



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: May 20, 2016

The following meetings are scheduled for the week of **May 21 – May 27:**

Tuesday, May 24th

6:00 p.m. City Council Special Meeting, Agenda Attached

- **ACTION ITEM:** Council Consideration of Approval of the Integrated Amended Gillette/Wright/Campbell County Fire Protection Joint Powers Agreement Third Amendment – May 2016 D.B.A. Campbell County Fire Department
- Honor and Remember Flag Presentation – Christine Bestgen, Gold Star Mother
- Third Street Plaza MOU Discussion
- Follow-up Budget Discussion
- Snow Debrief
- Drive and Drop Debrief
- Resolution to Designate Madison Deposit Account in the Water Fund Discussion
- Review June 7th Agenda
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

Thursday, May 26th

12:00 p.m. Senior Center Luncheon

1. Attached please find the following **Budget Information** provided by **Finance Director Pitlick**.
 - **Total City Budget Comparison**
 - **Active Vehicle Allowance**
 - **Fire Board, Land Board, and Gillette College Operating Budget Comparisons**
2. Attached please find a **draft Memorandum of Understanding** regarding **The Operations And Oversight Of The Third Street Plaza** provided by **City Attorney Davidson**.
3. Attached please find an **invitation to Mental Health Awareness Day 2016** on **May 21, 2016** at **10:00 a.m.** at the **Campbell County Library Wyoming Room**.
4. Attached please find a **flyer regarding The Rockpile Museum's 2016 Summer Series** provided by **The Rockpile Museum**.
5. Attached please find a **flyer regarding Financial Fitness Classes** provided by the **University of Wyoming Extension Office**.
6. Attached please find **thank you cards** from the **Senior Center**.

	Special Meeting Tuesday, May 24, 2016 Meeting: 6:00 p.m. 2nd Floor Community Room

Dinner served at 5:30 p.m. in the 2nd Floor Community Room

Agenda Topics:

- **ACTION ITEM:** Council Consideration of Approval of the Integrated Amended Gillette/Wright/Campbell County Fire Protection Joint Powers Agreement Third Amendment – May 2016 D.B.A. Campbell County Fire Department
- Honor and Remember Flag Presentation – Christine Bestgen, Gold Star Mother
- Third Street Plaza MOU Discussion
- Follow-up Budget Discussion
- Snow Debrief
- Drive and Drop Debrief
- Resolution to Designate Madison Deposit Account in the Water Fund Discussion
- Review June 7th Agenda
- Executive Session

Upcoming Work Session Topics:

May 31 - CANCELED

June 14 – SPECIAL MEETING

- **ACTION ITEM:** Budget Ordinance – 2nd Reading
- Ingberg Miller Solid Waste Report
- Consolidated Dispatch Discussion
- Review June 21st Agenda
- Executive Session

June 28 - CANCELED

July 12

- Review July 19th Agenda
- Executive Session

July 26

- Review August 2nd Agenda
- Executive Session

August 9

- Review August 2nd Agenda
- Executive Session

City/County/Town of Wright Meetings

- August 3rd – Town of Wright host

Upcoming Council Events

- May 26 – Senior Luncheon 12:00 p.m.
- June 15 – Council Coffee
 - 7:00 a.m. Community Room
 - 8:00 a.m. Community Room
- June 23 – Senior Luncheon 12:00 p.m.

- Harassing Phone Calls Ordinance Discussion
- Review June 7th Agenda
- Executive Session

June 21

- College Funding MOU Discussion
- Review June 21st Agenda
- Executive Session

July 5

- Review July 5th Agenda
- Executive Session

July 19

- 2nd Quarter Updates
 - CCJP Fire Board
 - Cam-Plex
 - Energy Capital Economic Development
 - Gillette Main Street
- Review July 19th Agenda
- Executive Session

August 2

- Review August 2nd Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics

June 7

- Citizen Survey
- Madison Update

New Agenda Items for June 7, 2016

1. Council Consideration of a Street Closure for July 30th, from 1:00 p.m. to 2:00 p.m., on Warlow Drive Beginning Just West of the Aquatic Center Entrance, West to North Osborne Avenue and Between Lakeside Drive and Warlow Drive on Brooks Avenue, Requested by the Mayor's Art Council for "A Time of Remembrance" at the Children's Memorial Garden.

