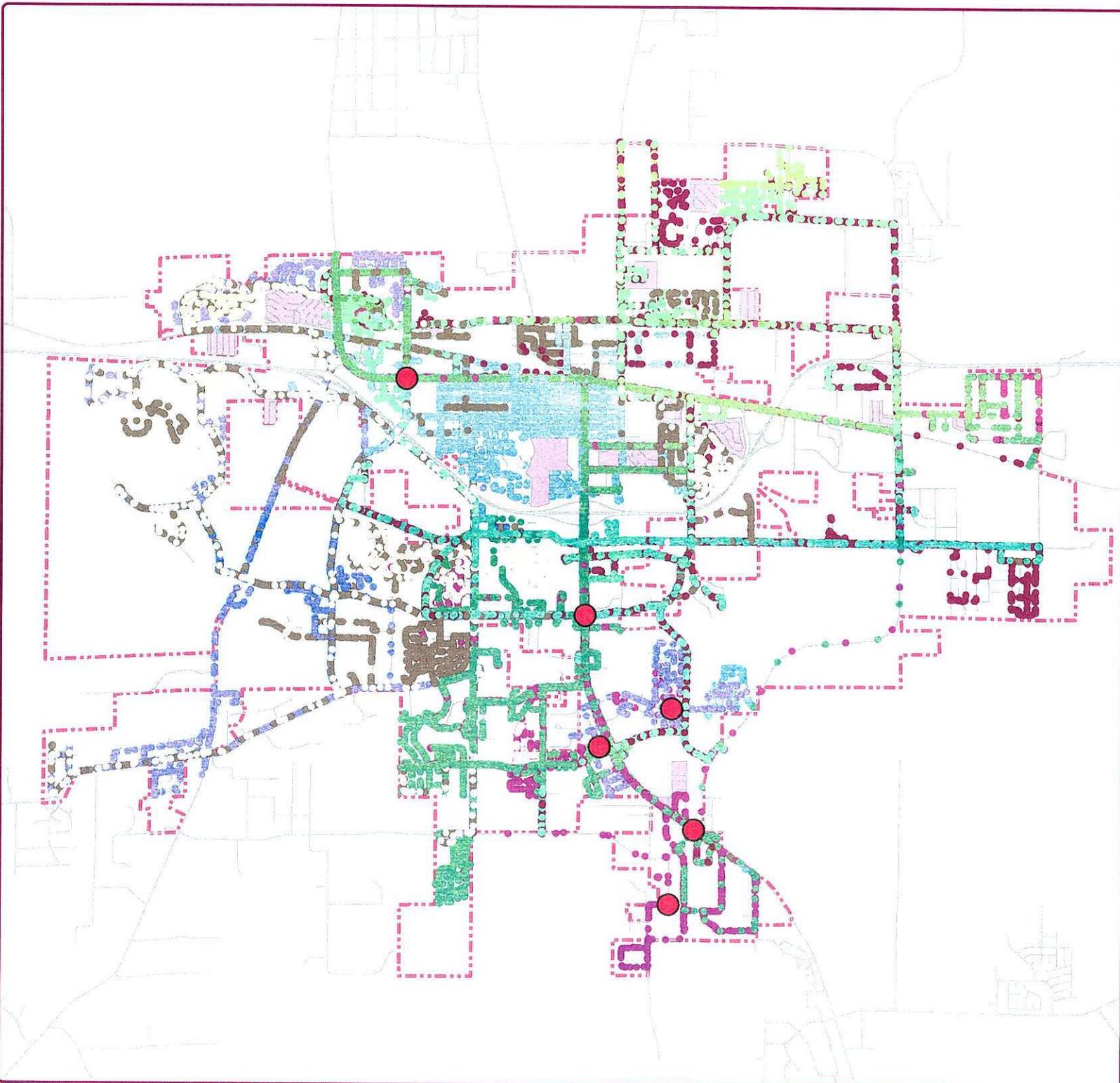


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Snowplow AVL
Snow Event Eight
01/16/2016 02:30 am to
01/19/2016 03:00 am
January 19, 2016

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication





CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

Legend

One Tons

Unit # & Description

- Unit 168 One Ton Streets
- Unit 1 One Ton Parks
- Unit 163 One Ton Parks
- Unit 184 One Ton Parks
- Unit 171 One Ton

According to the AVL system,
our one ton trucks drove a total
of 312 miles during this event.

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM
RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO
GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR
THE INFORMATION CONTAINED THEREIN.



