



# 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* FOR J.C. NAPIER  
RE: General Information  
DATE: November 18, 2016

The following meetings are scheduled for the week of **November 18th – November 25th**:

**Tuesday, November 22nd**

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

**Thursday, November 24<sup>th</sup>**

Thanksgiving Holiday – **City Offices Closed**

**Friday, November 25<sup>th</sup>**

Employee Appreciation Day – **City Offices Closed**

1. **City Administrator Napier** will be out of the office **November 18<sup>th</sup> – 27<sup>th</sup>**. **Utilities Director Glover** will be **Acting City Administrator** in his absence.
2. Attached please find **information** requested by **Councilman Kuntz** regarding **Fire Station 7** provided by **Fire Chief Shank**.
3. Attached please find **information** regarding **Madison Street Extension – Razor City Discount Liquors** dated **November 17, 2016** provided by **Development Services Director Hamilton**.
4. Attached please find a **letter** regarding **Election Forums** dated **November 9, 2016** provided by the **Campbell County League of Women Voters Wyoming**.
5. Attached please find **information** regarding **Campbell County Conservation District FY 2015-2016 Summary Sheet** provided by the **Campbell County Conservation District**.
6. Attached please find the **Public Works & Utilities Advisory Committee Agenda** dated **October 19, 2016** and the **October 19, 2016 meeting minutes**.
7. Attached please find **information** regarding **Curbside Recycling Returns to Gillette** provided by **Communications Manager Palazzari**.
8. Attached please find a **flyer** regarding the **2016 Engineering Feast** on **December 15** from **11:30 a.m. – 1:30 p.m.** at **City Hall Community Conference Room**.

JCN/adw

	<b>Work Session - Canceled</b> Tuesday, November 22, 2016

Work Session Canceled

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

## Upcoming Work Session Topics:

### **November 29 – Special Meeting**

- A Public Hearing for Zoning Text Amendment to Allow Commercial Recreation in a Light Industrial District
- **ACTION ITEM:** Ordinance 1st reading for Zoning Text Amendment to Allow Commercial Recreation in a Light Industrial District
- Power Franchise Agreement Discussion
- Work Session Broadcast Discussion
- Marijuana Resolution Discussion
- Review December 6th Agenda
- Executive Session

### **December 13 – Special Meeting**

- **ACTION ITEM:** Ordinance 3rd Reading for Zoning Text Amendment
- **ACTION ITEM:** Yard Waste Ordinance (2nd Reading)
- ITC Update – Jason Begger
- Madison Operational Update
- Utility Line Ext. Policy Ordinance Discussion
- Review December 20th Agenda
- Executive Session

### **December 27 - Canceled**

#### **January 10**

- Fleet Progress Report
- 2nd Street Reduced from 4 Lanes to 2 Lanes Discussion
- Review January 17th Agenda
- Executive Session

#### **January 24 (Tentative)**

#### **January 31**

- Review February 7th Agenda
- Executive Session

#### **February 14**

- Review February 21st Agenda
- Executive Session

#### **February 28**

- Review March 7th Agenda
- Executive Session

## Upcoming Council Pre-Meeting Topics

### **December 6**

- Leased Parking Discussion
- Legislative Review
- Review December 6th Agenda
- Executive Session

### **December 20**

- Audit Discussion
- Student Housing PUD
- Gillette College Update
- Review December 20th Agenda
- Executive Session

### **January 3**

- Sustainability Program Update
- Review January 3rd Agenda
- Executive Session

### **January 17**

- Review January 17th Agenda
- Executive Session

### **February 7**

- Review February 7th Agenda
- Executive Session

### **February 21**

- Review February 21st Agenda
- Executive Session

## Upcoming Activities

- **Nov 24-25** – Thanksgiving (City Offices Closed)
- **Dec 2** – Annual Awards Banquet (Senior Center 5:30 p.m.)

## City/County/Town of Wright Meetings

- **February 8 – 5:30 p.m., 2nd Floor Community Room**

### New Agenda Items for December 6, 2016

1. An Ordinance Approving and Authorizing a Zoning Text Amendment to Add Commercial Recreation as a Permitted Use Within the City's I-1, Light Industrial District, Subject to all Planning Requirements.

(Unfinished Business – Ordinance 2nd Reading)

2. Council Consideration of a Resolution by the City of Gillette in Opposition to the Legalization of Marijuana in the State of Wyoming.