(New Business – Minute Action)

2. Council Consideration of a Memorandum of Understanding Regarding the Operation and Management of Third Street Plaza.

(New Business – Minute Action)

3. Council Consideration for the Acceptance of Public Improvements for the Gillette Softball/Baseball Complex Phase I Project, Constructed by Van Ewing Construction, Inc., in the Amount of \$3,926,436.74.

(New Business – Minute Action)

4. Council Consideration of a Corrected Plat for the Final Plat of the Devon Addition, a Resubdivision of Tract T, Moon Meadow Estates No. 3, Lots 1A & 1B, Edwards Subdivision & Lot 2, Edwards Subdivision North and East of Butler Spaeth Road and Garner Lake Road, City of Gillette, Wyoming, situated in the W 1/2 NE 1/4 Section 2 T49N, R72W, Sixth P.M., Campbell County, Wyoming.

(New Business – Minute Action)

5. A Public Hearing for a Zoning Map Amendment for Property Generally Located at 4800 S. Garner Lake Road, and Legally Described as Tract E-3 of the Resubdivision of Tract E-1 Hays Subdivision from C-3, Business/Services District to I-1, Light Industrial District. *(Pending Approval of the Planning Commission on 5/24/16).*

(Public Hearings and Considerations)

6. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Tract E-3 of the Resubdivision of Tract E-1 Hays Subdivision from C-3, Business/Services District, to I-1, Light Industrial District, Subject to All Planning Requirements.

(Public Hearings and Considerations)

Total City Budget Comparison

FUND	FY16 CAPITAL	FY17 CAPITAL	INCREASE/(DECREASE)
General Fund	5,877,935	1,407,000	(4,470,935)
1% Fund*	22,421,300	11,244,517	(11,176,783)
Northland	-	-	-
Madison	43,369,100	7,035,000	(36,334,100)
UT Admin	216,940	168,600	(48,340)
Solid Waste	-	-	-
Water	616,860	672,560	55,700
Power	4,191,917	3,801,914	(390,003)
Sewer	154,808	81,100	(73,708)
City West	-	-	-
Warehouse	300,000	-	(300,000)
Vehicle Maint	30,000	-	(30,000)
Vehicle Replace	1,820,300	794,828	(1,025,472)
Health Insurance	-	-	-
Property/Liab Ins	-	-	-
TOTAL	78,999,160	25,205,519	(53,793,641)

FUND	FY16 OPERATING	FY17 OPERATING	INCREASE/(DECREASE)
General Fund	35,320,399	29,388,016	(5,932,383)
1% Fund*	1,897,580	1,227,500	(670,080)
Northland	48,442	48,442	-
Madison	243,225	237,205	(6,020)
UT Admin	2,491,153	2,756,669	265,516
Solid Waste	2,997,245	2,749,703	(247,542)
Water	6,644,707	5,874,966	(769,741)
Power	31,238,708	30,284,985	(953,723)
Sewer	5,357,542	4,698,116	(659,426)
City West	419,929	400,983	(18,946)
Warehouse	219,004	205,243	(13,761)
Vehicle Maint	2,101,928	1,960,253	(141,675)
Vehicle Replace	26,500	24,000	(2,500)
Health Insurance	4,575,000	4,887,482	312,482
Property/Liab Ins	765,680	632,868	(132,812)
TOTAL	94,347,042	85,376,431	(8,970,611)

FUND	FY16 TOTAL	FY17 TOTAL	INCREASE/(DECREASE)
General Fund	41,198,334	30,795,016	(10,403,318)
1% Fund*	24,318,880	12,472,017	(11,846,863)
Northland	48,442	48,442	-
Madison	43,612,325	7,272,205	(36,340,120)
UT Admin	2,708,093	2,925,269	217,176
Solid Waste	2,997,245	2,749,703	(247,542)
Water	7,261,567	6,547,526	(714,041)
Power	35,430,625	34,086,899	(1,343,726)
Sewer	5,512,350	4,779,216	(733,134)
City West	419,929	400,983	(18,946)
Warehouse	519,004	205,243	(313,761)
Vehicle Maint	2,131,928	1,960,253	(171,675)
Vehicle Replace	1,846,800	818,828	(1,027,972)
Health Insurance	4,575,000	4,887,482	312,482
Property/Liab Ins	765,680	632,868	(132,812)
TOTAL	173,346,202	110,581,950	(62,764,252)

*1% Operating is Social Services Funding, Outside Agency Funding, and General Community; Operating Transfer to Power Fund is included in Capital Expense

Active Vehicle Allowance as of May 19th.

