



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

Saw G. Wilde For J.C. NAPIER

RE: General Information

DATE: February 19, 2016

The following meetings are scheduled for the week of **February 20-26:**

Saturday, February 20th Downtown Ice Fest

- 3rd Street & Gillette Avenue
- 12 p.m. – 5 p.m.

Tuesday, February 23rd

6:00 p.m. City Council Work Session, Agenda Attached

- Liquor Deliveries Discussion
- Update on Country Club Golf Course
- Review Budget Amendment
- Review March 1st Council Agenda
- Executive Session
- City Hall – 2nd Floor Conference Room
- Dinner served at 5:30 p.m.

1. **City Administrator Napier** will be gone on **February 25-26, 2016**. **Administrative Services Director Boger** will be **Acting City Administrator**.
2. Attached please find a **flyer** regarding the **Downtown Ice Fest** on **February 20, 2016**. **Councilman Carsrud, Councilman McGrath** and **Councilman Montgomery** will serve as **ice sculpture judges**.
3. Attached please find the **Snow Event Report #13** for **February 15, 2016** provided by **Public Works Director Wilde**.
4. Attached please find a draft **Agreement for the Gillette Campbell County Airport Transportation Shuttle Service** provided by **Campbell County Commissioners Administrative Director Palmer** received on **February 17, 2016**.
5. Attached please find the **Public Works & Utilities Advisory Committee Agenda** dated **February 17, 2016** and the **January 20, 2016 meeting minutes**.
6. Attached please find an **invitation** from **Second Chance Ministries** to **House of Hope Open House Event** on **February 26, 2016** beginning at **12:00 p.m.**
7. Attached please find an **invitation** from **Team Properties** to their **Grand Opening** on **February 26, 2016** beginning at **4:30p.m.**

JCN/adw

| | |
|--|--|
| | Work Session Meeting Tuesday, February 23, 2016 Meeting: 6:00 p.m. Second Floor Community Room |
| | |

Dinner served at 5:30 p.m. in the Second Floor Community Room

Agenda Topics:

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



Upcoming Work Session Topics:

March 8 – SPECIAL MEETING

- 2nd Reading Ordinance: Amendment of District Zoning Map for 1490 Harvest Moon Drive
- Purchasing Policy Discussion
- System Development Charges
- Review March 15th Agenda
- Executive Session

March 29

- Storm Water Ordinance Discussion
- Review April 5th Agenda
- Executive Session

April 12 – SPECIAL MEETING

- 2nd Reading of the Storm Water Ordinance
- Agency Funding
- Street Sweeper Discussion
- Review April 19th Agenda
- Executive Session

April 26

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

Upcoming Council Pre-Meeting Topics:

March 1

- Madison Update
- Review March 1st Agenda
- Executive Session
 - Litigation

March 15

- Review March 15th Agenda
- Executive Session

April 5

- Downtown Plaza Management Discussion
- Downtown Development Authority - DDE
- Review April 5th Agenda
- Executive Session

April 19

- Review April 19th Agenda
- Executive Session

New Agenda Items for March 1, 2016

1. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Resubdivision of Lot 1 Vista Grande Subdivision to the City of Gillette, Wyoming, Subject to all Planning Requirements. *(Pending approval by the Planning Commission on February 23, 2016)*

(New Business – General Agenda)

2. Council Consideration of a Bid Award for the Temporary Traffic Signal for Boxelder Road/K-Mart Approach to Windcreek Services Inc., in the Amount of \$124,625.00 (1% Project).

(New Business – General Agenda)

3. Council Consideration of a Professional Services Agreement for the Construction Management Associated with the Boxelder Road Utilities from Overdale to Highway 50, with DOWL Engineering, in the Amount of _____ (1% Project).

(New Business – General Agenda)

4. Council Consideration of a Professional Services Agreement for the Implementation of PAVER Software for Overall Management of our Roadway System Infrastructure, with PERTAN, Inc., in the Amount of \$100,028.00 (1% Project).

(New Business – General Agenda)

5. Council Consideration of a Request to Authorize City Staff to Volunteer to Work at the National High School Finals Rodeo (NHSFR) Using up to Four (4) Hours of Personal Time and up to Four (4) Hours of Employer Paid Time.

(New Business – General Agenda)

6. A Public Hearing for a Zoning Map Amendment for Property Generally Located at 1490 Harvest Moon Drive and Legally Described as a Portion of Lot 2A Moon Meadow Estates No. 5, a Resubdivision of Lots 1 and 2 of Moon Meadow Estates No. 5, a Resubdivision of Tract R of Moon Meadow Estates No. 3, from R-4, Multi-Family Residential District, to C-1, General Commercial District, Subject to all Planning Requirements. (PC Vote: 4/0/1)

(Special Orders of the Day)

7. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Property Generally Located at 1490 Harvest Moon Drive and Legally Described as a Portion of Lot 2A Moon Meadow Estates No. 5, a Resubdivision of Lots 1 and 2 of Moon Meadow Estates No. 5, a Resubdivision of Tract R of Moon Meadow Estates No. 3, from R-4, Multi-Family Residential District, to C-1, General Commercial District, Subject to all Planning Requirements.

(Special Orders of the Day)

8. A Public Hearing to Consider Amendments to the Gillette City Budget for FY2015/2016.

(Special Orders of the Day)

9. Council Consideration of a Resolution to Approve Amendments to the Gillette City Budget for FY2015/2016.

(Special Orders of the Day)

GILLETTE
MAIN STREET

ICE FEST

SATURDAY
FEB 20, 2016
12pm - 5pm

**FAMILY
FRIENDLY**

SMORES

PHOTO BOOTH

**2ND ANNUAL
CHOWDER CHALLENGE**

**ICE CARVING
COMPETITION**

Thank you to our sponsors:



Basin Radio Network



Snow Event Report #13

Event Start Date: 2/15/2016 Event Start Time: 4:00 p.m.
Event End Date: 2/16/2015 Event End Time: 4:30 a.m.
Duration of Event: 12.5 Hours Streets First Responder: Mark Webb/ Lonnie M.

Pre-Event Situations:

On Saturday 2/13/2016 The Streets on-call operator was called in by PD at 4:00 p.m. due to rain turning to snow and ice causing slick areas. Since some areas were turning to ice quickly, three other operators were called in to assist. Trouble areas were treated with ice slicer, soon the precipitation diminished. Snow did not accumulate, but melted or turned to ice so plowing was not useful during this call-out. The small crew was able to address all known slick areas and ended their efforts at 8:00 p.m.

On Monday morning 2/15/2016 another burst of rain mixed with snow resulted in PD calling out the Streets on call operator at 9:00 a.m. As slush and slick conditions were increasing a skeleton crew was assembled to provide quicker coverage. Westover and Foothills areas were where the crew had to focus the most effort.

