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** Scott Wilde for J.C. Napier

RE: **General Information**

DATE: **August 19, 2016**

The following meetings are scheduled for the week of **August 20th – August 26th:**

Saturday, August 20th
2:00 p.m. 125th Anniversary Parade, Gillette Avenue

Sunday, August 21st
5:00 p.m. BNSF Business Car Reception and Dinner, BNSF Offices on Gillette Avenue

Tuesday, August 23rd
6:00 p.m. City Council Work Session, Agenda Attached – Canceled

Friday, August 26th
6:00 p.m. 125th Anniversary Community Dinner, Third Street Plaza

1. Attached please find a **memorandum** regarding **Scaling Back of Sustainability and Beautification Programs** dated **August 18, 2016** provided by **Utilities Director Glover**.

2. Attached please find a **letter** regarding the **Blue Bag Recycling Program** provided by **Utilities Director Glover**.

3. Attached please find the **Agenda** for the **Parks and Beautification Board Meeting** dated **August 11, 2016** and **meeting minutes** dated **June 23, 2016** provided by **Public Works Director Wilde**.

4. Attached please find the **Daily Water Usage Report** provided by **Utilities Director Glover**.

5. Attached please find a **flyer** regarding the **125th Anniversary of Gillette** provided by **Gillette Main Street**.

	Work Session Meeting - CANCELED **Tuesday, August 23, 2016**

No meeting scheduled for this week.

Upcoming Work Session Topics:

August 30 – SPECIAL MEETING

- **ACTION ITEM - TABLED ITEM:** Council Consideration of a Resolution Confirming the Amounts & Projects to be Submitted to the State of Wyoming, State Loan and Investment Board, for Purposes of the County Wide Consensus Block Grant Application
- Council Tour of the Madison - East
- Review September 6th Agenda
- Executive Session

September 13

- PFLAG Request Discussion
- Employee Benefits Plan Discussion
- Budget Amendment Review
- Review September 20th Agenda
- Executive Session

September 27

- Leash Law Discussion
- Addressing Standards
- Review October 4th Agenda
- Executive Session

October 11

- 3rd Quarter Updates
  - CCJP Fire Board
  - Energy Capital Economic Development
  - Cam-Plex
  - Gillette Main Street
- Smart Capital Network Presentation
- Review October 18th Agenda
- Executive Session

October 25

- ITC Update – Jason Begger
- Review November 1st Agenda
- Executive Session

November 8

- Review November 15th Agenda
- Executive Session
-

November 29

- Review December 6th Agenda
- Executive Session

Upcoming Council Pre-Meeting Topics

September 6

- Communication Plan Discussion
- NHSFR Solid Waste Expenses Discussion
- Leased Parking Discussion
- Review September 6th Agenda
- Executive Session

September 20

- Safety Day Discussion
- Lakeland Hills Drainage – Dave Freeland
- Review September 20th Agenda
- Executive Session

October 4

- QPR Training
- Review October 4th Agenda
- Executive Session

October 18

- Review October 18th Agenda
- Executive Session

November 1

- Review November 1st Agenda
- Executive Session

November 15

- Review November 15th Agenda
- Executive Session

City/County/Town of Wright Meetings

November 2

Upcoming Council Events

- August 20-27 – Quasquicentennial 125 Year Celebration
  - Aug 26 – Edward Gillette Day

New Agenda Items for September 6, 2016

1. Council Consideration to Reject the Bids Submitted for the Drop-Off Collection of Recyclable Materials, Project Number 17SW01.

   (New Business – Minute Action)

2. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the 2016 Sanitary Sewer Main Replacement Project with HDR Engineering, Inc., in the Amount of $215,866.00 (1% Project).

   (New Business – Minute Action)

3. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the 2016 Water Main Replacement Project with Morrison-Maierle, Inc., in the Amount of $216,451.00 (1% Project).

   (New Business – Minute Action)

4. Council Consideration of a Resolution Approving and Authorizing the Final Plat for the Resubdivision of Lots 1B & 2L, Tract E of Sunburst Subdivision No. 4 & Vacated 60' ROW, to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 8/23/16)

   (New Business – Minute Action)

5. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Lots 1A & 1B, Town Center Subdivision a Resubdivision of Lot 1, Town Center Subdivision, to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 8/23/16)

   (New Business – Minute Action)

6. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Lots 1 & 2, Betcher Subdivision, to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 8/23/16)

   (New Business – Minute Action)

7. Council Consideration of a Resolution for the Submittal of a Grant Application for the 2016 Sewer Main Replacement Project to the Office of State Lands and Investments Board in the Amount of $1,821,487.50.