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One Ton AVL

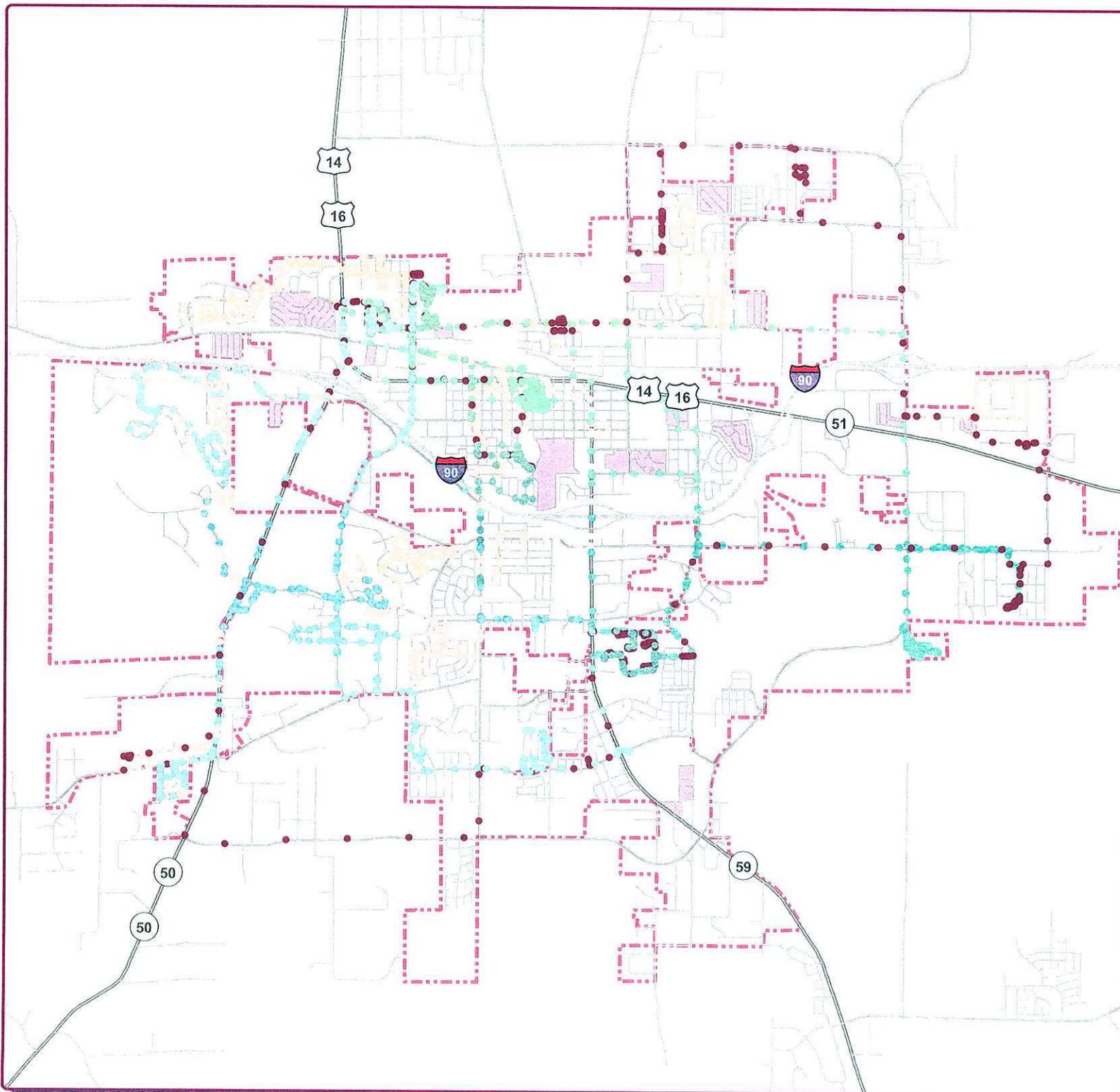
Snow Event Eight

01/16/2016 02:30 am to

01/19/2016 03:00 am

January 19, 2016

Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm





CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
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Legend

Tractors & Others

Unit # & Description

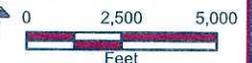
- Unit 89 Tractor Belos
- Unit 162 Tractor Tool Cat
- Unit 54 Tractor JD
- Unit 161 Tractor JD
- Unit 193 Loader
- Unit 199 Skidsteer

According to the AVL system,
our tractors drove a total
of 174 miles during this event.