The snow stopped a short time later and conditions began to improve. By noon temperatures had climbed to 37 degrees allowing roads to melt so the crew went home.

Storm Event Overview:

The day shift was again called out by the Public Works Director at 4:00 p.m. Monday due to heavy snowfall and slick conditions. The day shift plowed and applied material to priority 1's, 2's and trouble areas as the afternoon progressed cooling temperatures and wind caused the wet snow to freeze. Day shift continued to work against deteriorating road conditions until relieved by the night shift at 7:00 p.m.

Due to wet snowfall freezing onto wet roads, the night shift plowed and applied material to priority areas, hills, corners, trouble areas and major intersections until 4:30 a.m. At this time priorities and trouble areas had been plowed and treated with material and the event was ended.

Number of Pieces of Equipment Used:

| | | | |
|-------------|----------|---------------|----------|
| Snow Plows: | <u>7</u> | Blades: | <u>0</u> |
| 1-Tons: | <u>1</u> | Snow Blowers: | <u>0</u> |
| Loaders: | <u>1</u> | Liquid Truck: | <u>0</u> |

Amount of Material Used:

| | |
|-----------------|---------------|
| Ice Slicer lbs: | <u>78,212</u> |
| Scoria lbs: | <u>0</u> |
| Liquid Gallons: | <u>44</u> |

Number of Miles Plowed During Event: 1102

Personnel:

Day Crew -- Lonnie Meidinger, Josh Wright, Shane Prentice, Jeremy Hagen, Melissa Bell, Dale Warren, Mark Webb

Night Crew – Leo Rodell, Leonard Taylor, Nick Scherry, Dustin Younger, Billy Little, Dale Harter, Mike McFarlane, Toby Fiske

Contractor Work Effort:

Pro Built Homes cleared the handicap ramps on Gillette Avenue one time during this event.

Parks Division Activities:

Parks staff began clearing City West parking lot. No pathways were plowed during this event.

Environmental Conditions Present:

Snow: <1" Drifting: N/A Rain: N/A Low Temp: 27 Wind: W/NW 9-23 with gusts to 33 MPH

Equipment Issues:

N/A

Incidents:

N/A

Complaints / Concerns:

N/A

Items of Interest:

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

**Gillette Police Department
2015/2016 Weather Event Crash Report XIII**

| IR# | Date/Time | Location | Injury | Property Damage | Citation | Cause |
|------|-------------------|-----------------------------|--------|--------------------|----------|---|
| 3629 | 02/15/2016 - 2005 | Allen Avenue / Lakeway Road | None | Private - >\$1,000 | No | Vehicle #1 was northbound Allen Avenue approaching the intersection with Lakeway Road. Vehicle #1 slid on the snow/ice while stopping and collided with the rear of Vehicle #2. |
| 3632 | 02/15/2016 - 2047 | 4-J Road / 4th Street | None | Private - <\$1,000 | No | Vehicle #1 was northbound 4-J Road approaching the intersection with 4th Street. Vehicle #1 slid on the snow/ice while turning and collided with the rear of Vehicle #2. |
| 3634 | 02/15/2016 - 2101 | Highway 59 / Winland Drive | None | Private - <\$1,000 | Yes | Vehicle #1 was southbound Highway 59 approaching the intersection with Winland Drive. Vehicle #1 slid on the snow/ice and collided with Vehicle #2. |

February 15th, 2016 4:00 p.m. to February 16th, 2016 4:30 a.m.

During this weather event the Gillette Police Department investigated three vehicle crashes. All three 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) 686-5364
www.gillettewy.gov

Legend

Large Snow Plows

Unit # & Description

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

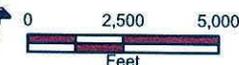
According to the AVL system,
Our snowplows drove a total of 819 miles during this event.

Police reports recorded:
Crashes: 3
Crashes w/ Injuries: 0
Citations: 1
Personal Property Damage: \$3,000
City Property Damage: \$0

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.