(New Business – Minute Action)

3. Council Consideration for the Acceptance of the Residential Curbside Collection and Recycling Agreement (Formerly Known as the "Blue Bag" Program) with Western Waste Solutions, Inc.

(New Business – Minute Action)

4. Council Consideration of a Resolution Approving and Authorizing the Final Plat for Lots 1A and 1B, Block 10 of the Rolling Hills Subdivision to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Planning Commission Approval on 11-22-2016)

(New Business – Minute Action)

5. Council Consideration of a Resolution Approving and Authorizing the Final Plat for the Resubdivision of Lot 1, Block 1 of the Homco Subdivision and Vacated 35' Right of Way to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Planning Commission Approval on 11-22-2016)

(New Business – Minute Action)

6. A Public Hearing for the Annexation of Territory Solely Owned by the City of Gillette to be Known as the Butler Spaeth Right of Way Annexation to the City of Gillette, Wyoming, in Accordance with W.S. 15-1-407, Subject to all Planning Requirements.

(Public Hearings and Considerations)

7. Council Consideration of a Resolution Certifying Compliance and the Procedure Outlined in W.S. 15-1-405 and 15-1-406 for the Annexation of Territory Solely Owned by the City of Gillette to be Known as the Butler Spaeth Right of Way Annexation to the City of Gillette, Wyoming, in Accordance with W.S. 15-1-407, Subject to all Planning Requirements. (Pending PC approval on 11-22-2016)

(Public Hearings and Considerations)

8. An Ordinance Approving and Authorizing the Annexation of Territory Solely Owned by the City of Gillette to be Known as the Butler Spaeth Right of Way Annexation to the City of Gillette, Wyoming, in Accordance with W.S. 15-1-407, Subject to all Planning Requirements. (Pending PC approval on 11-22-2016)

(Public Hearings and Considerations)

9. A Public Hearing to Take Public Comment on an Ordinance to Amend Chapter 9 of the Gillette City Code to Prohibit Mixing Yard Waste and Refuse and Rubbish and Providing New Regulations for Recycling.

(Public Hearings and Considerations)

10. An Ordinance to Amend Chapter 9 of the Gillette City Code to Prohibit Mixing Yard Waste and Refuse and Rubbish and Providing New Regulations for Recycling.

(Public Hearings and Considerations)

11. A Public Hearing to Consider Amendments to the Gillette City Budget for FY 2016-2017.

(Public Hearings and Considerations)

12. Council Consideration of a Resolution to Approve Amendments to the Gillette City Budget for FY2016/2017.

(Public Hearings and Considerations)

Good Afternoon Ms. Williams,

After researching Councilman Kuntz's request we found the following:

June 16 – Staffed for 24 hours, 0600-0600 – Black, Cheser, Cheser, Colombatto, Hall, Staples  
June 17 – Staffed for 12 hours, 1800 – 0600 – R. Chafee, N. Cheser, Earnest, S. Mellott, Staples  
June 18 - Staffed for 12 hours, 1800 – 0600 – R. Chafee, Izatt, Izatt, N. Cheser, Staples  
June 19 - Staffed for 12 hours, 1800 – 0600 – Cheser, Izatt, Izatt, Staples, Tomar  
June 20 - Staffed for 12 hours, 1800 – 0600 – King, Lynde, Staples, Williams  
June 21 - Staffed for 12 hours, 1800 – 0600 - Cheser, Dobrovolny, Love, Study, Wood  
June 22 – Staffed for 24 hours, 0600-0600 – Asklund, Binkley, Cheser, Dobrovolny, Jenner, Merchen

In following up with our Division Chief of Volunteers, Dale Izatt, the number of times the station was actually staffed is a direct reflection on not having sleeping quarters at Station Seven. He felt that if there were sleeping arrangements at the station the number would have been higher. Let me know if we can provide any more information.