Pay	Account	Period Pay	Annual Pay	Loc	Group	Status	Frequency	Start Date	End Date	Num Pays
	402 001-10-02-413-30-43710-	150.00	1,800.00	02	10	FT	B	08/31/2013	12/31/9999	12
	402 001-10-02-413-30-43710-	150.00	1,800.00	02	10	FT	B	08/30/2013	12/31/9999	26
	402 001-10-02-413-30-43710-	600.00	7,200.00	02	10	FT	B	08/31/2013	12/31/9999	12
			10,800.00							
	402 001-15-15-411-30-43710-	150.00	1,800.00	15	15	FT	B	08/31/2013	12/31/9999	12
	402 001-15-15-411-30-43710-	150.00	1,800.00	15	15	FT	B	11/09/2014	12/31/9999	12
			3,600.00							
	402 001-20-20-415-30-43710-	150.00	1,800.00	20	20	FT	B	08/30/2013	12/31/9999	12
			1,800.00							
	402 001-25-25-415-30-43710-	150.00	1,800.00	25	25	FT	B	08/31/2013	12/31/9999	26
	402 001-25-25-415-30-43710-	150.00	1,800.00	25	25	FT	B	08/31/2013	12/31/9999	12
			3,600.00							
	402 001-30-30-419-30-43710-	150.00	1,800.00	30	30	FT	B	08/31/2013	12/31/9999	12
			1,800.00							
	402 001-40-40-421-30-43710-	450.00	5,400.00	40	40	FT	B	08/31/2013	12/31/9999	12
			5,400.00							
	402 001-50-50-419-30-43710-	450.00	5,400.00	50	50	FT	B	08/31/2013	12/31/9999	12
			5,400.00							
	402 001-50-54-431-30-43710-	300.00	3,600.00	54	50	FT	B	02/15/2014	12/31/9999	12
			3,600.00							
	402 001-60-60-419-30-43710-	300.00	3,600.00	60	60	FT	B	08/01/2013	12/31/9999	12
	402 001-60-60-419-30-43710-	450.00	5,400.00	60	60	FT	B	09/01/2013	12/31/9999	12
	402 001-60-60-419-30-43710-	300.00	3,600.00	60	60	FT	B	08/01/2013	12/31/9999	12
			12,600.00							
	402 001-60-63-419-30-43710-	300.00	3,600.00	63	60	FT	B	11/09/2015	12/31/9999	26
			3,600.00							
	402 501-70-70-440-30-43710-	300.00	3,600.00	70	70	FT	B	08/01/2013	12/31/9999	12
	402 501-70-70-440-30-43710-	450.00	5,400.00	70	70	FT	B	08/01/2013	12/31/9999	12
	402 501-70-70-440-30-43710-	150.00	1,800.00	70	70	FT	B	08/31/2013	12/31/9999	12
			10,800.00							
	402 503-70-73-441-30-43710-	300.00	3,600.00	73	70	FT	B	08/31/2013	12/31/9999	12
			3,600.00							
Total			66,600.00							
	General Fund	16	52,200.00							
	UT Admin	3	10,800.00							
	Water	1	3,600.00							
	Total	20	66,600.00							

				16/17 Budget	16/17 Budget
	FY 2015/16	FY 2016/17	FY 2016/17	vs 16/17 Request	vs Current Budget
<u>FUNDED ENTITY</u>	<u>Current Budget</u>	<u>Original Request</u>	<u>City Budget</u>	<u>Reduction</u>	<u>Reduction</u>
Land Board	\$ 640,417	\$ 656,189	\$ 590,570	10.00%	7.78%
Fire Board	\$ 1,009,600	\$ 1,029,508	\$ 880,305	14.49%	12.81%
Gillette College	\$ 335,000	\$ 370,000	\$ 335,000	9.46%	0.00%
Gillette College (Land Board equivalent reduction)		\$ 335,000	\$ 301,500	10.00%	
Gillette College (Fire Board equivalent reduction)		\$ 335,000	\$ 286,459	14.49%	

**MEMORANDUM OF UNDERSTANDING REGARDING THE OPERATIONS AND
OVERSIGHT OF THE THIRD STREET PLAZA**

This is an agreement between the City of Gillette (hereinafter "CITY") whose address is 201 E. 5th Street, P.O. Box 3003, Gillette, Wyoming 82717 and Gillette Main Street (hereinafter "MAIN STREET") of P.O. Box 7256, Gillette, Wyoming 82717, providing for an agreement by which City property commonly known as the Third Street Plaza may be managed through the assistance of Gillette Main Street. Collectively the CITY and MAIN STREET may be referred to as the PARTIES.