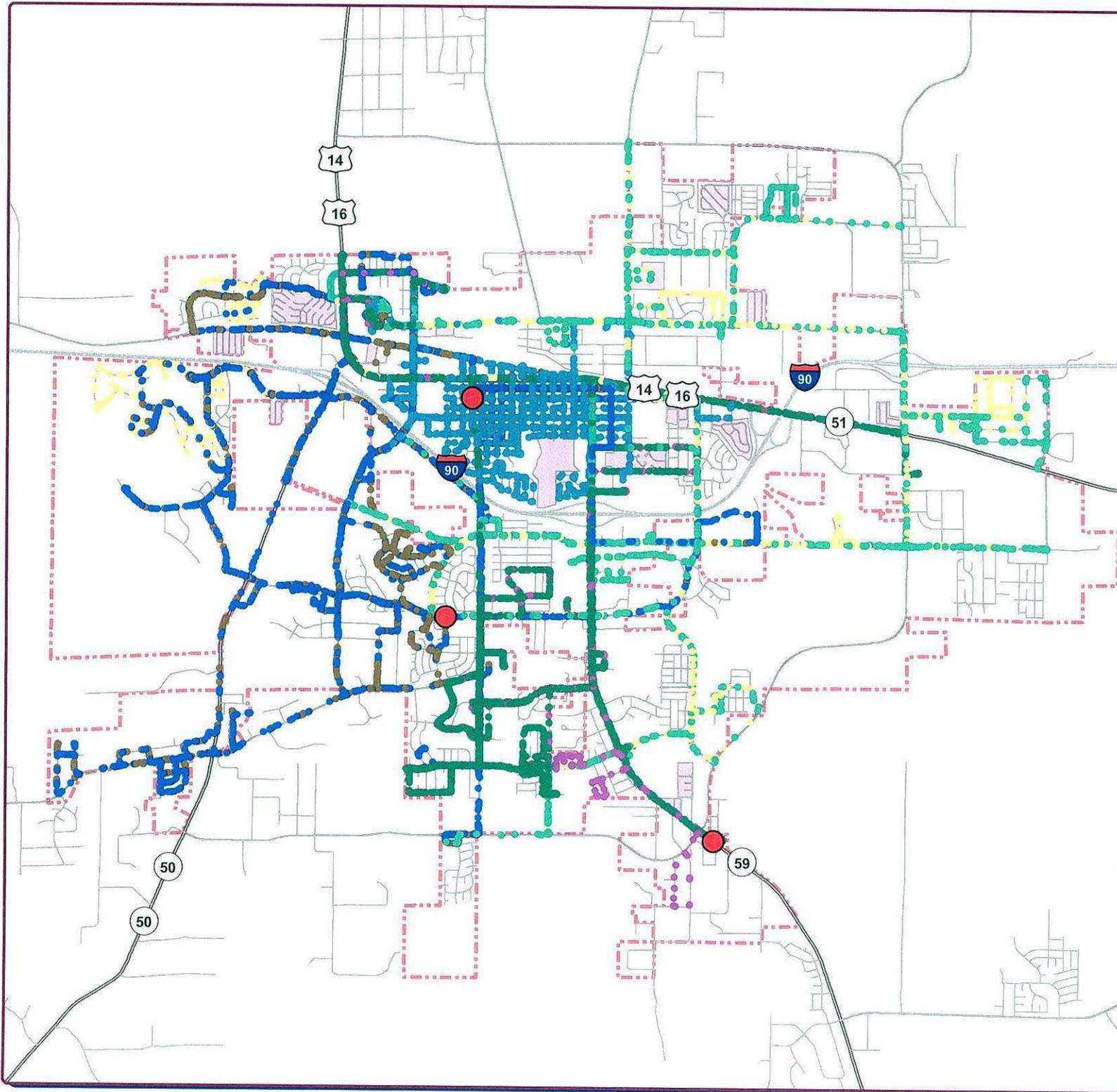


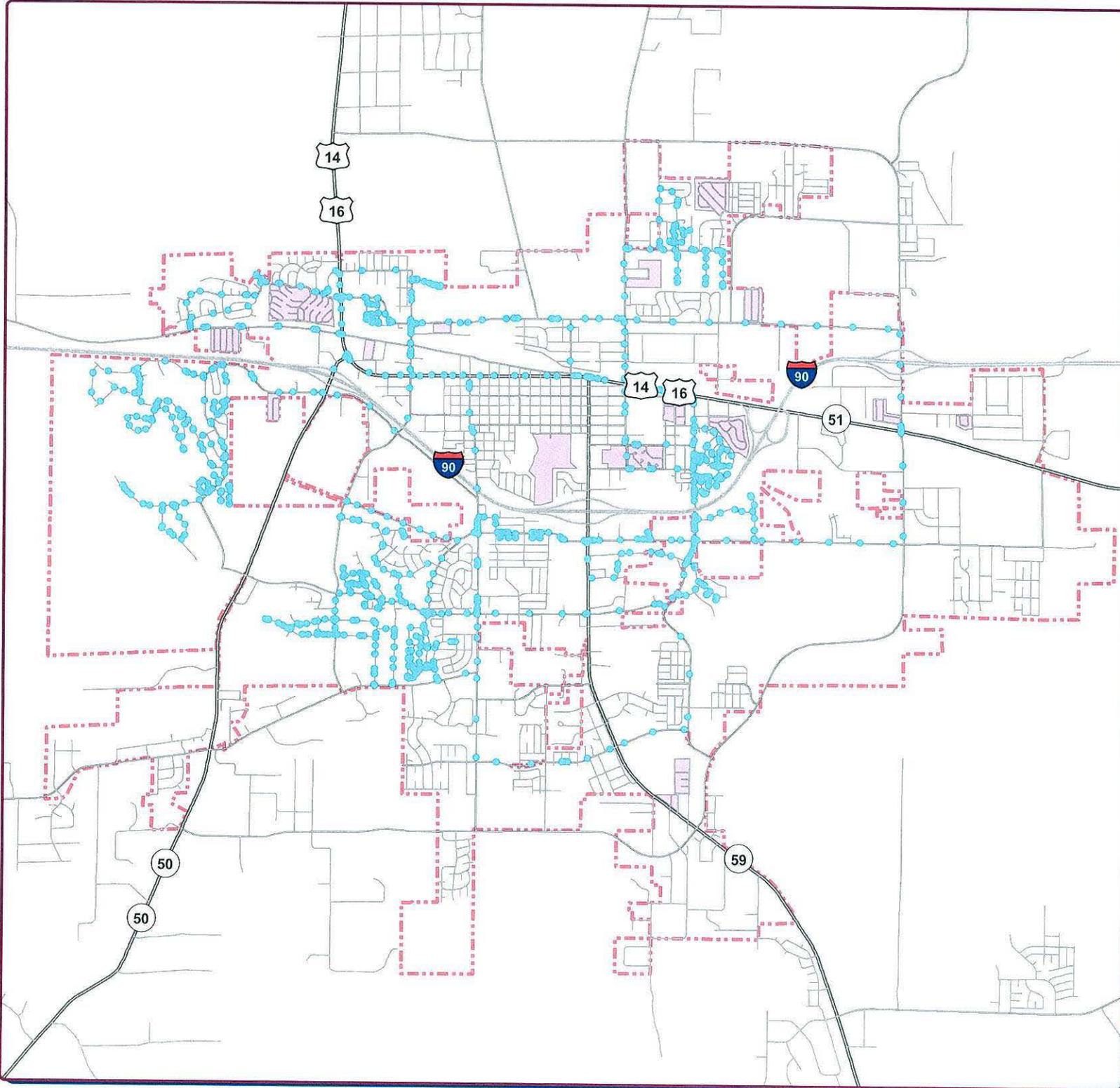
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Snowplow AVL
Snow Event Thirteen
02/15/2016 04:00 pm to
02/16/2016 04:30 am
February 16, 2016