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



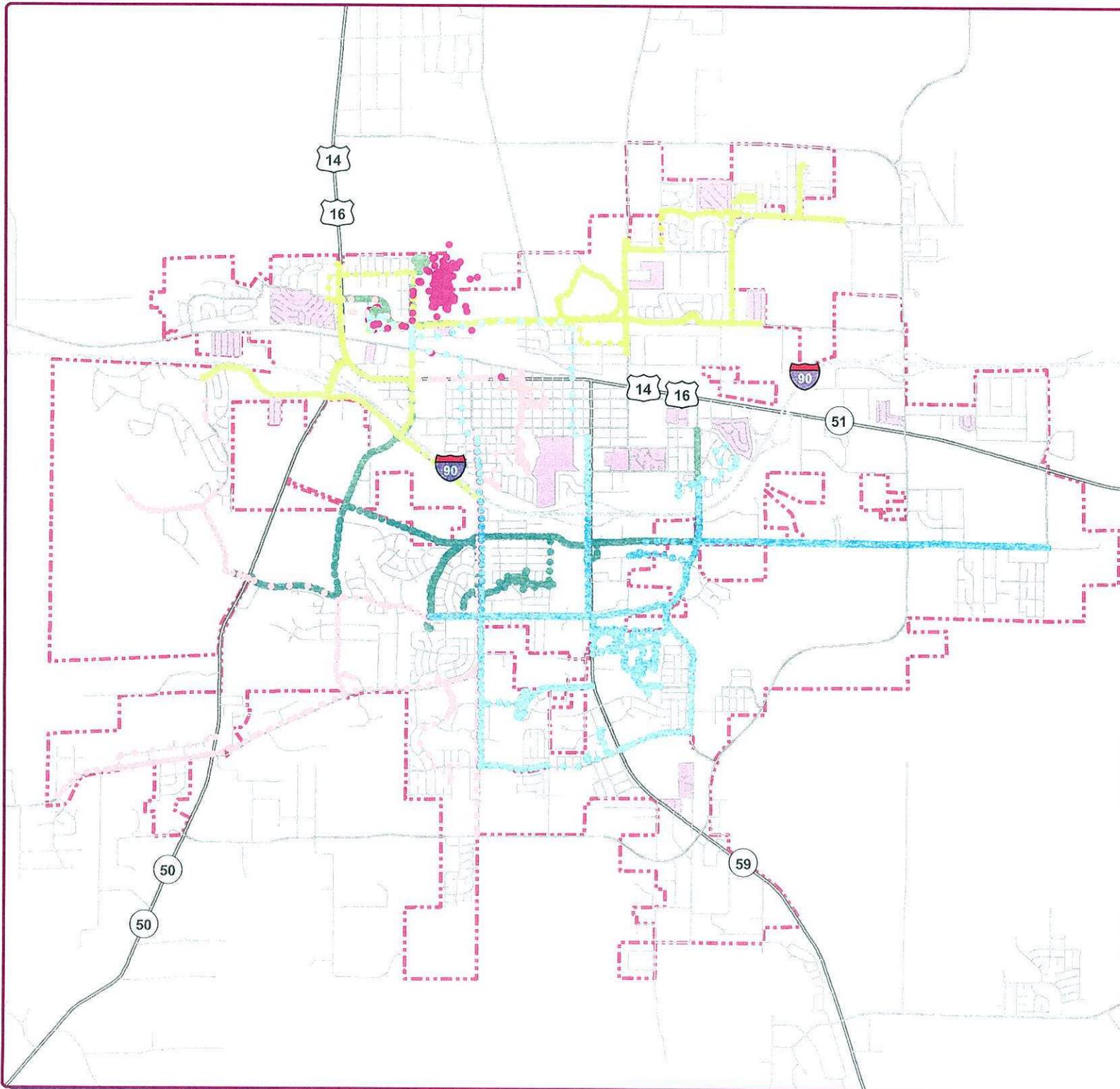
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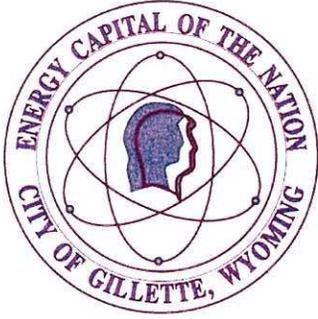


Tractor AVL

Snow Event Eight
01/16/2016 02:30 am to
01/19/2016 03:00 am
January 19, 2016

Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm





**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
JANUARY 14, 2016 – 5:30 P.M.
CITY WEST BREAKROOM**

Members:

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

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. December 10, 2015
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. 1% Discussion
- V. OLD BUSINESS**
 - A. Photo Contest Clip – KOTA
 - B. New City of Gillette Website Tour
- VI. STAFF REPORT**

None
- 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
DECEMBER 10, 2015
5:30 P.M.

CITY HALL SECOND FLOOR COMMUNITY 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)	()
Matt Stroot	(X)	()
Meeting Quorum:	(X)	()

STAFF:

Sawley Wilde, Public Works Director
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

Vice-Chairperson Williams made a motion to accept the minutes from November 12, 2015. Ms. Hunter seconded. All members voted Aye. Motion passed.

III. PUBLIC COMMENT

Scott Hansen, reporter for the Gillette News Record, was in attendance.

