



CITY OF GILLETTE

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

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: J. Carter Napier, City Administrator JCN
RE: General Information
DATE: June 24, 2016

The following meetings are scheduled for the week of **June 25 – July 1st**:

Tuesday, June 28th

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

- National High School Finals Rodeo Presentation
- Adopt-a-Park Regulations Discussion
- Discussion of Proclamation Limiting Use of Water Preparation and Emergency Water Ordinance
- Recycling Discussion
- Review July 5th Council Agenda
- Executive Session
- City Hall – 2nd Floor Community Room
- Dinner Served at 5:30 p.m.

1. Attached please find **information requested by Mayor Carter-King regarding Work Occurring in Foothills, Westover, and Sage Valley** provided by **City Engineer VonEye**.
2. Attached please find **Daily Water Usage information** provided by **Utilities Director Glover**.
3. Attached please find a **Draft Term Sheet** regarding the **Recycling Program** provided by **Utilities Director Glover**.
4. Attached please find a **Gillette Recycling Survey** dated **June 23, 2016** provided by **Waste Diversion Manager Foote**.
5. Attached please find **information regarding Traffic Crashes near Electronic Sign Locations** provided by **Police Chief Hloucal**.
6. Attached please find a **Proposed Sign Amendment for Public Hearing June 21, 2016** provided by **Michael Surface**.
7. Attached please find **information regarding Gillette Public Access Archived City Council Meetings** provided by **Communications Manager Palazzari**.
8. Attached please find a **thank you card** from **CASA**.

	Work Session Meeting Tuesday, June 28, 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:

- National High School Finals Rodeo Presentation
- Adopt-a-Park Regulations Discussion
- Discussion of Proclamation Limiting Use of Water Preparation and Emergency Water Ordinance
- Recycling Discussion
- Review July 5th Council Agenda
- Executive Session

Upcoming Work Session Topics:

July 12

- High Friction Road Surface Discussion
- Employee Handbook Changes Discussion
- Recapture Agreements with Liebherr Resolution Discussion
- Solid Waste 3-yard Container Discussion
- Review July 19th Agenda
- Executive Session

July 26 - CANCELED

August 9

- Leased Parking Discussion
- Northland Village LID Discussion
- Review August 2nd Agenda
- Executive Session

August 23 - CANCELED

August 30

- QPR Training
- Review September 6th Agenda
- Executive Session

September 13

- Employee Handbook Discussion
- Review September 20th Agenda
- Executive Session

September 27

- Review October 4th Agenda
- Executive Session

City/County/Town of Wright Meetings

- August 3rd – 5:30 p.m. Town of Wright Town Hall

Upcoming Council Events

- July 14 – Employee/Citizen Advisory Board Picnic 5:30 p.m. – City Park
- July 28 – Senior Luncheon 12:00 p.m.
- July 30 – Children’s Memorial Garden Ceremony – 1:00 p.m.

Upcoming Council Pre-Meeting Topics

July 5

- Consolidated Dispatch Discussion
- Billboard Zoning Text Amendment Discussion
- Review July 5th Agenda
- Executive Session

July 19

- Gillette Main Street Quasquicentennial 125 Year Anniversary Presentation
- 2nd Quarter Updates
 - CCJP Fire Board
 - Energy Capital Economic Development
 - Gillette Main Street
- Review July 19th Agenda
- Executive Session

August 2

- 2nd Quarter Updates
 - Cam-Plex
 - Lodging Tax Board
 - Chamber of Commerce
- Review August 2nd Agenda
- Executive Session

August 16

- Review August 16th Agenda
- Executive Session

September 6

- Review September 6th Agenda
- Executive Session

September 20

- Review September 20th Agenda
- Executive Session

New Agenda Items for July 5, 2016

1. Council Consideration of a Resolution Authorizing the Submission of an Application for Federal Funding Through the Transportation Alternatives Program (Tap), Administered by the Wyoming Department of Transportation for the Purposes of the ___ Project.

(New Business – Minute Action)

2. Council Consideration of a Resolution of Support for the Energy Capital Economic Development Business-Committed Grant Application for the Rex Carbon Activated Carbon Project.