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





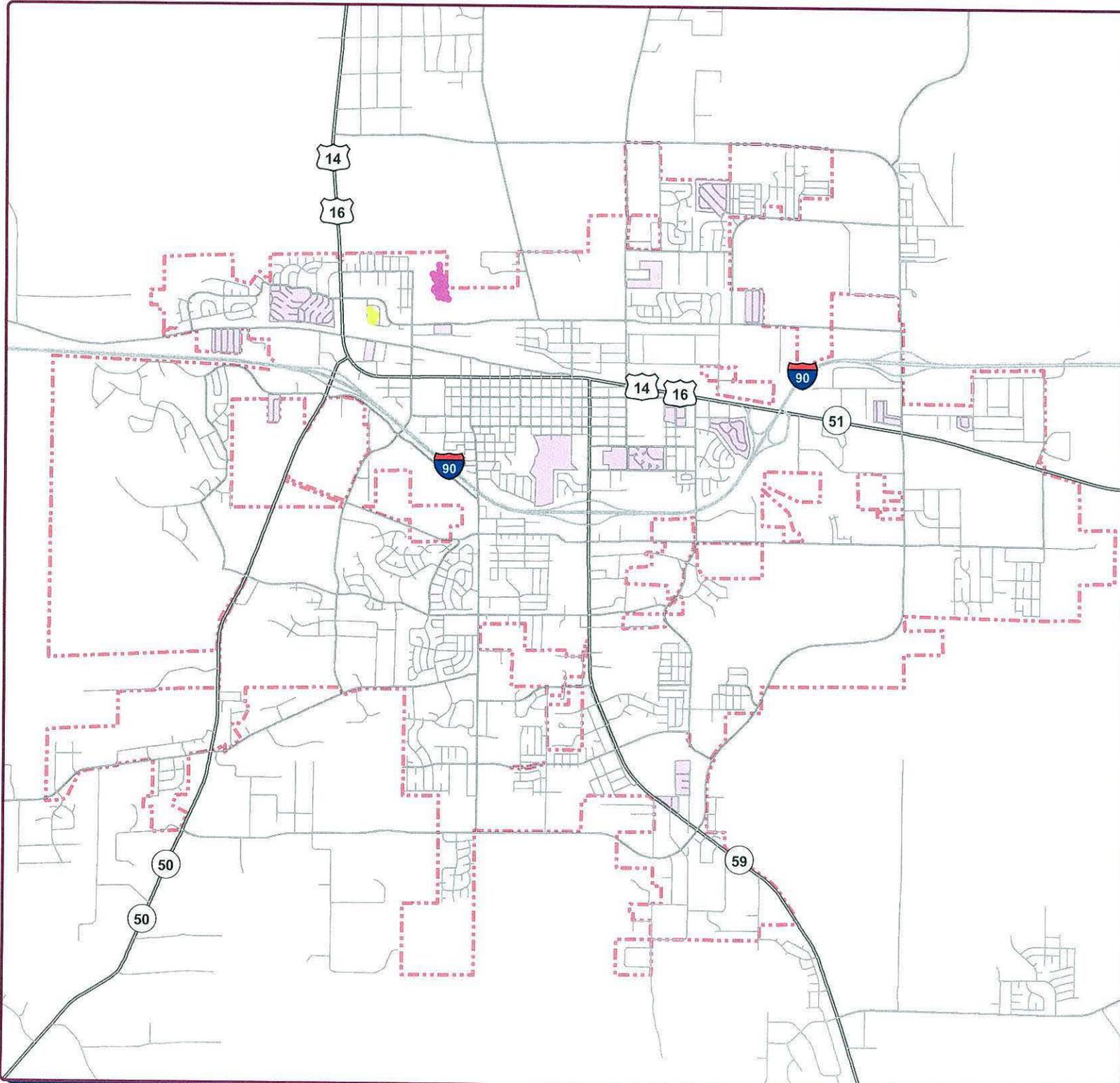
Legend
One Tons
Unit # & Description
 • Unit 168 One Ton Streets

According to the AVL system,
 our one ton trucks drove a total
 of 97 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.



One Ton AVL
Snow Event Thirteen
 02/15/2016 04:00 pm to
 02/16/2016 04:30 am
 February 16, 2016



Legend
Tractors & Others
Unit # & Description
 • Unit 193 Loader
 • Unit 199 Skidsteer

According to the AVL system,
 our tractors drove a total
 of 20 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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0 2,500 5,000
 Feet

Tractor AVL
Snow Event Thirteen
 02/15/2016 04:00 pm to
 02/16/2016 04:30 am
 February 16, 2016

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

AGREEMENT FOR THE GILLETTE CAMPBELL COUNTY AIRPORT TRANSPORTATION SHUTTLE SERVICE

This Agreement is entered into as of February 20, 2016 between Gillette Campbell County of Wyoming ("GCC") of 2000 Airport road, #108, Gillette, Wyoming 82716, and Wyogistics, LLC ("Wyogistics") of 11516 Nicholas Street, Suite 303, Omaha, Nebraska 68154.

The term of this Agreement shall be for four (4) years and shall commence on February 29, 2016. This Contract may be terminated by either party upon 30 days prior to written notice to the other party. If GCC terminates this Agreement within twelve months from commencement date, GCC agrees to reimburse Wyogistics for all fixed cost expenses incurred to that termination date.

SCOPE OF SERVICES

Wyogistics agrees to operate the shuttle service seven (7) days a week, three hundred sixty five (365) days a year providing adequate, timely and safe transportation between Gillette, Sheridan, Sundance and Buffalo communities. A shuttle and staffing schedule (Exhibit A) will be made at least 30 days in advance and will be based on all incoming and outgoing flights at GCC airport. Wyogistics agrees to maintain current scheduling in accordance with the changing flight schedules. Should the need arise for additional staff and/or vehicles to accommodate updated flights schedules GCC agrees to compensate Wyogistics for the additional costs incurred.

GCC at its discretion reserves the right to add or delete transit areas designated for shuttle service. GCC shall notify Wyogistics within 15 calendar days prior to any changes in service areas. Upon written notification by GCC to Wyogistics of an expansion or reduction in the contracted shuttle service, Wyogistics will adjust the reimbursement pricing accordingly and present to GCC for approval.

Wyogistics agrees to comply with all applicable provisions of any Provincial, Federal, State and/or local law or ordinance and all lawful orders, rules and regulations issued thereunder. Wyogistics agrees to perform services under this Contract in accordance with the highest standards of industry.

INSURANCE REQUIREMENTS

Wyogistics agrees to have and maintain, during the term of this Contract, the following insurance with an insurance company licensed and qualified to do business in the State of Wyoming. Any deductibles or self-insured retentions are to be paid by Wyogistics and must be declared and approved by the County. Wyogistics will provide a copy of the certificate of insurance with verification that full policy limits are available.

- Comprehensive general/auto liability insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence.
- Worker’s Compensation & Disability – statutory minimum limits.
- Employers’ Liability with a minimum of \$1,000,000 per occurrence with a \$2,000,000 annual aggregate for bodily injury or disease.
- Commercial General Liability – Minimum \$1,000,000 per occurrence for bodily injury, personal injury and property damage, with a 42,000,000 annual aggregate, including the following coverage:
 - a. Contractual Liability
 - b. Premises and Operations
 - c. Independent Contractors
 - d. Completed Operations and Product Liability
 - e. Personal Injury
 - f. Broad form property damage
- Additional Insured – The County shall be named as an additional insured on all liability policies using the following language: “Firm shall indemnify, hold harmless and defend Campbell County, Wyoming, its officials employees, agents, and volunteers, against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney’s fees which Campbell County, Wyoming, its officials or employees may hereafter sustain, incur or be required to pay, arising wholly or in part due to any act or omission of the Firm, its agents, servants, or employees, in the execution, performance or failure to adequately perform Firm’s obligations pursuant to this Contract.”

COMPENSATION

GCC shall pay Wyogistics a yearly total of 634,983 based on the annual fixed operating expenses over the initial four (4) year term of the Agreement. This amount is inclusive of all fees and expenses incurred in performance of services provided under this Agreement as stated in Exhibit B. Should the hours and/or areas of service increase or decrease beyond this Agreement an adjustment to the fixed operating expenses will be made on the monthly billing statement to reflect this. Payments shall be made to Wyogistics LLC, 1101 N. Meadowbrook Court, Gillette, Wyoming 82718.