IV. NEW BUSINESS

None

V. OLD BUSINESS

A. Pathways Committee

Natalie Buchwald, and Jessica Gladson, representatives of the City of Gillette Pathways Committee, were present to discuss with the Board ideas and priorities for new pathway expansions. The group presented the existing master plan, which shows all existing pathways, as well as newly proposed priorities for future pathways. Priorities are listed in order and include: North/South connection at Brooks, Gillette College to CAM-PLEX, Dalbey Park to Energy Capital Sports Complex, and Energy Capital Sports Complex to CAM-PLEX Park. After a lengthy discussion, it was agreed that the pathways committee will present an updated map showing these priorities at a future meeting.

B. Historical Society / Signs at McManamen Park

Mary Kelley, representative for the Campbell County Historical Society, was present to discuss signage to be placed at Burlington Lake. Ms. Kelley stated the estimated cost of this project, which was quoted by Sign Boss, is \$7,202.00. Campbell County Historical Society has received a grant in the amount of \$3787.00 from the Wyoming Cultural Trust Fund. Grant funds will be received on a quarterly basis. This grant will run from February 1, 2016 – May 1, 2016, with a completion date of May 31, 2016. Ms. Kelley stated that additional funds would come from Campbell County Historical Society. Mr. Clem asked Ms. Kelley to bring a map to a future meeting for the Board to review the location of the sign placement. Mr. Wilde will have GIS make the map, as well as provide public works staff assistance to install the signs.

C. Photo Contest / December 8th Council Work Session

Chairperson Ferris reported he had presented the photo contest guidelines to the City Council at the December 8th, 2015, work session. Geno Palazzari, City of Gillette Communications Manager, will announce the specifics for the contest in the near future. The photo contest information will be posted on the City of Gillette website, Instagram and Facebook. The first contest will run for a two month period starting January 1, 2016, through February 29, 2016. Judging will take place in March, 2016.

VI. STAFF REPORT

A. 1% Information

Mr. Wilde discussed 1% funding information with the Board. A current list of projects tentatively scheduled for the next five years was presented. Mr. Wilde explained that all projects are contingent upon budget. Mr. Wilde requested the Board review the list of projects and bring back any additional ideas to the next scheduled meeting for discussion.

VII. CHAIRPERSON'S/BOARD REPORT

A. Winter Beautification Awards Discussion

The Board discussed whether businesses should be considered for beautification awards during the winter months. Further discussion on this topic will take place at a future meeting.

B. Landscape Beautification Award Winners

Chairperson Ferris asked the Board to consider whether a Landscape Beautification Award winner should be eligible to be recognized every year. After a short discussion, it was agreed that the Board will bring back ideas to the next scheduled meeting for discussion.

C. Park Entrance Arches

Mr. Williams suggested ideas of western style arches at the entryways of Dalbey Park.

VIII. ADJOURNMENT

This meeting was adjourned at 6:55 p.m.

IX. RESPECTFULLY SUBMITTED,

Sawley Wilde
Public Works Director



AGENDA

Public Works & Utilities Advisory Committee

January 20, 2016 • 5:30 p.m.
2nd Floor Community 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*

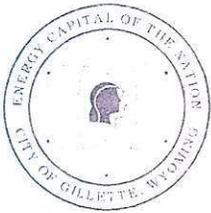
City Staff: Dustin Hamilton, *Development Services Director* | Kendall Glover, *Utilities Director*
Kurt Siebenaler, *City Engineer* | Heath VonEye, *City Engineer* | Kent Clark, *Public Works Operations Manager*
Michael Foote, *Sustainability Manager* | Jill McCarty, *Administrative Support*

- 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
 - A. Electrical Line Extension Policy – Utilities Department
 - B. Fiber Optics License Agreement Proposal – Utilities Department

VI. Other Business

Next Meeting: February 17, 2016.

VII. Adjournment



MINUTES

Public Works & Utilities Advisory Committee

December 16, 2015

Attendance:

Committee Members:

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

City Staff:

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

Absent:

Tom Sylte, *At-Large*
Dennis Russell, *Engineer*
Robin Matti, *Supplier*

Meeting Quorum: Yes

I. Call to Order:

Meeting was called to order at 5:45 p.m. by Mark Hines, Chair.

II. Approval of Minutes:

Aaron Beyerl made a motion to approve the minutes and Travis Bourne seconded the motion. All were in favor.

III. Personal Appearances:

None.

IV. Old Business:

- **Waste Diversion Program/Recycling**

Michael Foote provided a handout in his absence. Dustin said a water debrief had been presented to the City Council in November, and the city's large water users have done well with watering efficiently.

- **Mix Designs**

The subcommittee has a tentative meeting date in January 2016.

- **Stormwater Ordinance**

Heath said the open house to present information to the public is December 17, at 5:30 pm in the Council Chambers. He gave an overview of topics to be covered in the open house, including items of concern from the last open house on the proposed stormwater ordinance.

These items of concern included the concurrent permits needed with the City and with the Department of Environmental Quality, inspection schedules for the stormwater permit, the appeals process for the enforcement of the permit, the permit fee schedule, hazmat spill notification, and if simple gardening needed a stormwater permit.

