



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: Patrick G. Davidson, City Administrator
RE: General Information
DATE: August 17, 2018

The following meetings are scheduled for the week of **August 18 – August 24, 2018**

Tuesday, August 21st Primary Election

Tuesday, August 21st

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

- Reserves Policy Discussion – Finance Director Henderson
- Parks & Pathways Master Plan Presentation – Utilities Director & Acting Development Services Director Cole and Senior Civil Engineer Richardson
- Congressional Tour Recap – Community & Governmental Relations Manager Toscana
- Review August 21st Council Agenda
- Executive Session
- City Hall – 3rd Floor Conference Room
- Dinner Served at 5:30 p.m.

7:00 p.m. City Council Meeting

- City Hall – Council Chambers

Thursday, August 23rd

6:00 p.m. PFI City/County Charity Softball Game

- Energy Capital Sports Complex

1. Attached please find a **letter** regarding **Funding for Firefighter Position** received **August 17, 2018** provided by the **Campbell County Fire Department**.
2. Attached please find a **memorandum** regarding **Weather Related Outages** dated **August 15, 2018** provided by **Utilities Director Cole**.
3. Attached please find an **e-mail** and **news article** regarding the **Gillette Wastewater Treatment Plant** dated **August 14, 2018** provided by **Utilities Director Cole**.
4. Attached please find **current information** regarding **Water and Electrical Use** provided by **Utilities Director Cole**.
5. Attached please find a **current Engineering Division Project Status Report** provided by **Interim Development Services Director Cole**.
6. Attached please find a **flyer** for the **Personal Frontiers, Inc. 3rd Annual Softball Game** on **August 23, 2018** at **6:00 p.m.** at the **Energy Capital Sports Complex** provided by **Personal Frontiers**.

PGD/adw



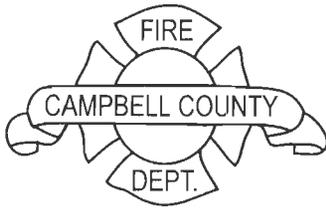
CITY OF GILLETTE

Finance Department - City Clerk Division
Karlene Abelseth, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4810
www.gillettewy.gov

**Pre-Meeting – 6:00 p.m.
City Hall – 3rd Floor Conference Room
Tuesday, August 21, 2018
Dinner Served at 5:30 p.m.**

Pre-Meeting Topic(s):

- Reserves Policy Discussion – Finance Director Henderson
- Parks & Pathway Master Plan Presentation – Utilities Director & Acting Development Services Director Cole, and Senior Civil Engineer Richardson
- Congressional Tour Recap – Community & Governmental Relations Manager Toscana
- Review August 21st Council Agenda
- Executive Session



Campbell County Fire Department

106 Rohan Avenue
Gillette, Wyoming 82716-3541

(307) 682-5319
Main Line

(307) 686-2222
Fax Line

Gillette City Council

Wright Town Council

Campbell County Commissioners

RE: Funding for Firefighter Position

The Campbell County Fire Department (CCFD) currently operates a five-person crew 24 hours a day, 365 days a year. Every day these crews are at minimum staffing, when an employee is on vacation, training or is sick we always attempt to first find a part time Firefighter to fill the vacancy which can be difficult depending on the notice or time of year. If that fails, we attempt to call in an off-duty career Firefighter which can also be difficult depending on schedules and other conflicts. The Fire Board requested funding for a "floater" Firefighter position for Fiscal Year 18/19, this position was not approved. We would like the funding entities to respectfully reconsider that request.

The CCFD had an employee get injured on a structure fire in May, the latest estimate for his return is February. We have an employee that is going out for an ankle surgery, an employee that is having sinus surgery, an employee that is having a child and an employee that may have to have neck surgery. Each of these absences represents a gap on shift. These absences are difficult to plan while crafting a fiscally responsible budget and keep our minimum staffing at 5. We also need to be clear that if this position is funded, overtime will still be necessary when multiple employees are absent.

The Fire Department understands the current economic situation the funding entities are dealing with. We are committed to finding economically sound solutions to these problems and at this time believe that the addition of a Firefighter is a sound investment. The total cost of this position including salary and benefits is estimated to be \$63,000 per year. We are unable to absorb this cost in our current budget.