   (New Business – Minute Action)

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CITY OF GILLETTE
Utilities
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DEPARTMENT OF UTILITIES

TO: Carter Napier, City Administrator

FROM: Kendall Glover, Utilities Director KRG

DATE: August 18, 2016

RE: Scaling Back of Sustainability and Beautification Programs

In an effort to streamline our programs into offering the most value for our limited time and money, I am recommending that we scale back on the following programs currently in place:

Trash-a-Thon Community Cleanup has been conducted in both the spring and fall of each year and I would recommend changing it to a spring program only.

Stop and Drop involves food waste collection, Rx drop off and electronics recycling, but the electronics disposal involves a fee, typically in the neighborhood of $3000.00. I would recommend cancelling the fall participation and re-evaluating the need to participate in the spring. The Bike Rodeo, Child Safety Seat Check, and paper shredding portions of this program could continue if those departments offering it want to continue.

The Keep Gillette Beautiful (KGB) program was originally offered in the spring only but last year it was offered in both spring and fall. I would recommend returning to spring or summer only.

Additional programs will be evaluated over time and may involve recommendations for further reductions, but the hope is to maintain a high level of support to our citizens where feasible.

KG/16-005

CITY OF GILLETTE
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Dear Recycling Customer,

The City of Gillette would like to thank you for your participation and support of the curbside Blue Bag recycling program over the last several years. As times change, so do some of our programs. Consequently, the Blue Bag recycling program will stop the week ending **Friday, September 2, 2016.** That will be the **last week** for curbside recycling.

We hope that you will continue to recycle by using the Campbell County Amalgamated Recycling Enterprise (CARE) Center located at 909 Westover Road in Gillette.

It is important to note that the recycling program is changing from "single stream," where all recyclables are mixed together, to **"source separated,"** where you will need to separate each of your items. The CARE Center will have collection containers clearly marked as to what item goes into which compartment. **The items accepted at the CARE Center are the following:**

1. Newspaper
2. Mixed paper (for example: junk mail, catalogs, magazines, and phone books)
3. White office/copy paper (no shreds)
4. Corrugated cardboard boxes
5. Plastics #1 (water, soft drink, and sport drink bottles)
6. Plastics #2 (milk and water jugs)
7. Plastic #2 (colored detergent bottles)
8. Aluminum cans
9. Tin and steel cans

Remember: Each of these items (or group of items) will have their own identified container at the CARE Center.

Thank you for your participation in the recycling program.

CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
AUGUST 11, 2016 – 5:30 P.M.
CITY WEST BREAKROOM

Members:
Kyle Ferris – Chairperson
Rollo Williams - Vice-Chairperson
Glen Asay
Adrian Gerrits
Megan McManamen
Matt Stroot
Robin Voigt

I. MEETING CALLED TO ORDER

II. APPROVAL OF MINUTES
A. June 23, 2016

III. PUBLIC COMMENT

IV. NEW BUSINESS
A. Introduction – Robin Voigt
B. Elections
C. Murals – Darla West (AVA)

V. OLD BUSINESS
A. Landscape Beautification Award

VI. STAFF REPORT
A. City Staff Update
B. Floating Islands at Dalbey
C. Pooch Plunge
D. City Pool Closing Date

VII. CHAIRPERSON'S / BOARD REPORT
A. None

VIII. ADJOURNMENT

CITY OF GILLETTE
Public Works
P.O. Box 3003 • Gillette, Wyoming 82717-3003
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CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
MINUTES
June 23, 2016
5:30 P.M.
CITY WEST BREAKROOM

MEMBERS:

	PRESENT (YES)	PRESENT (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
Mike Cole, Planning Manager
Kim Klein, Senior Administrative Assistant
Pam Altenberg, Administrative Assistant

I. CALL MEETING TO ORDER
Chairperson Ferris called the meeting to order at 5:25 p.m.

II. APPROVAL OF MINUTES
Mr. Clem made a motion to accept the minutes from May 12, 2016. Mr. Gerrits seconded. All Members voted Aye. Motion passed.

III. PUBLIC COMMENT
None

IV. NEW BUSINESS
A. Introduction – Megan Taylor McManamen
Mr. Wilde introduced future Parks Board member Megan Taylor McManamen to the board.

B. Case – CCSD Stadium – Mike Cole
Mike Cole – Planning Manager, along with Dennis Stillman, representative for Consolidated Engineers Incorporated, presented an update to the board on the CCSD Stadium. Information presented did not require board approval.