Heath said after the open house takes place, the comments from this most recent one will be reviewed, and any needed revisions will then take place. It is still anticipated for the ordinance to go before City Council for the required three readings beginning in February 2016.

- **Project Update and FY 2015 CIP**

Kendall said the drilling contractor for the Madison Water Project will be digging surface holes for the wells soon. Dustin said the city's capital projects for 2016 are all in the design phase currently.

- **Standard Specs – Modifications or Adjustments**

Mark said the subcommittee met last week and discussed the utility locates and crossings, and restrained joint PVC. Another meeting has been scheduled where Mark McKillop has been asked to discuss Bull Dog joint restraints, and it is anticipated that the changes can be presented to the PWUAC at the January 2016 meeting for the committee's approval.

V. New Business:

Dustin said the committee appointments were made at the last City Council meeting, and all of the members who reapplied were approved to continue serving on the PWUAC.

VI. Other Business:

Next Meeting January 20, 2016.

VII. Adjournment:

Meeting adjourned at 6:40 p.m.

**HISTORIC PRESERVATION COMMISSION
AGENDA
JANUARY 26, 2016**

- I. Call to Order
- II. Introductions
- III. Update on Isis Building – Robert
 - A. Schedule tour with Schutz-Foss Architects
 - B. Should we speak to the bank board?
- IV. Inventory Record-Keeping
 - A. How Other WY Preservation Boards Keep Records – Robert
 - B. Ways to Keep our Records
 - C. Inventory List from GIS (Buildings 50+ Years)
- V. Update on Adding Another Board Member – Charlene
- VI. Annual Report
- VII. Update on Old City Hall Nomination – Mary
- VIII. The Goings Planned Renovations
- IX. Other Comments or Discussion
- X. Next Meeting March 22, 2016
(May 24, July 26, Sept. 27)
- XI. Adjourn

HISTORIC PRESERVATION COMMISSION
CITY HALL FIRST FLOOR MEETING ROOM
OCTOBER 27, 2015

PRESENT: Robert Henning
Kim Roesser
Mary Kelley
Charlene Busk

Guests: Annie Mayfield, City of Gillette
Mary Hopkins, SHPO

The meeting was called to order at 5:30 p.m.

Mary Hopkins said she sent our application to be a Certified Local Government (CLG) to the National Park Service for approval. She's not sure how long the process will take. Renee Bovee in Cheyenne helps with CLGs. SHPO needs one more CLG person but there is currently a hiring freeze.

The agenda was amended to change the order so that Annie Mayfield could give her presentation before commission member updates.

Annie Mayfield – GIS has lots for us. They have a Url for us with construction dates of buildings. Her department has looked at every building in the city plus 1.5 miles outside the city. She can filter a report by a certain date (find buildings 50+ years old) or address. She will update the database to show what the current use is of each building. She has building dimensions and construction materials (for current footprint). Annie will add access to all this information for us. Her department will be happy to incorporate our ideas.

Mary Hopkins - came to help us understand what SHPO does. Preservation is meant to be grass roots up. Federal Preservation Laws were passed from 1906 to 1966. Wyoming State Statutes also regulate preservation. We will be notified of any proposals of federal projects in Campbell County. Property owners can get architectural/technical assistance if they don't know where to start with repairs to their property. On 9/27/16, annual conference in Rock Springs; some or all of our board should plan to attend. There is also a Colorado Preservation, Inc. conference in Feb. 2016. Lots of Wyoming CLG's go. There is also a national commission for CLG's having a conference in Atlanta in the fall. The conference is held every two years.

Grants are available to the City; 60% match required, cash or in-kind. We should tell Eischeid's about the tax credits for renovations for the work they are planning to do to The Goings. The grant deadline is coming up mid-November. Application is online. We could use that grant to pay to travel to the Wyoming conference. We can also charge a fee for administrative work out of the grant. We can do projects outside City limits if we get the City to sign off on the project.

Mary will send us her power point notes from today's presentation.

Updates from First Meeting:

Charlene advised we can use the first floor conference room at City Hall according to our meeting schedule. She will find out about advertising our meetings in the News-Record and also how to add one more board member.

Mary K. advised the owners of the old City Hall are Patrick Davidson and Dan King.

Kim reported we have many resources such as the Assessor's office, SHPO, WYCRIS, Rockpile Museum, our residents, and architects.

Robert reported on the meeting with First Northern Bank about the Isis building. GM Justin was at the meeting. Robert advised Justin why we don't want the Isis building torn down. Its roots go back far into Gillette's history. The final decision will be up to the bank board. Rick Myers (Patty Myers' son) is on the board. He may appreciate the history of the building. They talked about ways to use the building today. The bank needs to tear down the back part for additional parking which is not a concern because it was built later and was not part of the original historic building. Robert recommended we meet with an architect and look at the building. Justin advised it will probably be next summer before they tear the building down, if they choose to do that. Robert will contact Kyle Gillette to see if he'll meet us at the Isis.