(New Business – Minute Action)

3. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Campbell County Health Subdivision to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 6/28/16)

(New Business – Minute Action)

4. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Southside Business Park II to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 6/28/16)

(New Business – Minute Action)

5. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Westover Hills Phase V to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 6/28/16)

(New Business – Minute Action)

6. Council Consideration for the Acceptance of Development Improvements for the Towneplace Suites Site & Utilities Project, Installed by Northern Underground on Behalf of the Developer, Tower West Holding, LLC.

(New Business – Minute Action)

7. Council Consideration of a Bid Award for the Downtown Facilities Enhancement Site Improvements Project to Hladky Construction, Inc., in the Amount of \$222,581.99 (1% Project).

(New Business – Minute Action)

8. Council Consideration for the Acceptance of Development Improvements for the Homestead Development Site and Utilities Project, Installed by DRM, Inc., on Behalf of the Developer, H&H Development, Inc.

(New Business – Minute Action)

9. An Ordinance Amending and Revising Chapter 14, Section 31 of the Gillette City Code Regarding Harassing or Obscene Phone Calls and Electronic Communication.

(New Business – Ordinance First Reading)

10. A Public Hearing for the Zoning Map Amendment of the City of Gillette, Wyoming, for Tract C of the Final Plat for Moon Shadow No. 2, First Filing, from R-1, Single Family Residential District and R-2, Single and Two Family Residential District to C-3, Business/Services District and I-1, Light Industrial District, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 6/28/16)

(Public Hearings & Considerations)

11. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Tract C of the Final Plat for Moon Shadow No. 2, First Filing, from R-1, Single Family Residential District and R-2, Single and Two Family Residential District to C-3, Business/Services District and I-1, Light Industrial District, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 6/28/16)

(Public Hearings and Considerations)

For the Mayor and City Council's information, please see the below summary for the work that has been occurring in the Foothills, Westover, and Sage Valley areas of town. There were a couple of unrelated projects going on in those areas:

1. The PERTAN crew was in the Foothills neighborhood earlier this week performing pavement condition surveys for the data in our new PAVER pavement management system software. This would have consisted of a two man crew in safety vests, using distance wheels and taking notes on the pavement section conditions. They are operating two 2-man crews and will be completing the pavement condition surveys throughout town over the next several weeks.
2. Tetra tech has been retained by the Wyoming DEQ, Abandoned Mine Land (AML) Division, to perform a detailed mapping project on the Felix Coal Seam in the area. To our knowledge, this is simply a mapping exercise and is not related to any other specific subsequent project(s). To complete this project, Tetra Tech performed a seismic survey on Crestline during the first week in June. Jeff Detienne of Tetra Tech placed fliers throughout the neighborhood explaining what they were doing. Tetra Tech used a small seismic buggy and taped geophones to the pavement to perform the survey. Jeff indicated that they did leave some paint marks on the pavement in the area of their survey. Previous to this work, they completed seismic surveys along Westover Road and above Sage Valley subdivision in the undeveloped area between Hillcrest Drive and Beaver Drive.

Please feel free to let us know of any further questions.