A. PURPOSE

The PARTIES enter into this Memorandum of Understanding (MOU) to pool resources to allow for the orderly operation of the Third Street Plaza (hereinafter "Plaza"). Specifically, while the CITY is the owner of the Plaza, part of the intended use of the Plaza is to promote the downtown area of the CITY, including the promotion of commercial traffic for the downtown merchants, provide a location for cultural and artistic events, and the promotion of the CITY as a whole. The PARTIES share these general goals and beliefs for the benefit of the entire community. This MOU sets forth the respective duties and obligations of the PARTIES for the promotion of the Plaza while maintaining the health, safety and welfare of those individuals and entities wishing to make use of the Plaza.

B. COMPLIANCE WITH CITY CODE AND ORDINANCES

Nothing contained within this MOU shall be interpreted to alter or amend the existing City Code and City Ordinances with regard to catering, malt beverage and open container permits (City Code §3-8), live music, amplified sound, or P.A. systems (City Code §3-8c) parking regulations (City Code §11-12), and street closures (City Code §18-4).

C. PLANNING AND SCHEDULING OF EVENTS

1. Responsibility for Scheduling. MAIN STREET shall be responsible for the scheduling and management of the calendar of events held at the Plaza. MAIN STREET shall schedule events on the Plaza on a "first-come, first-serve basis" without preference to any specific race, creed, religion, sexual orientation, gender identity, political affiliation or disability. CITY,

however, shall retain all authority to approve any event occurring at the Plaza which would require closure of Third Street within the Plaza.

2. Regularly Scheduled Events. At the first regularly scheduling meeting of the City Council each year, MAIN STREET shall seek a resolution (street closure permit) from the CITY to close and reserve the Plaza for any regular events of MAIN STREET including but not limited to: the February Ice Fest, the June Art Festival, the July Brew Festival, the October Fall Boo Fest, November Small Business Saturday, the December Parade of Lights, and all known or expected dates for the Farmer's Market.

3. Special Events / Individual Requests. In addition, MAIN STREET shall be responsible for the reservation of any additional dates sought by individuals or organizations seeking to promote the City of Gillette, its merchants, its clubs and organizations, cultural or artistic events, and other needs for public areas that are for the betterment of the community.

4. Notice to the CITY. Every request for the reservation of the Plaza shall be forwarded to the City Clerk for inclusion in the regular agenda of the City Council. The City Council, for the City of Gillette, shall retain all authority to grant the closure of Third Street for purposes of the use of the Plaza through the use of a street closure permit.

5. Events Involving Alcoholic or Malt Beverages. Any event requiring the issuance of a catering, malt beverage or open container permit under City Code §3-8 shall be granted only in conformity with the existing City Code. It shall be the responsibility of the individuals seeking the permit, and not MAIN STREET, to submit the appropriate application, fee, and other information at least three (3) weeks prior to the proposed date of the event/activity as required by City Code §3-8. No catering, malt beverage or open container permit shall be granted directly to MAIN STREET under the terms of this MOU.

6. Events Involving Live Bands, Amplified Sound or P.A. Systems. Any event which may involve an outdoor dance, live band, amplified music, amplified sound or P.A. system shall require Council consideration under City Code §3-8. It shall be the responsibility of the individuals seeking the permit to make timely application to the City for Council consideration.

D. NOTICE OF STREET CLOSURE FOR OPERATIONS OF THE PLAZA

MAIN STREET shall be responsible for providing notice of the granting of any street closure to the Gillette Police Department, the local newspaper and radio stations as may be required by the CITY or under Wyoming law.

E. FEES AND EXPENSES FOR EVENTS

1. Electrical Expenses. Electrical outlets for purposes of vendors are located within the Plaza. The individual or organization making use of the Plaza, and requiring electrical service shall tender the sum of ten dollars (\$10.00) to the CITY prior to obtaining any street closure permit for use of the Plaza.