Wyogistics will submit to GCC an invoice every 4 weeks. Each installment of compensation will be computed in accordance to the fixed operational cost, vehicle/equipment maintenance expenses and actual fuel costs incurred. Revenues received (rider fees) will be deposited into the GCC bank account. Credit card transactions fees will be deducted from fees received as per standard credit card agreements. Ridership fees will initially be set at \$20.00 per person, per one way trip. GCC, at their sole discretion, may change the ridership fees at any time during this Agreement.

Fuel will be reimbursed at actual costs incurred with no margin markup by Wyogistics. Wyogistics drivers will keep a daily mileage log (Exhibit C) for each van. In lieu of missing fuel receipts the following formula will be used to compute fuel compensation.

Logged ending mileage subtracted from logged beginning mileage during period in question, using 17mpg and the fuel price for that period at Flying J located at 1810 S Douglas Hwy, Gillette, WY 82718.

Wyogistics compensation rates shall be subject to adjustment every 12 weeks or third statement. The adjustment shall be calculated using the actual costs and revenue for the previous 12 weeks. Any revenue shortfalls/excess will be incorporated on every third statement.

It is agreed that payment terms from GCC to Wyogistics will be net 15 from date of presented invoice. A late payment charge of 2% or maximum allowed by Wyoming law, per 30 day period will apply to invoices paid later than 15 days from date presented.

PERSONNEL/STAFFING

Wyogistics shall provide appropriate staffing of shuttle drivers to maintain the approved Airport Shuttle schedule per requirements of Exhibit A. To begin, all positions and routes will originate in Gillette with an understanding that additional originating/service areas may be adjusted at a later time.

All shuttle personnel shall possess satisfactory work qualifications and experience with respect to their areas of responsibility. All employees, while on or about the service area and airport, shall be clean, neat in appearance, and uniformly attired, and shall behave courteously.

All staff providing transportation services shall:

- Possess a current and valid driver's license;
- Have a satisfactory driving record;
- Satisfactory background checks and medical clearances;
- Currently have no limitations that would interfere with safe vehicle operation;
- Assure all passengers are seated before vehicle is put into motion;
- Require passengers to use seat belts;
- Assure all luggage/contents are safely stored before putting the vehicle in motion;
- Observe all posted speed limits and modify driving according to weather hazards;
- Shall be courteous and helpful to clients at all times. Provide assistance on/off shuttle with baggage when needed;
- Provide a safe and enjoyable environment to the shuttle client.

SAFETY AND TRAINING

Wyogistics is responsible to ensure each of their employees receive the proper training to his/her job duties, including specific safety training and orientation prior to beginning the assignment. No employee will be assigned to operate a vehicle or instructed to perform duties for which they do not have the skill or training to perform safely.

Wyogistics agrees to perform a drug/alcohol screening and background check on all new employees. Wyogistics and GCC jointly agree to establish basic vehicle safety and vehicle familiarity program for all driving staff.

USE OF PREMISES

To assist Wyogistics in the performance of its obligations under this Agreement, GCC has authorized Wyogistics to use designated office and parking space(s) on the Airport premises. Wyogistics will be responsible for keeping the designated areas clean and orderly at all times. Wyogistics will use the designated areas solely for the purpose of conducting the shuttle service business operations.

VEHICLE AND EQUIPMENT MAINTENANCE

GCC will own the Transportation Vehicle Fleet used in the shuttle service and will be responsible for the licensing and titling of the vehicles. Wyogistics agrees to maintain all vehicles and equipment in first class appearance and mechanical condition throughout the duration of this Agreement.

Vehicles will be cleaned (swept) at the end of each shift and at any time during each shift as necessary. In addition, all debris, trash, and other items will be removed from the interior of the vehicle after each round trip as time permits. Vehicles will be washed and cleaned (interior and exterior) on a regular basis, as needed.

Wyogistics agrees to coordinate all service and maintenance for the vehicles, including but not limited to, fuel, oil and repairs incurred during normal daily operations. Any costs associated with the maintenance will be the responsibility of GCC and will be invoiced to GCC on the monthly billing cycle.

Wyogistics agrees to lease each van for \$1.00 per month creating a financial obligation between both parties allowing Wyogistics to obtain liability and comprehensive insurance on each vehicle under legal provisions of the state as agreed upon between parties.

FORCE MAJEURE

If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party is unable to carry out its obligations gives the other party prompt written notice of such events then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

SIGNATURES

This Contract shall be signed by Robert P. Palmer, Administrative Director on behalf of Campbell County of Wyoming and by Jack Morrison on behalf of Wyogistics LLC dba Airgroup.

Campbell County of Wyoming

By: _____ Date: _____

Robert P. Palmer
Administrative Director

Wyogistics LLC

By: _____ Date: _____

Jack Morrison
Project Director, GM Major Accounts

EXHIBIT A

Shuttle Schedule March 2016

March 2016 shuttle service schedule is mapped out below, covering all flight scenarios. There are four schedules covering different scenarios with different arrival and departures times. This will be used to schedule the drivers for the month of March. Averaging all 4 schedules the 3 vans combined will be operating 38 hours a day. The calendar represents the schedule running that day.

| MARCH 2016 | | | | | | |
|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| | 29 B | 1 B | 2 C | 3 A | 4 A | 5 D |
| 6 A | 7 A | 8 A | 9 A | 10 A | 11 A | 12 D |
| 13 A | 14 A | 15 A | 16 A | 17 A | 18 A | 19 D |
| 20 A | 21 A | 22 A | 23 A | 24 A | 25 A | 26 D |
| 27 A | 28 A | 29 A | 30 A | 31 A | | |

SCHEDULE A

Van 1 - Gillette / Buffalo / Sheridan

5:54 pm Departure DL7391

| | | | |
|--|--|--|-------------------------|
| Depart Gillette 1:00 pm (No Passengers) | Arrive Sheridan 2:40 pm Depart Sheridan 2:55 pm | Arrive Buffalo 3:35 pm Depart Buffalo 3:50 pm | Arrive Gillette 4:50 PM |
|--|--|--|-------------------------|

4:25 pm Arrival DL7391

| | | | |
|---|--|--|-------------------------|
| Arrival Gillette 4:50 pm Depart Gillette 5:00 pm | Arrive Buffalo 6:00 pm Depart Buffalo 6:15 pm | Arrive Sheridan 6:55 pm Depart Sheridan 7:10 pm (No Passengers on departure) | Arrive Gillette 9:00 PM |
|---|--|--|-------------------------|