C. Development Update – Mike Cole

Mike Cole, Planning Manager, presented a city development update to the board. Items discussed were:

- Campbell County Health – consolidation of small industrial lots
- Interstate Industrial Park – leased building population has dropped considerably
- Rezoning Requests – Butler Spaeth Rd./Boxelder Rd.
- Chophouse Restaurant - Expansion
- R.C. Business Ranch – final building proposed

V. OLD BUSINESS

A. Photo Contest

A discussion took place regarding the start/end date of the upcoming photo contest. The board agreed upon the dates of the contest: July 1, 2016 through September 5, 2016.

B. Landscape Beautification Award

Mr. Gerrits made a motion to nominate the Y.E.S. House for the month of May, 2016. Mr. Stroot seconded. All members voted Aye. Motion passed. Mr. Stroot made a motion to nominate Perkins Family Restaurant for the month of June, 2016. Ms. Hunter seconded. All members voted Aye. Motion passed. A time and date will be set to present the awards to the winners.

VI. STAFF REPORT

A. Porta Potty Sponsorship

Mr. Wilde presented information to the board regarding porta potty sponsorship throughout city parks. A business or individual would be eligible to sponsor a porta potty in a designated park at the businesses or individuals expense. People interested should contact Mr. Wilde for information and direction on how to move forward in a sponsorship role.

B. Water Usage Chart/Watering Schedule

Mr. Wilde presented information to the board regarding water usage and the watering schedule within the city for the month of June, 2016.

C. Adopt A Park

Mr. Wilde presented information to the board regarding the City of Gillette Adopt-A-Park Program. Program rules were viewed and discussed. Chairperson Ferris is highly in favor of this program. Members discussed the possibility of listing available parks for adoption in the Gillette News Record, as well as attending a lunch at the Senior Center to see if anyone within this facility might be willing to volunteer for this program. Mr. Gerrits made a motion to support the Adopt-A-Park Program. Mr. Asay seconded. All members voted Aye. Motion passed. Board members will discuss this item at a future board meeting.

D. New Members

New members were introduced to, and welcomed by, the board. All members were advised of the City Employee/Citizen Advisory Board Picnic which is scheduled for Thursday, July 14, 2016, 5:30 p.m., at the City Park Shelter.

VII. CHAIRPERSON'S/BOARD REPORT

A. Video from Mr. Williams

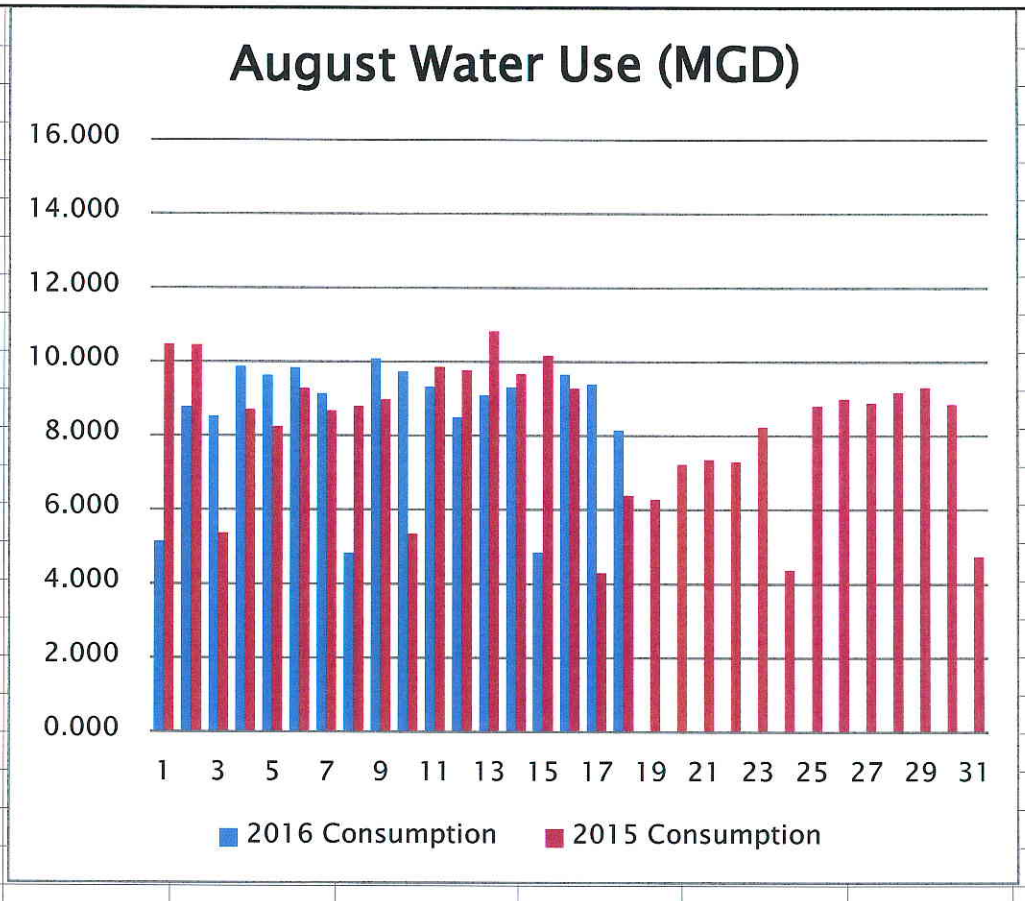
Mr. Williams shared a video from his vacation in Australia. The focal point of this video was the Sydney Opera House spotlighting the Vivid 16 Live 2016 Festival. Vidid Live is a two week celebration of ambitious contemporary music.