2. Garbage Disposal and Associated Expenses. Any clean up associated with an event or activity occurring at the Plaza shall be the responsibility of the party reserving the Plaza. CITY shall provide a total of ten (10) roll-out containers for any event scheduled in advance by MAIN STREET for each event. In the event MAIN STREET shall require more than ten (10) roll-outs for any single event, MAIN STREET shall be charged the additional amount of ten dollars (\$10.00) per roll-out container provided by CITY.

The individuals or organizations holding a special event or individual request made under Paragraph C(3) above shall be responsible for arranging for the placement of roll-out containers for their event. Said individuals or organizations shall be solely responsible for determining the total number of roll-outs required to ensure the Plaza is returned to its pre-event condition. CITY shall provide roll-out containers for such events at the rate of ten dollars (\$10.00) each, or the individuals or organizations holding an event may choose to obtain garbage disposal from another source, at their sole expense.

3. Cleaning of City Restroom Facility. The permanent restroom facility located at the Plaza will be open for use during scheduled events no later than 8:00 a.m. on the morning of the event, and will be closed at 5:00 p.m. the end of the scheduled event. Should it be necessary to extend the hours of operation for the permanent restroom facility, MAIN STREET shall provide notice of the extended hours at least two (2) days in advance of the scheduled event to ensure the facilities are open to the public during such extended hours.

4. Portable Restrooms. MAIN STREET shall determine the need for any additional portable restrooms that may be required as a result of the size and nature of the event occurring at the Plaza. MAIN STREET shall convey this information to the individual or organization reserving the Plaza so that appropriate temporary facilities are provided at the Plaza. The CITY shall not be responsible for providing portable restrooms nor responsible for the costs thereof unless otherwise agreed to in writing.

5. Street Closure Barricades. CITY shall provide portable barricades to be used to close the Plaza to motor vehicle traffic during any scheduled event. CITY shall not be required to place the barricades prior to the event or street closure, or to remove them at the end of any event or street closure. MAIN STREET shall be responsible for the placement of barricades for any event identified in paragraph C(2) and in all other cases, the placement of the barricades shall be the responsibility of the individual, entity or organization seeking to use the Plaza.

F. LIABILITY AND SOVEREIGN IMMUNITY

Unless specifically addressed by this MOU (or other written agreement), the parties agree to be responsible for the negligent or wrongful acts or omissions of their respective officers and employees, but only to the extent they would be liable under the laws of the State of Wyoming. Nothing in this Memorandum of Understanding shall be read to constitute or to require a waiver of any rights of the CITY under the doctrine of sovereign immunity, or a waiver of its immunity under the Wyoming Governmental Claims Act, W.S. §1-39-101 et seq.

G. INSURANCE REQUIRED

MAIN STREET shall obtain general liability insurance coverage, naming the CITY as an additional insured, against any personal injury, property damage and other injuries arising from the operations of the Plaza by MAIN STREET for those events specifically scheduled by MAIN STREET under the terms of this agreement. The amount of coverage shall be in the minimum amount of five hundred thousand dollars (\$500,000.00). Any individual or organization seeking to reserve the Plaza under Paragraph C(3) of this MOU shall be required to obtain general liability insurance coverage, naming the CITY as an additional insured, against any personal injury, property damage or other injuries arising from any event in the minimum amount of five hundred thousand dollars (\$500,000.00).

H. TERM

This MOU shall be for an annual term beginning upon approval and execution by the CITY, and shall automatically renew each year thereafter unless otherwise terminated upon thirty (30) days written notice by either party.

I. MISCELLANEOUS PROVISIONS

1. This Agreement is intended to supersede any previous written or oral Agreements regarding to the matters set forth herein.

2. This Agreement, consisting of five (5) pages shall constitute the full Agreement between the PARTIES, and any amendments, alterations and modifications hereof shall be in writing and signed by the PARTIES' named representatives.

3. Should any provision of this Agreement be found un-enforceable, the remaining provisions shall remain in full force and effect.

In witness whereof, the Parties, through their authorized representatives, have executed this MOU on the dates set out below and certify that they have read, understood and agree to the terms and conditions of this MOU as set forth herein.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2015.

CITY OF GILLETTE

Louise Carter-King, Mayor

(SEAL)

ATTEST:

Karlene Abelseth, City Clerk

GILLETTE MAIN STREET

_____, Executive Director of the
Gillette Main Street Program



National Alliance on Mental Illness

Find Help. Find Hope.