Kim will fill out our annual report which is due shortly.

Items to work on before our January 26, 2016 meeting:

Continue efforts to keep the Isis building
Finish nomination for the old City Hall
Complete annual report

Charlene will ask Annie to print out a list of buildings 50 years old or older.

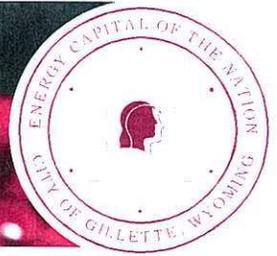
Meeting adjourned at 7:23 p.m.

Q 4

2015

Vol. 6, Issue 4

Administrative Services Department News



HOCUS POCUS, BANANA PEELS & MOVEMBER



CITY CLERK/PRINT SHOP

Liquor license renewals are underway, with 54 total liquor licenses this year: 30 Retail, 10 Restaurant, 6 Limited Club, 2 Microbreweries, 1 Winery, 3 Bar & Grill, 1 Special Malt Beverage, and 1 Resort. The Public Hearing is scheduled in February, 2016.

The new Voting System for regular Council meetings was successfully implemented this quarter.

The Print Shop assisted the Police Department with their Anti-Marijuana campaign postcards and completed a large printing project regarding the Gillette Madison Pipeline Project.

MUNICIPAL COURT

November 17, was the first official court day in the newly remodeled Council Chambers.



In 2015, 64 citations were filed in Municipal Court for Possession of a Controlled Substance. Of those, 38 pled guilty, two pled not guilty, two

City Clerk/
Print Shop

Municipal Court

Facilities
Maintenance

Risk
Management

GIS

Sustainability

IT Services

Vehicle
Maintenance

This quarter, Administrative Services' staff showed their competitive spirit in the Halloween and Movember employee competitions, including costumes, decorating, the shave off and fake mo's! November also had some real "A-Peel", as the Administrative Services Department enjoyed an All-Staff Banana Split Party!

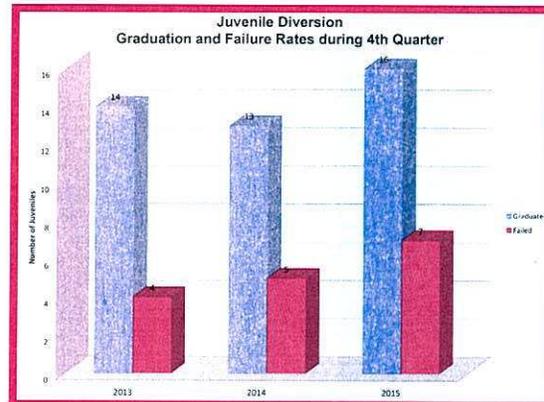
Administrative Services Department News

BEST NEW WORD

DESTINESIA

(n) when you get to where you were intending to go, but forget why you were going there in the first place.

were dismissed by the prosecution, one was dismissed entirely, and 21 cases are still pending. Municipal Court probationers submitted to 240 tests for alcohol and controlled substances.



FACILITIES MAINTENANCE

This quarter, Facilities Maintenance had only a moment to celebrate the completion of the First Floor Remodel Project, the Boiler Project, a small remodel project at the old warehouse, and installation of a new stainless steel sink area at Animal Control, before diving into the City West Remodel Project.

RISK MANAGEMENT

High winds on November 18 blew off part of the Washbay roof and gutters at City West, among some other small losses. On December 15, Winter Storm Echo caused hazardous winter road conditions that resulted in two City vehicles being involved in accidents. In total, the above weather related events resulted in two property claims and three liability claims for the City.

GEOGRAPHICAL INFORMATION SYSTEMS

Over the course of this past year, the GIS Division has made progress on several important projects, one of which was pulling live data from MUNIS. Thanks to the efforts of the GIS staff, this project is nearing completion with just a few more runs of testing the model. Now, GIS has the ability to present data that was entered into Tyler in the form of spreadsheets, charts and graphs, and also represent or geocode related information on maps or in web applications.

Significant developments have been made in the web application world. This quarter, GIS developed applications to assist other divisions with their workflow, including the Holiday Lighting Geoform created for the citizens of Gillette to sign up for the Holiday Lighting Contest, a story map for the "Memory of the 8", and an editable One Percent application for the project managers to get information to the public web map in a timely manner.



Finally, GIS assisted with maps, data, and analysis for major projects such as the growth model and the annexation strategy.

Administrative Services Department News

QUOTE FOR THE QUARTER

*The biggest lie
I tell myself is,
"I don't need to
write that down,
I'll remember it."*

-- Unknown

SUSTAINABILITY

Keep Gillette Beautiful organized the annual K-12 national recycling competition, RecycleBowl, October 19 through November 15. Buffalo Ridge was the local winner with 10 schools and almost 12,000 pounds of recyclables collected from the participating schools.