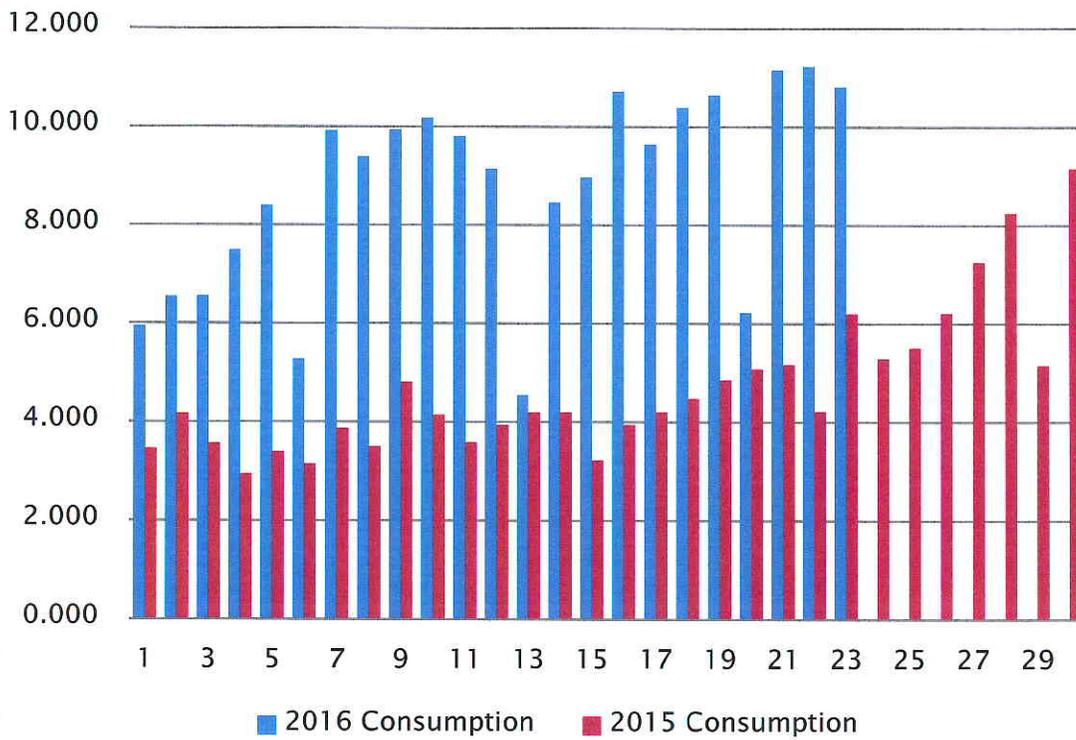
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Heath VonEye, M.Sc., P.E.
City Engineer | City of Gillette, WY

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June Water Use (MGD)



	Friday, 6/17	9.629		
	Saturday, 6/18	10.384		
	Sunday, 6/19	10.636		
	Monday, 6/20	6.225		
	Tuesday, 6/21	11.158		
	Wednesday, 6/22	11.221		
	Thursday, 6/23	10.811		



CITY OF GILLETTE

Utilities

P.O. Box 3003 • Gillette, Wyoming 82717-3003
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TERM SHEET

The items listed below represent key areas the City feels are necessary for inclusion, consideration and concurrence in a formalized agreement prior to City's transition to managing and operating the community recycling program.

Key Provisions

- Accepting, at no tipping fee cost, processed glass from the recycling program to use for alternative daily cover (ADC) or other beneficial/reuse purposes following attempts on the City's part to market material
- Allow for outdoor storage purposes in the open dirt areas currently being used for metal and wood storage.
- Annual contribution of \$100K to support the operations of the Recycling Center
- Joint purchase of more effective containers in the interim?
- Repairs and maintenance of all four buildings located at the Campbell County Transfer Station as identified below:

Scale House:

1. Mitigation and Certification that the mold present in the scale house has been eliminated
2. Crawlspace flooding should be pumped out and the source water eliminated, or
3. Appropriately seal and secure building and wire/connect scale to Building A for monitoring and operation.
4. Correct any drainage issues that have affected truck scale load cells from operating properly during freezing conditions

Building A:

1. Ventilation System installed in accordance with the 2015 Edition of the International Mechanical Code
2. Address 2nd floor fire code means of egress issue or seal off access to second floor with some means of notification in place should something go wrong upstairs.
3. Assure the existing fire alarm and sprinkler system are fully functional
4. Perform required repairs, maintenance, and or replacements on baler and conveyor system upon termination of County operations

Building B:

1. Repair structural damage supporting overhead doors and damaged bollards
2. Assure exit lighting & emergency egress lighting are in proper working order
3. Assure that the existing ventilation and fire alarm system are fully functional.

Recycling Building:

1. Cover the open areas of wall insulation with liner panel to address fire hazard (ceiling may not need same mitigation.)
2. Remove all 6 mil poly material in rafters
3. Mitigate exposed wood for overhead doors and replace if rotted

Rolling Stock:

1. All equipment transferred to City should have a clean bill of health
 - a. Wheel loader (newer front end loader)
 - b. Skid steer
 - c. Forklift

All Four Buildings:

- All electrical systems need to comply with the National Electric Code and be in safe working order which include repair of broken outlets, crimped conduit, exposed wiring, broken junction boxes, etc.
- All HVAC ductwork needs to be professionally cleaned and given a clean bill of health for buildings with HVAC systems.
- Clean all building areas upon termination of County operations.