NAMI of Campbell County invites you to join us for our 1st annual
“Mental Health Awareness Day 2016”

Saturday, May 21st

From 10:00 am to 4:00 pm

At the Campbell County Library: Wyoming Room



Special Guest Speakers:

Sandra Hollenback – President NAMI Campbell County

Representative Eric Barlow - House of Representatives

Staci Bungard - Executive Director Council of Community Services

Marty Huckins, MS, PAT - Personal Frontiers

Darla Sneathen, LPC - Cottonwood Counseling Center

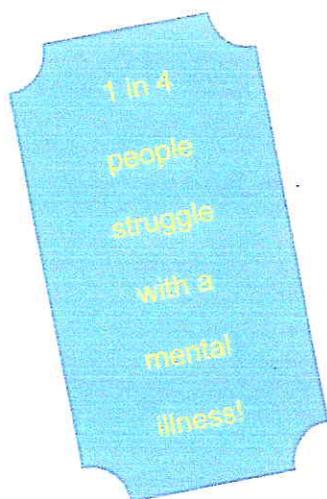
Monica Rye - Young Living

Carol Morris - See's Candy & Personal Story

Spring Wilkins - Suicide Prevention

Tammy Noel - Executive State Director of NAMI Wyoming

Suzan Bennett - Healing Room



NAMI of Campbell County is dedicated to bringing mental health awareness to our community. If you or someone you know or love is struggling with a mental illness, come and educate yourself on mental health problems and issues. Each session will end with questions & answers. For more information

call Sandra Hollenback at 307-689-2545.

The Rockpile Museum's



2016 Summer Series

JUNE 25th
1:00 and 3:00pm
at the Museum

Starr Chief Eagle
Lakota Cultural Interpreter & Hoop
Dancer Extraordinaire

JULY 23rd
1:00 - 5:00pm
at the Museum

Ken Hall
Expert Brain Tanner

AUGUST 27th
at high noon
on Gillette Ave

The Cheyenne Gunslingers

September 17th
1:00 - 3:00pm
at the Museum

Draper Museum Raptor Experience

Brought to you by the Campbell County Rockpile Museum
(307) 682-5723 rockpile@vcn.com

FREE

FREE Financial Fitness Classes

**For Anyone Who Would Like to
Learn About Money and Saving**

June 14, 2016 • Setting Financial Goals • 12pm-1pm
(bring your lunch)

June 21, 2016 • Basics of Budgeting • 12pm-1pm
(bring your lunch)

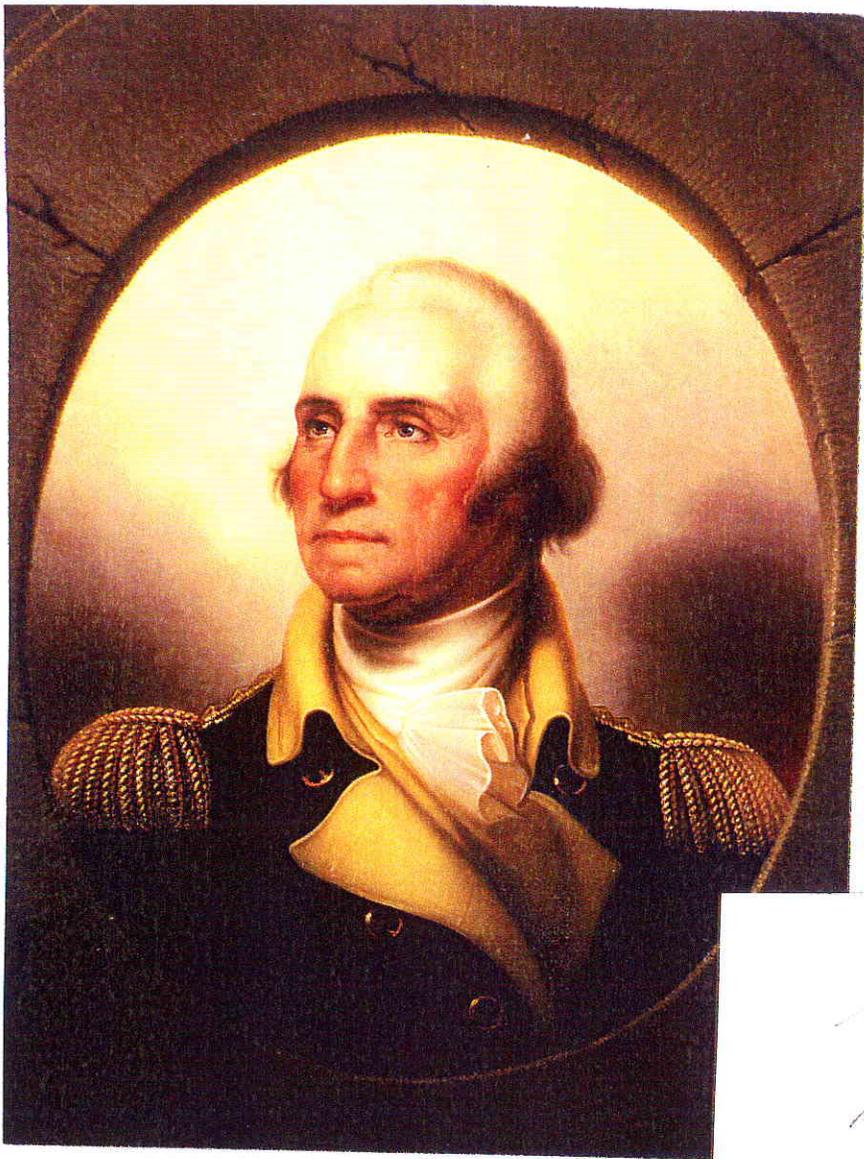
June 23, 2016 • Comparison Shopping • 5:30pm-6:30pm