Very Respectfully,

Bill

**William Shank, EFO**  
**Fire Chief**  
**Campbell County Fire Department**  
106 Rohan Ave, Gillette, WY 82616  
307-682-5319 – office  
307-680-2109 - cell  
[bshank@ccfire.us](mailto:bshank@ccfire.us)

# Madison Street Extension - Razor City Discount Liquors (Discount Liquors, LLC)

Trash x

Dustin Hamilton

11:15 AM  
(5 hours  
ago)

to Carter, me, Patti

Carter,

In response to the inquiry of the extent of the Madison Street improvements which were permitted to provide access to Lot 1 P, Block 6 of the Marquiss Addition (future Razor City Discount Liquors site), I offer the following:

A street extension across the entire southern boundary of Lot 1P, Block 6 Marquiss Addition is necessary to support development of the lot. The permit issued to Mr. In of Sheridan on 9/13/16 was based off of construction drawings prepared by his engineer which satisfied the requirement to extend Madison Street to the eastern boundary of his property. I have attached a copy of the Plat of the previously mentioned lot, the street cross-section, and the plan/profile view of the street which was permitted. It appears from a site visit that the current extents (length) of paving are in general compliance with the construction permit. The City is still awaiting testing results on the asphalt section and verification from the engineer (as-built survey) that the street cross-section meet the design requirements.

At this time, the Planning Division has not received a commercial site plan application for the building site, nor has the Building Division received a building plan set for review of the proposed project.

If you have additional questions, please let me know.

Dustin

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Dustin Hamilton, P.E.  
Development Services Director  
City of Gillette, Wyoming

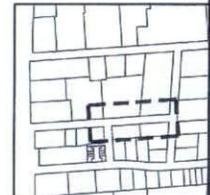
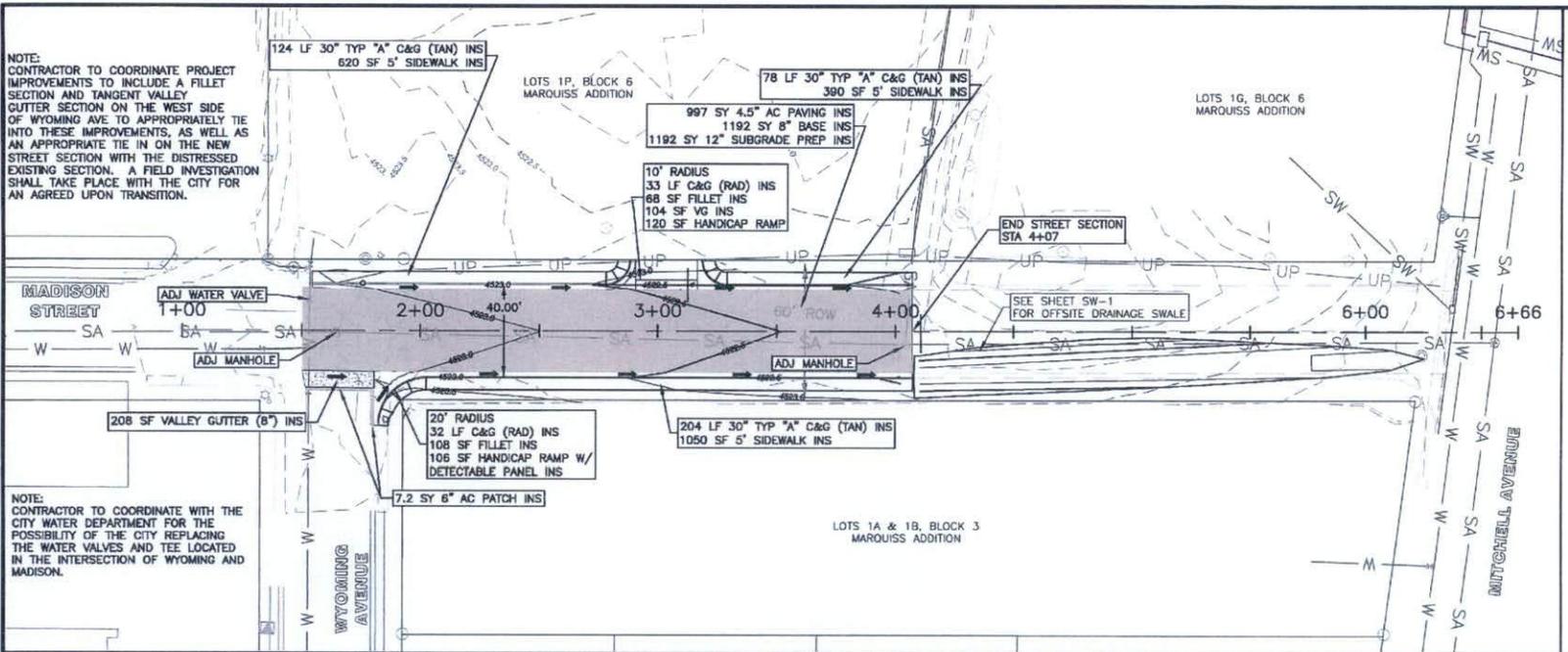
Phone: 307-686-5265