City agrees that the year prior to the July 1, 2017 relocation would serve well as a period of transition for the County to make the above stated repairs, work on permitting issues, and for the City to more fully develop the elements of the program's design. July 1, 2017 would potentially be when the start of the City-managed recycling program would commence.

Gillette Recycling Survey

Summary of Responses

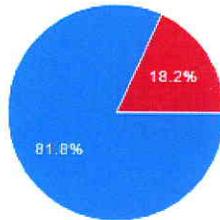
June 23, 2016 at 9:15 AM

556 responses

[View all responses](#) [Publish analytics](#)

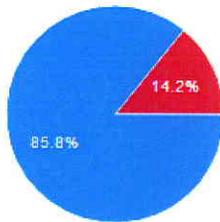
Summary

Where do you currently reside?



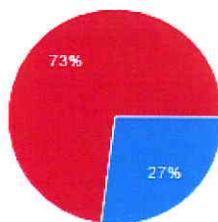
Within the city limits of Gillette	324	81.8%
Outside the city limits, but within Campbell County	72	18.2%

Do you currently recycle?



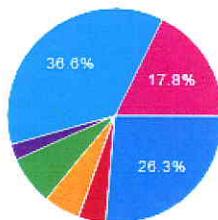
Yes	471	85.8%
No	78	14.2%

Which recycling option would you prefer?



Improved Central Drop-off Locations	144	27%
Improved Curbside Pickup	389	73%

How much would you be willing to pay for curbside recycling pickup each month?



\$0	143	26.3%
\$1	22	4%
\$2	30	5.5%
\$3	40	7.4%
\$4	13	2.4%
\$5	199	36.6%
More than \$5	97	17.8%

Jim Hloucal

to Carter, me

For G.I.

Carter,

At the City Council meeting I was asked to look into the number of crashes at Skyline and Westover Rd. and at Butler Spaeth and Boxelder to see if there was an increase after the electronic signs were installed.

Due to the trend in crashes decreasing overall across the City I narrowed the time frame to look at the 6 months prior to the signs being installed and the first 6 months after they were installed. Below are the results:

Skyline and Westover: 1 crash before, 2 crashes after.

Butler Spaeth and Boxelder: 2 crashes before, 3 crashes after (however 2 of the crashes in the after category occurred within seconds of each other and the second crash appears to be the result of someone trying to avoid the first one).

Please let me know if you would like further information.

Thank you,
Jim

Proposed Sign Amendment for Public Hearing June 21, 2016

A text amendment is being sought to change the definition of the term "Billboard" to include Electronic Graphic Display Signs.

In general, the proposed amendment is a step forward for the much outdated City Zoning Ordinance.

First, concerns are addressed about the ordinance and its relationship to existing standards.

- How does the ordinance impact existing electronic signage for on-site advertising?
- Does the new ordinance only allow for off premise advertising?
- Or, does the new ordinance allow for on-site and off-advertising?

The following are comments about the proposed ordinance.