11:14 pm Arrival UA5114 | 6:00 am Depart UA5036

| | | | |
|--|---|---|---|
| Arrive at Gillette 11:00 Depart Gillette 11:45 pm | Arrive Buffalo 12:45 am Depart Buffalo 1:00 am | Arrive Sheridan 1:40 Depart Sheridan 3:05 am (1+ hrs down time. Wait to pick up for next flight out of GCC) | Arrive Buffalo 3:45 am Depart Buffalo 4:00 am Arrive Gillette 5:00 am |
|--|---|---|---|

Van 2 - Gillette / Buffalo / Sheridan

1:17 pm Departure UA5169 GCC

| | | | |
|--|--|--|--------------------------|
| Depart Gillette 8:30 am (No Passengers) | Arrive Sheridan 10:10 am Depart Sheridan 10:25 am | Arrive Buffalo 11:05 am Depart Buffalo 11:20 am | Arrive Gillette 12:20 pm |
|--|--|--|--------------------------|

12:47 pm arrival UA5117

| | | | |
|--|--|--|-------------------------|
| Arrival Gillette 12:20 pm Depart Gillette 1:20 pm | Arrive Buffalo 2:20 pm Depart Buffalo 2:35 pm | Arrive Sheridan 3:15 pm Depart Sheridan 3:30 pm (No Passengers on departure) | Arrive Gillette 5:10 pm |
|--|--|--|-------------------------|

Van 3 - Gillette / Sundance

11:14 pm arrive UA5114

| | | |
|--------------------------|--|-------------------------|
| Depart Gillette 11:45 pm | Arrive Sundance 12:45 am Depart Sundance 1:00 am (no pax) | Arrive Gillette 2:00 am |
|--------------------------|--|-------------------------|

6:00 am departure UA5036

| | | |
|--|--|-------------------------|
| Depart Gillette 2:45 am (No Passengers) | Arrive Sundance 3:45 am Depart Sundance 4:00 am | Arrive Gillette 5:00 am |
|--|--|-------------------------|

1:17 pm departure UA5169

| | | |
|---|--|--------------------------|
| Depart Gillette 10:05 am (No Passengers) | Arrive Sundance 11:05 am Depart Sundance 11:20 am | Arrive Gillette 12:20 pm |
|---|--|--------------------------|

12:47 pm arrival UA5117

| | | |
|-------------------------|---|------------------------|
| Depart Gillette 1:20 pm | Arrive Sundance 2:20 pm Depart Sundance 3:40 pm (1+ hr wait pickup for FLT depart at 6pm) | Arrive Gillette 4:40pm |
|-------------------------|---|------------------------|

4:25 pm arrival DL 7391 | 5:54 pm depart DL7391

| | | |
|---|---|-------------------------|
| Arrive Gillette 4:40pm Depart Gillette 5:00 pm | Arrive Sundance 6:00 pm Depart Sundance 6:15 pm (no pax) | Arrive Gillette 7:15 pm |
|---|---|-------------------------|

SCHEDULE B

Van 1 - Gillette / Buffalo / Sheridan

5:00 pm Departure DL7391

| | | | |
|--|--|--|------------------------|
| Depart Gillette 12:10pm (No Passengers) | Arrive Sheridan 1:50 pm Depart Sheridan 2:05 pm | Arrive Buffalo 2:45 pm Depart Buffalo 3:00 pm | Arrive Gillette 4:00pm |
|--|--|--|------------------------|

4:25 pm Arrival DL7391

| | | | |
|---|--|--|-------------------------|
| Arrival Gillette 4:00 pm Depart Gillette 5:00 pm | Arrive Buffalo 6:00 pm Depart Buffalo 6:15 pm | Arrive Sheridan 6:55 pm Depart Sheridan 7:10 pm (No Passengers on departure) | Arrive Gillette 9:00 PM |
|---|--|--|-------------------------|

11:23 pm Arrival UA5114 | 6:00 am Depart UA5036

| | | | |
|--|---|--|---|
| Arrive at Gillette 11:15 Depart Gillette 11:50 pm | Arrive Buffalo 12:50 am Depart Buffalo 1:05 am | Arrive Sheridan 1:45 Depart Sheridan 3:05 am (1+ hrs down time. Wait to pick up for 6am flight out of GCC) | Arrive Buffalo 3:45 am Depart Buffalo 4:00 am Arrive Gillette 5:00 am |
|--|---|--|---|

Van 2 - Gillette / Buffalo / Sheridan

1:23 pm Departure UA5169

| | | | |
|--|--|--|--------------------------|
| Depart Gillette 8:30 am (No Passengers) | Arrive Sheridan 10:10 am Depart Sheridan 10:25 am | Arrive Buffalo 11:05 am Depart Buffalo 11:20 am | Arrive Gillette 12:20 pm |
|--|--|--|--------------------------|

12:53 pm Arrival UA5117

| | | | |
|--|--|--|-------------------------|
| Arrival Gillette 12:20 pm Depart Gillette 1:30 pm | Arrive Buffalo 2:30 pm Depart Buffalo 2:45 pm | Arrive Sheridan 3:25 pm Depart Sheridan 3:40 pm (No Passengers on departure) | Arrive Gillette 5:20 pm |
|--|--|--|-------------------------|

Van 3 - Gillette / Sundance

11:23 pm arrive UA5114

| | | |
|--------------------------|--|-------------------------|
| Depart Gillette 11:50 pm | Arrive Sundance 12:50 am Depart Sundance 1:05 am (no pax) | Arrive Gillette 2:05 am |
|--------------------------|--|-------------------------|

6:00 am departure UA5036

| | | |
|--|--|-------------------------|
| Depart Gillette 2:45 am (No Passengers) | Arrive Sundance 3:45 am Depart Sundance 4:00 am | Arrive Gillette 5:00 am |
|--|--|-------------------------|

1:23 pm departure UA5169

| | | |
|---|--|--------------------------|
| Depart Gillette 10:05 am (No Passengers) | Arrive Sundance 11:05 am Depart Sundance 11:20 am | Arrive Gillette 12:20 pm |
|---|--|--------------------------|

12:53 pm arrival UA5117

| | | |
|-------------------------|--|-------------------------|
| Depart Gillette 1:30 pm | Arrive Sundance 2:30 pm Depart Sundance 3:00 pm (Short delay pickup FLT depart at 5pm) | Arrive Gillette 4:00 pm |
|-------------------------|--|-------------------------|

4:25 pm arrival DL 7391 | 5:00 pm depart DL7391

| | | |
|--|---|-------------------------|
| Arrive Gillette 4:00 pm Depart Gillette 5:00 pm | Arrive Sundance 6:00 pm Depart Sundance 6:15 pm (no pax) | Arrive Gillette 7:15 pm |
|--|---|-------------------------|