Education and outreach for all the sustainability programs, plus rebate opportunities, were provided at the Octoberfest Business Expo.

Sustainability worked with GIS to refine mapping and data tracking for the Large Water User (LWU) meter reading project. Draft reports have been prepared and it is anticipated that 2015 Summaries will be distributed to each of the LWUs.

INFORMATION TECHNOLOGY SERVICES

This quarter, the IT Division completed the body camera installation project with the Police Department; completed installation of a new web server and went live with both new external and internal websites; and completed cabling for the remodeled Council Chambers. IT's Senior Systems Analyst, Myra Lacy, was the recipient of the **2015 Support Services Employee of the Year** award!

VEHICLE MAINTENANCE

Vehicle Maintenance completed 716 work orders and three long awaited new refuse trucks were purchased for the Solid Waste Division. Vehicle Maintenance staff is now in the process of replacing the Wastewater Division's compost turner, completing inventory, and working to set up the fuel island in Tyler. Master Fleet Technician, Danny Kluver, was the recipient of the **2015 Employee of the Year** award!





Karlene Abelseth <karlene@gillettewy.gov>

Word from WAM

1 message

Wyoming Association of Municipalities <kwaldner@wyomuni.org>

Thu, Jan 21, 2016 at 5:01 AM

Reply-To: kwaldner@wyomuni.org

To: karlene@gillettewy.gov



Wyoming
Association of
Municipalities
Building Strong Communities

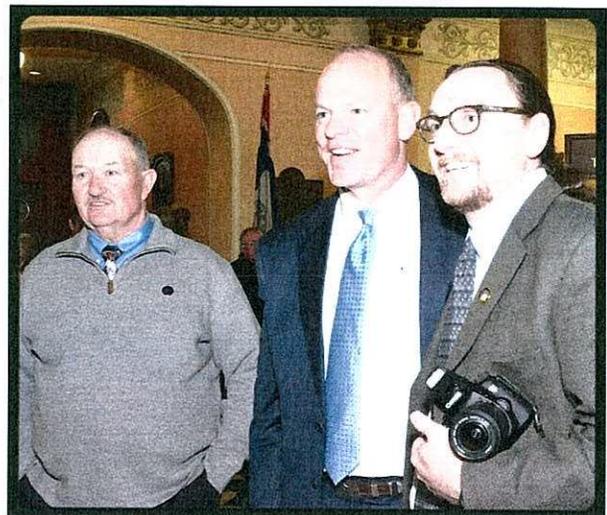
Word from WAM!

2016 WAM Winter Workshop

Early Bird Registration for the 2016 WAM Winter Workshop Ends Soon!

This February 17-19, WAM Members will be gathering in Cheyenne for our annual winter workshop. Everyone is buzzing about the upcoming Legislative Budget Session, which convenes February 8th.

Be sure to attend this workshop to learn more about Wyoming's financial situation. Plus take advantage of the great education program that is offering several course options. Debuting for the first time, Local Government Boot Camp will be available to both those new to



municipal government and the seasoned looking for a refresher on operations. You will undoubtedly return home capable of making a stronger impact in your community and in the State of Wyoming! See the full agenda here!

Obama Administration Halts Coal Leasing

In President Obama's recent State of the Union address he stated, "I'm going to push to change the way we manage our oil and coal resources, so that they better reflect the costs they impose on taxpayers and our planet." Last Friday, the Department of the Interior made good on that promise by putting a freeze on new federal coal leases while it reviews the program. Today 40% of the coal mined in the United States comes from publicly-owned minerals on federal land, mostly in Wyoming. No doubt this will have a huge impact!

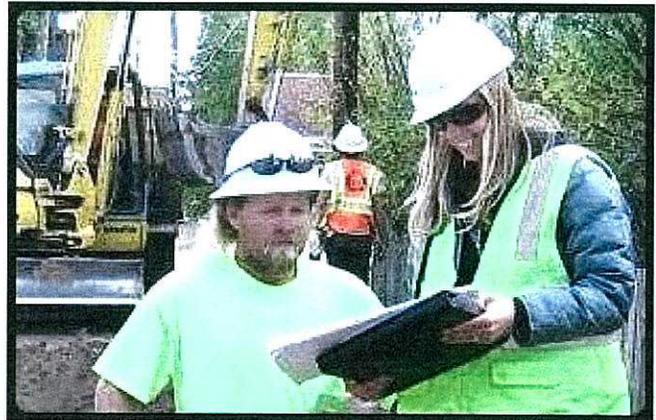


[Read Governor Mead's response to the Moratorium on Federal Coal Leasing Here](#)

Wyoming Public Works Standard Specifications available now!