Thank you for your consideration,

Respectfully

James Fox

Interim Fire Chief

Del Shelstad

Chairman- Fire Board

Received 8-17-18 AW



CITY OF GILLETTE

Utilities
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5262
www.gillettewy.gov

MEMORANDUM

TO: Michael H. Cole, Utilities Director *Michael H. Cole*

FROM: Mick Wolf, Electrical Services Superintendent

DATE: August 15, 2018

RE: Weather Related Outages

Here's a summary of last night's outages caused by the severe thunderstorm that rolled through Gillette around 7:00 P.M. The crew responded to two different outages. High winds caused a large tree to fall into our powerline taking 16 customers out of power for approximately 4-½ hours at the 400 block of North Brooks and Miller. The tree broke the phase and neutral wire, damaged a transformer, and split out the top of a pole. The tree then rested on the communication line. The crew had to switch from lineman to lumberjack to clear the weight off the communication lines to gain access to the area. The broken wires were spliced, pole repaired, and a new transformer was installed restoring power around 11:30 P.M.

The second outage was in the Foothills Subdivision affecting 44 customers for 2-½ hours. Lightning found its way into our underground system and blew up a pad mounted transformer on Kilkenny. Crews installed a new transformer and power was restored around 9:30 P.M.

MW/cla
cc: Dan Bridges, Electrical Manager
/MW/18-015







Angela Williams <angelaw@gillettewy.gov>

Gillette Wastewater Treatment Plant

1 message

Michael Cole <mikec@gillettewy.gov>

Tue, Aug 14, 2018 at 11:55 AM

To: Utilities Staff Meeting <UtilitiesStaffMeeting@gillettewy.gov>, Patrick Davidson <patrickd@gillettewy.gov>, Geno Palazzari <GenoP@gillettewy.gov>, Angela Williams <angelaw@gillettewy.gov>, Jennifer Toscana <jennifert@gillettewy.gov>

Our Gillette Wastewater Treatment Plant and Wastewater Division was the "Facility Focus" within the August 2018 Edition of WE&T Magazine. Attached is a scan copy of the article. [WE&T](#) is a national trade magazine for water/wastewater operators, and is published by the Water Environment Federation.

Thanks,

Mike

Michael H. Cole, P.E.

Utilities Director and Acting Development Services Director

City of Gillette | www.gillettewy.gov

 **WE&T August 2018.pdf**
1522K

City of Gillette Wastewater Treatment Plant

Design Data

Location: **Gillette, Wyoming**

Startup date: **1974**

Service population: **32,000**

Number of employees: **13**

Design flow: **19.4 ML/d (5.12 mgd)**

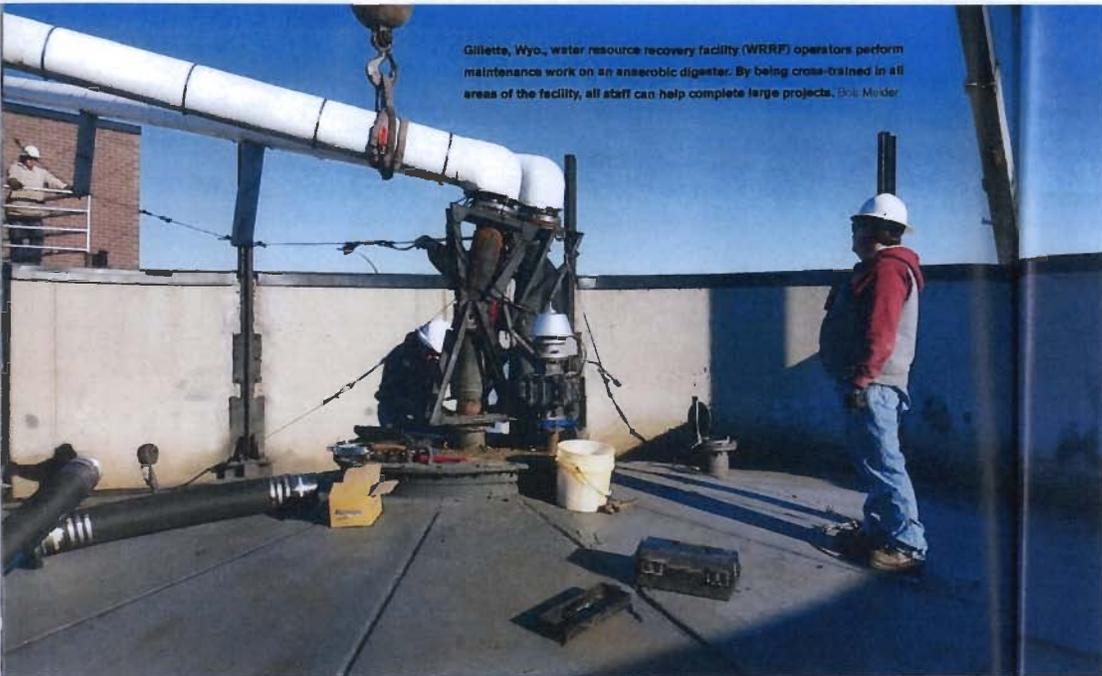
Average daily flow: **11.4 ML/d (3 mgd)**

The Wastewater Division for the City of Gillette, Wyo., manages the collection and treatment for domestic and industrial wastewater produced by all the citizens and businesses located inside the city and some located outside the city limits.