- There is no height for the proposed signage in the ordinance. Most modern ordinances tie the height and square footage of a sign to the speed limit on the road to where it is adjacent. Otherwise the sign can go 100 feet high and that may cause community conflict depending upon its location. Without a height standard the proposed buffer requirements are rendered somewhat meaningless. The American Planning Association and American Sign Council agree on those modern standards. Updated height and square footage requirements may be found in the Draft City Zoning Ordinance dated January, 2015 located on the Planning computer file system.
- It is encouraged to keep the six (6) second dwell time. The Federal Highway Administration has sponsored numerous studies on dwell time. Typically, dwell times less than six (6) seconds are used for public safety messages. For example, the "Click It Or Ticket" sign used by the City has a dwell time of three (3) seconds. Signage on Interstate 90 during construction telling vehicles to "Move Right" are no more than two (2) seconds, or run on continuous display. Federal Highway studies also show dwell times for 6, 11 and 20 seconds. There are communities which require an electronic message be held on display anywhere from 5 minutes to 24 hours. Six (6) second hold times combined with speed limits under those found on the interstate should work in an appropriate manner. Signs used for interstate viewing should have a higher dwell time. It is understandable that a sign company wants short dwell times, there is more revenue. As a city planner I believe the ordinance allows for freedom of speech while promoting commerce; and upholds public safety by a six (6) second dwell time.
- The separation distance causes concern because it appears to be tying the City Zoning Ordinance with County Zoning Ordinance. There is no jurisdictional authority to do so. The City Zoning Ordinance is only effective within the City limits and raises a red flag when the separation of signs is dependent upon the County Zoning ordinance and the boundary line where it is in effect.
- A residential buffer is very appropriate for the ordinance. However, without height and square footage standards based upon speed limits and road type where the sign is located, the buffer is somewhat of a guess. It has no real impact. The more standards accepted which operate nationwide that can be placed in the ordinance means there is better clarity for the sign companies; and better proven safety standards for the driving public.
- The intersection buffer is the length of about four smaller cars. Without a height and square footage tied to road type and speed limit, the sign could visually overwhelm the driver, or at

least be a safety distraction. Such a distractive sign can be found at 4th and Hwy 59, and it is more than 50 feet from the intersection. Again, if standards are used, certainty and safety will go hand in hand to make for an ordinance that creates consistency; while promoting free speech and commerce.

- The brightness standard has no way to be enforced unless there is equipment owned by the City to measure the foot candles. This may be an issue when signs are near residential areas.
- The ordinance does not say anything about video being prohibited. If it would be incorporated more certainty and less headaches would be the result.
- The replacement section does impact billboards which face the interstate. Interstate facing signs should be larger, higher and have longer dwell times based on the 75 mph speed limit. However, the ordinance does not address that concern.
- The annual license fee, while generating revenue for the City appears to be somewhat arbitrary since no other signage permitted by the City has an annual license fee. If there is a fee, then all signs should have a fee. To select this category for an annual license fee may mean conflict between sign companies and the City.
- Emergency notification requirements for the signage impinges upon the signs' owner to generate revenue. It is the City responsibility to provide emergency notification. Should the City pay the sign owner then that is another matter. The requirement impinges upon free speech because it requires certain language called "emergency notification". There are numerous situations where the courts have upheld a City's right to regulate sign, but not the language to be on the sign. It is a nice way to get emergency notification to the public. However, free speech and a takings issue may exist; because there is no reasonable connection made between the safety concerns of having sign and the requirement that the private sector do a public sector job. As an alternative the City could amend the sign ordinance to allow on premise electronic signs to display emergency notification, as that type of signage is better scattered throughout the community. And of course, the City would have to pay for the service.
- Permitting is shown as a building only. The existing ordinance requires a zoning permit as well for a sign. It should be noted that all signs of this type within 600 feet of Interstate 90 and along Highway 59 as well as 50 have a State of Wyoming DOTY review and permit. That also should be included in the ordinance.

City staff should be congratulated on their foresight with the proposed ordinance. Sign regulations are not easy to work with or administer.

Thank You Kindly,

Michael Surface, AICP
June 22, 2016

City Council Meetings are available online on the City's website back to January 7, 2013. These videos are indexed to the agenda so one can jump directly to the item of concern.

Gillette Public Access Television has meetings on DVD readily available back to September 18, 2006. Meetings prior to this are in storage and can be accessed, but it would take a little more time to make available.

Geno Palazzari
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"Deeds of giving are the very foundations of the world." Thank-you for your support of CASA - Karen Littleton

"We make a living by what we get, but we make a life by what we give." Thank you for your support!
~ Becky Terry

"The meaning of life is to find your gift. The purpose of life is to give it away." pp. Thank you for thinking of CASA your funding is very much appreciated.

Stacy
AHS

"Whenever you see a successful business, someone once made a courageous decision." Thank you for believing in CASA enough to provide us with some of your limited funding. It means more than I could ever express!

Pamela Ruebe

Thank you for your generosity & support of CASA. It is truly appreciated.
- Brittany Porter