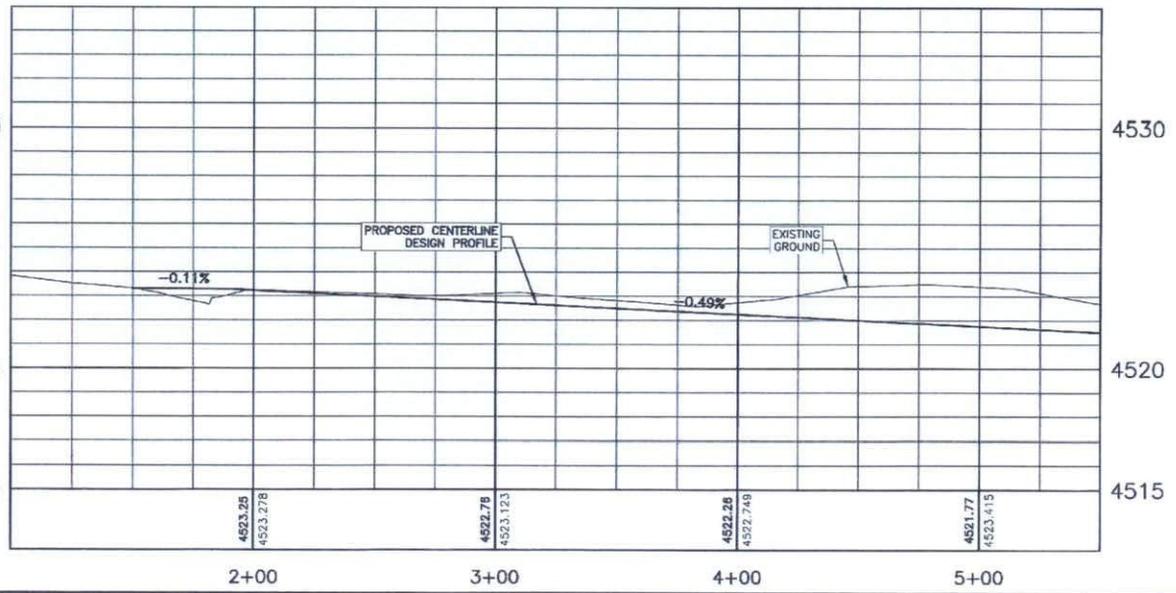
NOTE:  
CONTRACTOR TO COORDINATE PROJECT IMPROVEMENTS TO INCLUDE A FILLET SECTION AND TANGENT VALLEY GUTTER SECTION ON THE WEST SIDE OF WYOMING AVE TO APPROPRIATELY TIE INTO THESE IMPROVEMENTS, AS WELL AS AN APPROPRIATE TIE IN ON THE NEW STREET SECTION WITH THE DISTRESSED EXISTING SECTION. A FIELD INVESTIGATION SHALL TAKE PLACE WITH THE CITY FOR AN AGREED UPON TRANSITION.

NOTE:  
CONTRACTOR TO COORDINATE WITH THE CITY WATER DEPARTMENT FOR THE POSSIBILITY OF THE CITY REPLACING THE WATER VALVES AND TEE LOCATED IN THE INTERSECTION OF WYOMING AND MADISON.



REV.	DESCRIPTION	DATE	BY

**MADISON STREET EXTENSION**  
**MADISON STREET PLAN & PROFILE 1**  
**STA. 1+50 - STA. 4+00**



**CP&A ENGINEERING INC.**  
 CIVIL ENGINEERING SURVEYING MATERIAL TESTING

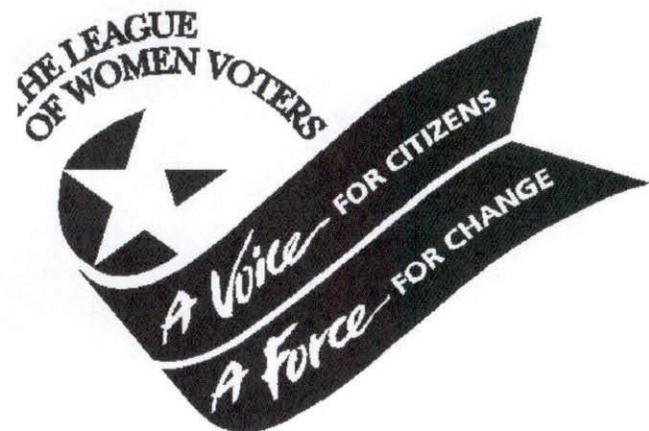
4508 Wyoming Blvd.  
 P.O. Box 2185  
 307-387-0600

CP&A Project Number: 183754(1)

DATE:	5/13/2010
DWG NO.:	183754
DRAWN BY:	J.S.C.
APPROVED BY:	J.S.C.