The Wyoming Public Works Standard Specifications (WPWSS) are now available to download online with a payment of \$40 plus tax. This publication is produced by the Wyoming Public Works Council (WPWC), which is comprised of Wyoming Association of Municipalities, WAM; Wyoming County Commissioners Association, WCCA; the Wyoming Contractors Association, WCA; and the American Council of Engineering Companies of Wyoming, ACEC of Wyoming.

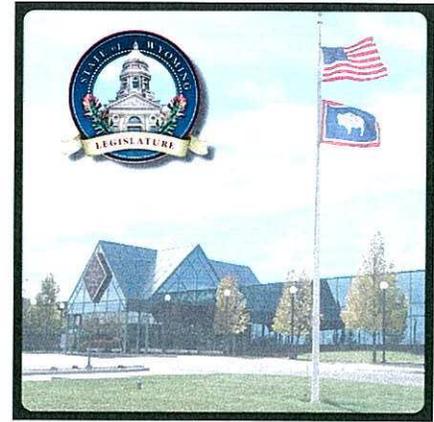
[Download Here](#)



Joint Appropriations Committee Updates

Both Shelley and Scott have spent much of the past two

weeks following the Joint Appropriations Committee Meetings. You can listen in to these meetings live or to previous days from the link found under "Announcements" on the Legislature's home page at www.wyoleg.gov.



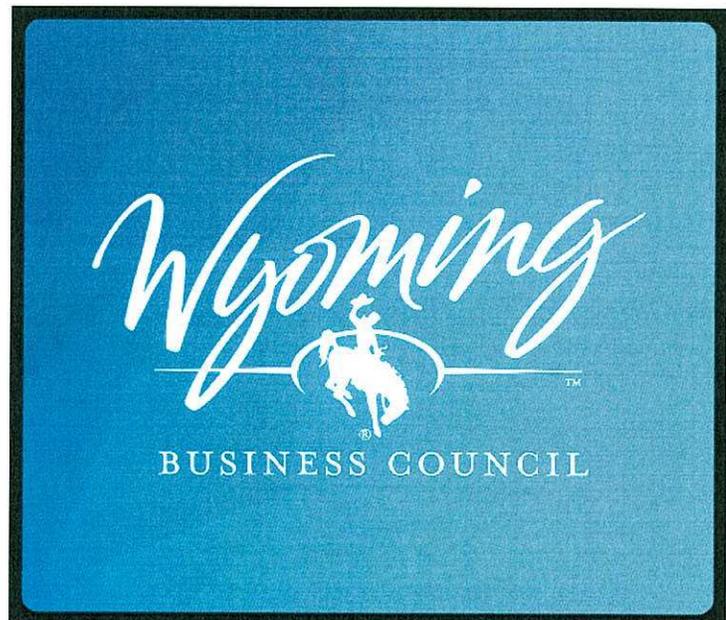
SLIB will consider BRC Grant Requests Thursday

The Wyoming State Loan and Investment Board (SLIB) will meet this week and consider 10 Business Ready Community (BRC) grant requests totalling \$5,273,153 from cities, towns and counties across the state.

The Business Council administers the BRC grant and loan program, which provides financing for planning and publicly owned infrastructure that serves the needs of businesses and promotes economic development within Wyoming communities.

The Business Council board is required by state statute to forward all BRC recommendations to the SLIB for final approval. The SLIB is comprised of the five statewide elected officials: Governor Matt Mead, Secretary of State Ed Murray, State Auditor Cynthia Cloud, State Treasurer Mark Gordon and State Superintendent of Public Instruction Jillian Balow.

[SLIB meeting materials can be found at here.](#)



Discover ways to improve Education and Health Care in Your Community

The Rural Utilities Service (RUS), an agency of the United States Department of Agriculture (USDA), announces its Distance Learning and Telemedicine (DLT) Grant Program application window for FY 2016. The DLT grants are

designed to provide access to education, training and health care resources for rural America.

This program provides financial assistance to encourage and improve telemedicine and distance learning services in rural areas through the use of telecommunications, computer networks and related advanced technologies that students, teacher, medical professionals and rural residents can use. [Find more information here.](#)



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**- THE VALUE OF -
ENERGY CODES**
Moderated by Ken Baker, Kenergy

Learn about other Wyoming communities' experiences, what resistance was encountered and how the resistance was resolved.

February 8, 2016
Riverton, Wyoming Fire Academy

February 10, 2016
Douglas, Eastern Wyoming College

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Wyoming Trivia

What old Roman sport has reappeared in Wyoming?

Last week's answer:

Q: What rare animal can be legally trapped for domestication in Wyoming?

A: Falcons, both the peregrine and prairie varieties, may be trapped on a limited basis for use in falconry in Wyoming.

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

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Sent by kwaldner@wyomuni.org in collaboration with

Constant Contact 