VIII. ADJOURNMENT

This meeting was adjourned at 7:05 p.m.

RESPECTFULLY SUBMITTED,

Sawley Wilde
Public Works Director



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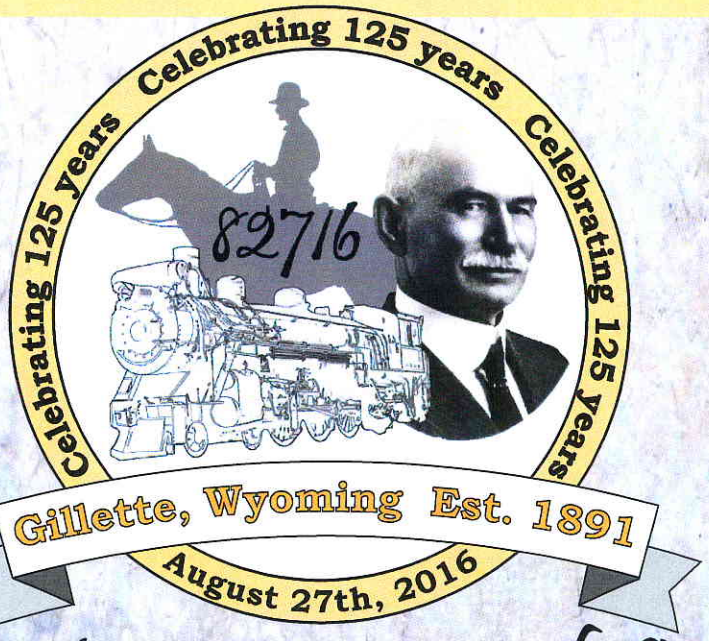

125th Anniversary of Gillette

Calendar of Events...

Saturday, August 20 — **Parade on Gillette Avenue starting at 2:00 pm**

Monday, August 1- Wednesday, August 31 — **Campbell County Public Library Exhibit** on the Life of Edward Gillette, our founder

Monday, August 22 — **FREE Trivia Night - Gillette Brewing Company** 7:00 p.m. ~ *Featuring questions by Robert Henning, Museum Director, Rockpile Museum*

Wednesday, August 24 — **Monkey Business - FREE** The life of Roy Montgomery - Montgomery Bar ~ 6:00 pm

Thursday, August 25 — **Hard Hat Live Auction - FREE** AVA ~ 5:30-7:30 pm ~ Beer, Wine, Light Refreshments

Friday, August 26 — **Edward Gillette Day** Community Dinner in the 3rd Street Plaza ~ 6:00-8:00 pm *Appearances by President Teddy Roosevelt, founder Edward Gillette & Brewster Moseley, Edward Gillette's great grandson.* Tickets: $20 - Limit 125 seats

Saturday, August 27 — **BIG CELEBRATION!** Vendor Booths, Live Music lots of other activities all on 3rd Street Plaza ~ 10:00 am-6:00 pm

High Noon - Gunslinger Shoot-Out *Performance by Cheyenne Gunslingers (Sponsored by the Rockpile Museum)* 1st block of Gillette Avenue

7:00-10:30 p.m. Street Dance & Concert 10 & Under FREE *(Hosted by Gillette Main Street)* in the first block of Gillette Avenue Food & Drink Available ~ Tickets: $10 Advance, $15 Gate

GATES OPEN AT 6:00 PM

Purchase Tickets at Pat's Hallmark, Pizza Carrello, Big Lost Meadery & Ice Cream Cafe

Gillette was named for Edward Gillette, not the razor!

For more information, contact Jessica Seders - gillettemainstreet@gmail.com

Sponsored in part by the Gillette - Wright Convention & Visitors Bureau