MADISON STREET PAP 1  
 TR-3

G:\PROJECTS\183754\183754-Madison Street Extension\CP&A\Madison.dwg 08/25/2010 11:58:04 AM



**Campbell County**  
**League of Women Voters Wyoming**  
**Sue Knesel, President**  
**1206 Hilltop Ct.**  
**Gillette, WY 82718**  
**307-687-0188**

November 9, 2016

Dear Mayor King and City Council Members,

The Campbell County League of Women Voters would like to express our appreciation of the years of support of GPA-TV and the use of the Council Chambers for the Primary and General Election Forums. The working relationship with the staff of GPA-TV, Geno Palazzari and Jeremy Harder and the many volunteers that help us insure the success providing educational forums for the community.

The League of Women Voters is committed to offering the community opportunities to be educated voters and better understand their responsibility as a voter. We also, like to give the candidates a chance to share their views and visions for the office they seek.

Thank you again for the opportunity to serve our community with your support.

Sincerely,

Susan Knesel

November 14, 2016

As a partnering agency, please find attached a FY 2015-2016 summary sheet of the Campbell County Conservation District (CCCD). For your convenience, the Annual Plan of Work 7-1-2016 through 6-30-2017 and Annual Report 7-1-2015 through 6-30-2016 are available on our website [www.cccdwy.net](http://www.cccdwy.net).

Please contact our office if you have any concerns or questions.

Sincerely,

*Jennifer Hinkhouse*

District Manager

Debbie Hepp

Program Assistant

Campbell County Conservation District

PO Box 2577

601 4J Ct, Ste D

Gillette, WY 82716

307-682-1824



**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)**  
**FY 2015-2016 SUMMARY**



***CONSERVATION AND EDUCATION PROGRAMS:***

- **Earth Day Bracelets** - 2050 packaged by CCCD for distribution to 12 Districts for activities in partnership with Soil and Water Conservation Society
- **Ag and Natural Resources Expo** - Host 865 3<sup>rd</sup> grade students representing 19 schools, 2 private and home schools. 22 Gillette and Wright FFA members volunteered all day, 65 exhibitors presenting 30 activities
- **Seedling Tree Program** - sold 3372 seedling trees, 14 rolls of weed barrier and 42 tree protectors
- **4<sup>th</sup> Grade Free Tree Program** - 460 trees purchased with a CC Parks and Rec 1% grant and presented to students along with an educational activity, 14 schools participated. 20 additional trees were donated to CC Parks and Rec for replacement trees in past project areas
- **Black Hills Natural Resources Youth Camp** - 106 youth attended (9-13 years old), sponsored by CCCD, Weston and Powder River Conservation Districts
- **World Water Monitoring Challenge** - 275 7<sup>th</sup> grade students from Sage Valley Junior High participated in 6 different natural resource activities
- **Timber Stand Improvement Project** - 199.6 acres of timber thinned on private property in coordination with Wyoming State Forestry Division for fire hazard, wildlife improvement, and insect and disease control
- **Campbell County Forestry Working Group** - Monthly meetings with state and local agencies and landowners to prioritize areas of concern in Forest Health.
- **Deep Pot Cottonwoods for Riparian Restoration Study** - initiate project in partnership with UW Sheridan Research and Extension utilizing 200 locally sourced cuttings and 100 purchased bareroot cottonwoods to be grown in deep pots in a green house for transplanting in 2017
- **Mackey Road Wetland Mitigation Project** - an increase in vegetation was noted and monitoring in partnership with Peabody Energy will continue not to exceed 5 years or until mitigation is determined

***CONSERVATION AND EDUCATION PRESENTATIONS:***

- Enviroscene model and other water related educational activities were presented to youth, adults and organizations on 22 separate occasions to a total of 2078 individuals
- Nature, Soil and Wildlife educational presentations on 17 different occasions to a total of 814 individuals