No personal information will be shared!

**For questions, please call Michelle
at the UW Extension Office
(307)682-7281 or email
mrp10@ccgov.net**

**All Classes are held in the Cottonwood Room of
the George Amos Memorial Building, Gillette, WY**





Thank you
Very much for
all that you do

Cathy & Paul
Margaret Chan
Marie Mortellaro
Mary Jo Younglund - God bless
Betty Lesley
Carlson Eliason

City of Gillette

Thank you for sponsoring our meal

today - Rosalie Richard

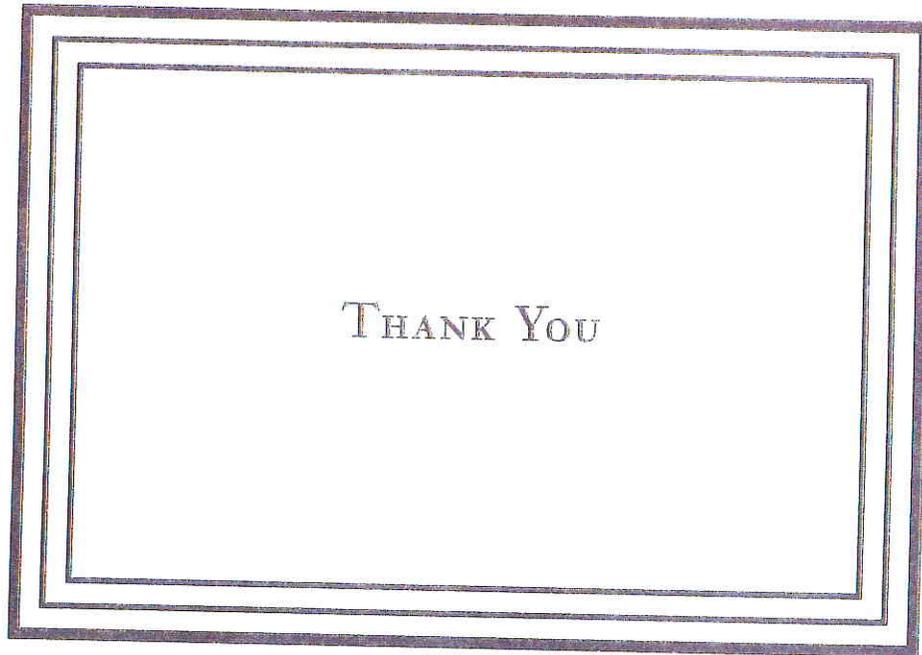
Bob and Marge Head

Dean Ruby

~~EMMA CHOW~~

Neil & Snow

Jim Carson



THANK YOU

Mayor, City Council + City Staff.

Thank you for the lovely plant you sent during our time of loss. It was very thoughtful.

John + Brenda