SCHEDULE C

Van 1 - Gillette / Buffalo / Sheridan

5:54 pm Departure DL7391

| | | | |
|--|--|--|-------------------------|
| Depart Gillette 1:00 pm (No Passengers) | Arrive Sheridan 2:40 pm Depart Sheridan 2:55 pm | Arrive Buffalo 3:35 pm Depart Buffalo 3:50 pm | Arrive Gillette 4:50 PM |
|--|--|--|-------------------------|

4:25 pm Arrival DL7391

| | | | |
|---|--|--|-------------------------|
| Arrival Gillette 4:50 pm Depart Gillette 5:00 pm | Arrive Buffalo 6:00 pm Depart Buffalo 6:15 pm | Arrive Sheridan 6:55 pm Depart Sheridan 7:10 pm (No Passengers on departure) | Arrive Gillette 9:00 PM |
|---|--|--|-------------------------|

11:23 pm Arrival UA5114 | 6:00 am Depart UA5036

| | | | |
|--|--|---|---|
| Arrive at Gillette 11:00 Depart Gillette 11:40 pm | Arrive Buffalo 12:40 am Depart Buffalo 12:55 am | Arrive Sheridan 1:40 Depart Sheridan 3:05 am (1+ hrs down time. Wait to pick up for next flight out of GCC) | Arrive Buffalo 3:45 am Depart Buffalo 4:00 am Arrive Gillette 5:00 am |
|--|--|---|---|

Van 2 - Gillette / Buffalo / Sheridan

1:23 pm Departure UA5169 GCC

| | | | |
|--|--|--|--------------------------|
| Depart Gillette 8:30 am (No Passengers) | Arrive Sheridan 10:10 am Depart Sheridan 10:25 am | Arrive Buffalo 11:05 am Depart Buffalo 11:20 am | Arrive Gillette 12:20 pm |
|--|--|--|--------------------------|

12:53 pm arrival UA5117

| | | | |
|--|--|--|-------------------------|
| Arrival Gillette 12:20 pm Depart Gillette 1:30 pm | Arrive Buffalo 2:30 pm Depart Buffalo 2:45 pm | Arrive Sheridan 3:25 pm Depart Sheridan 3:40 pm (No Passengers on departure) | Arrive Gillette 5:20 pm |
|--|--|--|-------------------------|

Van 3 - Gillette / Sundance

11:14 pm arrive UA5114

| | | |
|--------------------------|---|-------------------------|
| Depart Gillette 11:40 pm | Arrive Sundance 12:40 am Depart Sundance 12:55 am (no pax) | Arrive Gillette 1:55 am |
|--------------------------|---|-------------------------|

6:00 am departure UA5036

| | | |
|--|--|-------------------------|
| Depart Gillette 2:45 am (No Passengers) | Arrive Sundance 3:45 am Depart Sundance 4:00 am | Arrive Gillette 5:00 am |
|--|--|-------------------------|

1:23 pm departure UA5169

| | | |
|---|--|--------------------------|
| Depart Gillette 10:05 am (No Passengers) | Arrive Sundance 11:05 am Depart Sundance 11:20 am | Arrive Gillette 12:20 pm |
|---|--|--------------------------|

12:53 pm arrival UA5117

| | | |
|-------------------------|---|-------------------------|
| Depart Gillette 1:30 pm | Arrive Sundance 2:20 pm Depart Sundance 3:40 pm (1+ hr wait pickup for FLT depart at 6pm) | Arrive Gillette 4:40 pm |
|-------------------------|---|-------------------------|

4:25 pm arrival DL 7391 | 5:54 pm depart DL7391

| | | |
|--|---|-------------------------|
| Arrive Gillette 4:40 pm Depart Gillette 5:00 pm | Arrive Sundance 6:00 pm Depart Sundance 6:15 pm (no pax) | Arrive Gillette 7:15 pm |
|--|---|-------------------------|

Schedule D

Van 1 - Gillette / Buffalo / Sheridan

12:57 pm Departure DL7391

| | | | |
|--|---|--|--------------------------|
| Depart Gillette 8:10 am (No Passengers) | Arrive Sheridan 9:50 am Depart Sheridan 10:05 am | Arrive Buffalo 10:45 am Depart Buffalo 11:00 am | Arrive Gillette 12:00 pm |
|--|---|--|--------------------------|

12:31 pm Arrival DL7391

| | | | |
|---|--|--|-------------------------|
| Arrive Gillette 12:00 pm Depart Gillette 1:00 pm | Arrive Buffalo 2:00 pm Depart Buffalo 2:15 pm | Arrive Sheridan 2:55 pm Depart Sheridan 3:10 pm | Arrive Gillette 4:50 pm |
|---|--|--|-------------------------|

9:04 pm Arrival UA5114

| | | | |
|---|--|--|-------------------------|
| Arrive at Gillette 8:45 pm Depart Gillette 9:35 pm | Arrive Buffalo 10:35 pm Depart Buffalo 10:50 pm | Arrive Sheridan 11:30 pm Depart Sheridan 11:45 pm | Arrive Gillette 1:25 am |
|---|--|--|-------------------------|

Van 2 - Gillette / Buffalo / Sheridan

6:00 am Depart UA5036

| | | | |
|--|--|---|-------------------------|
| Depart Gillette 1:10 am (No Passengers) | Arrive Sheridan 2:50 am Depart Sheridan 3:05 am | Arrive Buffalo 3:45am Depart Buffalo 4:00 am | Arrive Gillette 5:00 am |
|--|--|---|-------------------------|

Van 3 - Gillette / Sundance

6:00 am Depart UA5036

| | | |
|--|--|-------------------------|
| Depart Gillette 2:45 am (No Passengers) | Arrive Sundance 3:45 am Depart Sundance 4:00 am | Arrive Gillette 5:00 am |
|--|--|-------------------------|

12:57 pm Departure DL7391

| | | |
|--|--|--------------------------|
| Depart Gillette 9:45 am (No Passengers) | Arrive Sundance 10:45 am Depart Sundance 11:00 am | Arrive Gillette 12:00 pm |
|--|--|--------------------------|

12:31 pm Arrival DL7391

| | | |
|---|--|-------------------------|
| Arrive Gillette 12:00 pm Depart Gillette 1:00 pm | Arrive Sundance 2:00 pm Depart Sundance 2:15 pm | Arrive Gillette 3:15 pm |
|---|--|-------------------------|

9:04 pm Arrival UA5114

| | | |
|---|--|--------------------------|
| Arrive at Gillette 8:45 pm Depart Gillette 9:35 pm | Arrive Sundance 10:35 pm Depart Sundance 10:50 pm | Arrive Gillette 11:50 pm |
|---|--|--------------------------|

EXHIBIT B

The fixed operating expenses are based on running the shuttle (3 vans) 38 hours a day or a total of 1216 hours from Feb 29, 2016 through March 31, 2016 as needed to accommodate the airline schedule (Exhibit C). All shuttles will domicile in Gillette and will service the Buffalo, Sheridan and Sundance areas. It is expected that one of the shuttles will eventually originate out of Sheridan; at that time, the number of hours will be reduced, therefore reducing the costs for the driving expenses. An adjustment to the monthly invoice will be made at that time.