***WATER QUALITY:***

- Water monitoring on Little Powder River - 2 sites and Donkey-Stonepile Creek - 6 sites
- Assist Crook County Natural Resource District monitoring on Belle Fourche River
- Level I Belle Fourche River Watershed Study - 1 Small Water Project in progress
- Monthly meetings to revise Donkey Creek Watershed Plan with Watershed Steering Committee

***COOPERATING AGENCY STATUS:***

- USFS Interdisciplinary team - Prairie Dog Management Plan
- BLM Resource Management Plan/Land Use Plan Amendments
- USFS National Forest Advisory Board for the Black Hills
- BLM Greater Crossbow Oil and Gas Project

***PUBLIC OUTREACH:***

- Hosted Local Work Group Meeting with 23 attending
- Provide booth and staff during the Campbell County Fair/Trade Show for 4 days to 212 adults/children
- Co-host 3 Landowner Lunch and Learn workshops with UW Extension having a total of 30 attend
- Co-host USDA Service Center Open House with FSA and NRCS with 37 attending
- Host Estate Planning Workshop, co-sponsored by Plank Stewardship Initiative with 32 attending
- Co-sponsor of Garden and Landscape Education Expo with UW Extension, Master Gardeners, City of Gillette and Campbell County with 800+ attending
- Host Bulbous Bluegrass Field Day in Arvada with 26 attending
- Staff and/or board members attended 40 local meetings/workshops and 42 meetings/workshops out of town

- District updates presented to Campbell County Cattlewomen, Campbell County School District Principals, Gillette City Council, Campbell County Commissioners, and Campbell County Senators and Representatives
- Maintain and update District website and Facebook page
- Publish, print, and mail (in house) 1200 newsletters bi-monthly
- Distribute 300 copies of Barnyards & Backyards quarterly





# AGENDA

## Public Works & Utilities Advisory Committee

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October 19, 2016 • 5:30 p.m.  
2<sup>nd</sup> Floor Community Room, City Hall  
Please RSVP Jill at 686-5265

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### 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*  
Jill McCarty, *Administrative Support*

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- I. Call to Order
- II. Approval of Minutes
- III. Personal Appearances
- IV. Old Business
  - A. Agenda for 2016
    1. Standard Specs – Modifications or Adjustments
  - B. City Staff Updates
    1. Project Update
- V. New Business
- VI. Other Business

Next Meeting: November 16, 2016.
- VII. Adjournment



# MINUTES

## Public Works & Utilities Advisory Committee

October 19, 2016

### Attendance:

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**Committee Members:**

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

**City Staff:**

Dustin Hamilton, *Development Services Director*  
Kendall Glover, *Utilities Director*  
Heath VonEye, *City Engineer*  
Jill McCarty, *Administrative Support*

**Absent:**

Mike Oakley, *At-Large*

**Meeting Quorum:** Yes

### I. Call to Order:

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Meeting was called to order at 5:43 p.m. by Mark Hines, Chair.

### II. Approval of Minutes:

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Dennis Russell made a motion to approve the minutes and Robin Matti seconded the motion. All were in favor.

### III. Personal Appearances:

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None.

### IV. Old Business:

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- **Standard Specs – Modifications or Adjustments**

Mark said the first subcommittee meeting had taken place on October 11. An agenda was outlined for meeting dates and topics to discuss at future meetings. The subcommittee is currently looking at possible acceptance of the proposed changes by City Council in March 2017.

Heath gave the committee a calendar with the meeting dates, topics and those who were slated to attend the subcommittee meetings. The next meeting will be October 25. Heath also provided a handout with the proposed Standard Construction Specification revisions. He said any additional comments can be sent to him to go over at future subcommittee meetings.

- **Project Update**

Dustin said there were several projects completed over the summer that had final acceptance at the October 18 Council Meeting. There are a handful of other projects that will be going before Council for acceptance soon as well. There will be a few smaller projects from extra funding in the City's budget that will be bidding out this fall and winter.

## **V. New Business:**

---

Dustin said the City received two responses from their request for proposals on the recycling depot collection. Kendall said a follow-up meeting with each one will be next, and the proposals will be presented to City Council in November.

Dustin let the committee know that the analysis of the self-managed projects would be starting possibly in November, and that information would be brought to committee for review when it was completed. Another topic for possible future discussion brought up was a demonstration of the Paver Software the City is implementing. It was agreed by the committee to do a demonstration possibly in the spring of the software.

Dustin asked that any other topics the committee wanted to discuss to let him know and it will be added to the agenda for discussion.

Mark asked Kendall about the status of the fiber contract, and Kendall said they are still working through details on it, and the construction standards are being worked on in conjunction as well.

Dustin also let the committee know there are two seats available on the Board of Examiners, and asked for anyone on the committee who knew of anyone who would like to serve on it for them fill out an application and submit to the City Administration office by November 2, 2016.

## **VI. Other Business:**

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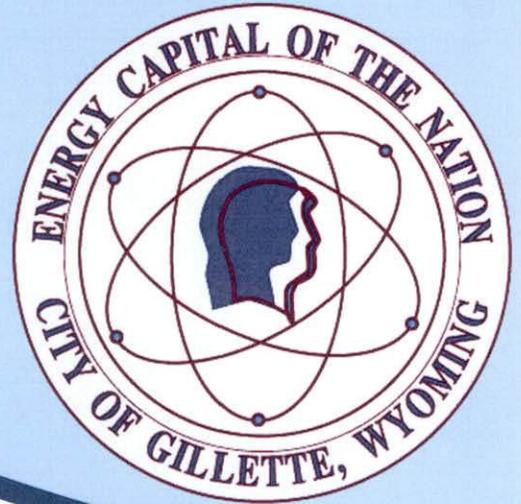
Next Meeting November 16, 2016.

## **VII. Adjournment:**

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Meeting adjourned at 6:10 p.m.

# CURBSIDE RECYCLING RETURNS TO GILLETTE



## RECYCLABLE ITEMS

### ALUMINUM

BEVERAGE CANS, FOOD CANS, ALUMINUM BOTTLES, HAIRSPRAY CANS, SHAVE CREAM CANS, AND SPRAY STARCH CANS

### STEEL

VEGETABLE CANS, SOUP CANS, FOOD CANS, COFFEE CANS, EMPTY PAINT CANS, EMPTY AEROSOL CANS

### PLASTICS

ANY PLASTICS CONTAINER WITH A RECYCLE LOGO WITH A NUMBER INSIDE: MILK JUGS, DETERGENT JUGS, SODA BOTTLES, WATER BOTTLES, FOOD CONTAINERS

### GLASS

PLEASE REMOVE LIDS

**NO PAPER ITEMS  
OF ANY KIND!**

### CARDBOARD

FLATTEN AND PLACE UNDER THE RECYCLING BAGS

**\$6 PER MONTH  
FOR CURBSIDE  
SERVICE**



CALL 686-5206  
OR VISIT

[WWW.GILLETTEWY.GOV/RECYCLING](http://WWW.GILLETTEWY.GOV/RECYCLING)  
TO SIGN UP.

900 CUSTOMERS ARE NEEDED  
FOR SERVICE TO BEGIN





## Curbside RECYCLING is back! \$6/month fee.

Curbside Recycling returns to the streets of Gillette

- Aluminum
  - Steel
  - Plastic
  - Glass
- Corrugated Cardboard  
flattened under the Blue Bag
- NO PAPER OF ANY KIND!*

For more information regarding the City's recycling program:  
[www.gillettewy.gov/recycling](http://www.gillettewy.gov/recycling) or call (307) 686-5206.



To sign up, fill out the form on the back of this flyer and return with your utility bill.



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To sign up, fill out the form on the back of this flyer and return with your utility bill.



## Curbside RECYCLING is back! \$6/month fee.

Fill out information to sign up for Curbside Recycling

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Customer ID#: \_\_\_\_\_

Questions: Call Customer Service at (307) 686-5206.



## Curbside RECYCLING is back! \$6/month fee.

Fill out information to sign up for Curbside Recycling

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Customer ID#: \_\_\_\_\_

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Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Customer ID#: \_\_\_\_\_

Questions: Call Customer Service at (307) 686-5206.



∞ 2016 ∞

# Engineering Feast

Thursday, Dec. 15 \* 11:30 am to 1:30 pm

In the Community Conference Room



**Minimum Donation: \$5 per plate**

All proceeds will benefit:

## Teri Dearcorn

Teri is a Sergeant with the Campbell County Sheriff's Office and has been diagnosed with leukemia. She will be in Denver for an extended period for treatment.

Cash donations will be accepted. Please make checks payable to Teri Dearcorn.

For more information contact:  
Jill McCarty, Engineering Division  
307-686-5265