FIXED EXPENSES

Excluding: Fuel, Vehicle Maintenance,
Ridership Fees, CC Transaction Fees

- Drivers Salaries
- General Mgr/Dispatch Salary
- Benefits
- Insurance
- IT
- Office Equipment/Supplies
- Communications:
Tablets, Phones, Square Reader
- Uniforms
- Training/Background
Checks/Screening
- Reservation System /
Merchant Account
- Vehicle Supplies/Detailing

Yearly Fixed Expenses

Sheridan: \$502,782

Sundance: \$132,201

Total: \$634,983



AGENDA

Public Works & Utilities Advisory Committee

February 17, 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

C. Electrical Line Extension Policy – Utilities Department

V. New Business

VI. Other Business

Next Meeting: March 16, 2016.

VII. Adjournment



MINUTES

Public Works & Utilities Advisory Committee

January 20, 2016

Attendance:

Committee Members:

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

City Staff:

Kendall Glover, *Utilities Director*
Heath VonEye, *City Engineer*
Kurt Siebenaler, *City Engineer*
Michael Foote, *Sustainability Manager*
Troy Tyrrell, *Solid Waste Supervisor*
Jill McCarty, *Administrative Support*

Absent:

Mark Hines – Chair, *Engineer*

Meeting Quorum: Yes

I. Call to Order:

Meeting was called to order at 5:47 p.m. by Ken McKillop, Vice Chair.

II. Approval of Minutes:

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

III. Personal Appearances:

Kendall introduced Electrical Services Superintendent Mick Wolf, Utilities Electrical Engineer Ry Muzzarelli, and Electrical Engineering Manager Dan Bridges.

IV. Old Business:

● Waste Diversion Program/Recycling

Michael Foote said the Wastewater Treatment Facility has allowed a few citizens to drop off yard waste in winter months as a courtesy, and thanked Kendall for allowing this convenience to citizens.

Michael said a letter from the Department of Environmental Quality was received, allowing the food waste pilot program to continue through 2017. He said there has been an increase in commercial collections for the recycling program. Kurt asked where the figures for the amount of tonnage in recycling is gathered from, and Michael said the recycling trucks get weighed going into the recycling center, and the Public Works Department provides him the information on a monthly basis.

Discussions have taken place over the past several weeks to see if there can be a joint city, county and state promotional effort for the adopt-a-street and adopt-a-highway programs plus establish a common message regarding the reduction of roadside litter in order to keep the community clean.

- **Mix Designs**

The subcommittee has not met for the new year as of yet to discuss changes to the mix designs.

- **Stormwater Ordinance**

Heath said there has been a meeting with members of the Chamber of Commerce to fine tune the wording of the proposed stormwater ordinance. Discussion was held by the group for whom the stormwater permit applies. Changes were made to eliminate needing a permit for basic landscaping, boring or trenching by including the need for either a building permit, grading permit or permit to construct along with the 2,500 sq. ft. requirement that was previously written into the permit. As well, contractors obtaining a city cut permit to work within the right of way will not be required to obtain a stormwater permit. The revised stormwater ordinance is expected to be presented at the March 8 City Council work session.

- **Project Update**

Heath said the uranium lights put in at the new 3rd Street Plaza project were being turned on this evening. Kurt said the Boxelder Road Extension project from Burma Ave. to Skyline Rd. was on winter shutdown, along with the Pathway Replacement project from Sklyline Drive to Overdale Drive. Projects being designed currently are expected to be let in February or March.

Kendall said the city received necessary paperwork from the Bureau of Land Management, and now the final section for the Madison Pipeline Project is expected to be out for bid by the end of January. The section of pipeline will be from Moorcroft to Pine Ridge. Kendall also said the Bennor Subdivision will have water by the middle of February with use of the new 12" regional extension pipeline. The Madison pipeline and disinfection project is expected to be completed by February 2017.

- **Standard Specs – Modifications or Adjustments**

Heath said the draft of the Supplementary Provisions is not yet completed. The subcommittee might meet again on the revision, or due to time constraints when the SPs are completed they will be used, and then discussed in the upcoming pre-bid meetings for city projects.

V. New Business:

Mick Wolf provided the committee a handout of a proposed updated Electrical Line Extension Policy, as well as a summarization of the proposal of the Utilities Department to increase charges to developers for electrical line installation in new subdivisions. Mick said the city is currently well below average in cost to developers, and would remain below industry average with the proposed increase. Mick said the last update to the policy was in 2002. Kendall asked for the committee to look over Mick's handouts, and asked for the committee's consideration of support for the new policy at the February PWUAC meeting.

Ry Muzzarelli provided information on a Fiber Optics License Agreement proposal from the Utilities Department. He said the city hired a contractor to perform a broadband study. He also provided the committee with a handout of the City of Cheyenne's use agreement for fiber optics, and said contractors pay them a yearly fee per foot to put infrastructure in the ROW at \$2.50 per foot. Other cities contacted charged less of a rate. With the use of the agreement, companies that do not have a city franchise agreement can put their service in the installed ducts for a yearly usage fee in order to not inhibit private companies from expanding their networks. When the proposed Use Agreement is completed, it will be brought back to the committee for consideration of endorsement.

VI. Other Business:

Next Meeting February 17, 2016.

VII. Adjournment:

Meeting adjourned at 6:29 p.m.

Second Chance Ministries
“House of Hope”
Invites you to an
Open House

Transitional living program for
males returning to our
community from incarceration.

Friday, February 26th, 2016
12-2p.m.

706 Longmont Street
Gillette, WY 82716

307-682-3148

We invite you to stop in and tour.
A Light lunch will be provided.

JOIN US FOR OUR



Grand Opening

You're Invited!

PLEASE JOIN TEAM PROPERTIES GROUP, LLC
FOR A GRAND OPENING OF OUR OFFICE! MEET THE TEAM
AND ENJOY FOOD AND REFRESHMENTS.

ON THIS OCCASION WE'RE CELEBRATING THE PURCHASE OF
TEAM PROPERTIES GROUP, LLC BY TONYA STAHL, BROKER
AND SUMMER ROBERTSON, ASSOCIATE BROKER!

FRIDAY FEBRUARY 26, 2016
4:30 - 7:00

RIBBON CUTTING AT 4:45 PM

409 W 2ND STREET
GILLETTE, WY 82716
307-685-8177