The collection system consists of 331 km (206 mi) of city-owned and private sanitary sewer lines as well as 10 wastewater lift stations. The city's water resource recovery facility (WRRF) began operation in 1974 and has undergone four major upgrades. The most recent upgrade was completed in 2007.

The Gillette WRRF is a conventional activated sludge process with anaerobic digestion and ultraviolet disinfection.

Gillette, Wyo., water resource recovery facility (WRRF) operators perform maintenance work on an anaerobic digester. By being cross-trained in all areas of the facility, all staff can help complete large projects. Bob Molder



All the Gillette WRRF's operators are cross-trained and take an active role in the entire wastewater process from laboratory duties to collection system services. This equips all employees with the skills to fill in for others or to handle any situation that may arise, including emergencies.



In addition to assisting with the school district's World Water Day programs, employees give numerous facility tours to students throughout the year. A local electricity facility purchases some water treated at the facility for reuse. The remaining effluent is discharged to replenish the local creek and lakes.



Biosolids are turned into compost and sold to the public as fertilizer. In 2016, the facility produced and sold 2304 m³ (2520 yd³) of Class A biosolids, called Stoneple Select Compost, and 1579 m³ (1727 yd³) of residential yard-waste compost.



Gas produced during digestion is used as fuel to produce heat in the WRRF. Biosolids processing and reuse are governed by Wyoming Pollutant Discharge Elimination System permits.



The Gillette Wastewater Division has worked 17 consecutive years with no lost-time accidents.



The Gillette WRRF has received numerous awards including the most improved facility award from the Wyoming Department of Environmental Quality in 1991 and the project of the year award from Nebraska Municipal Power Pool (Lincoln) in 2007.



A Gillette WRRF collection system crew hydro-excavates a sewer line. By working with contractors, the team was able to get services back up quickly. Bob Molder



Wastewater Division staff show the City of Gillette Mayor Louise Carter-King how to operate the new sewer inspection camera. Bob Molder

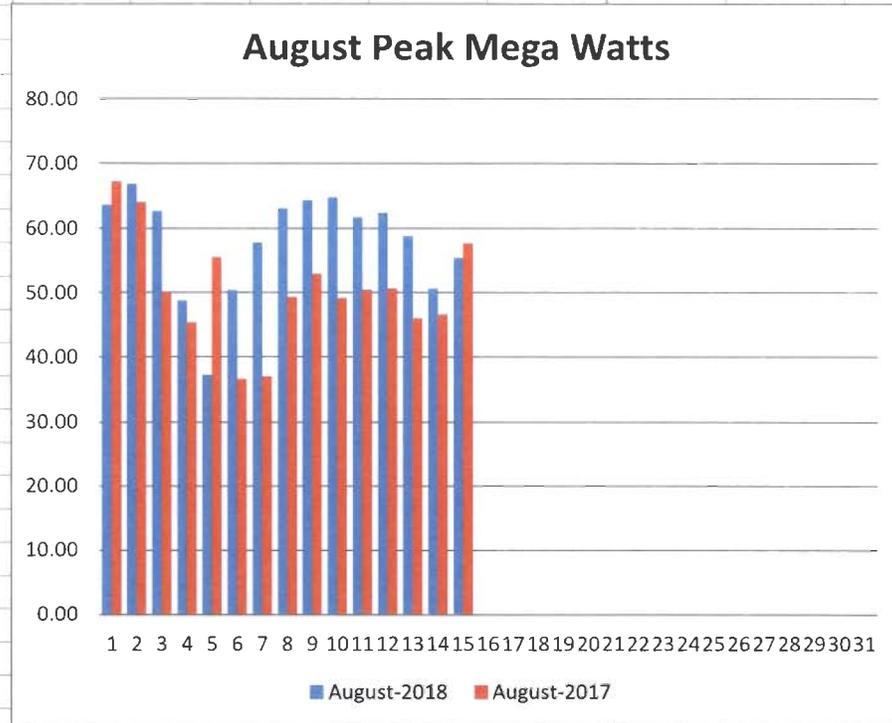
A WRRF operator runs a compost burner to create windrows that help form the facility's two compost products for soil amendment in Wyoming: one made from the WRRF's biosolids and another made from yard and food waste. Bob Molder



Clean water treated by the Gillette WRRF is released through a new outfall to a local creek. Bob Molder

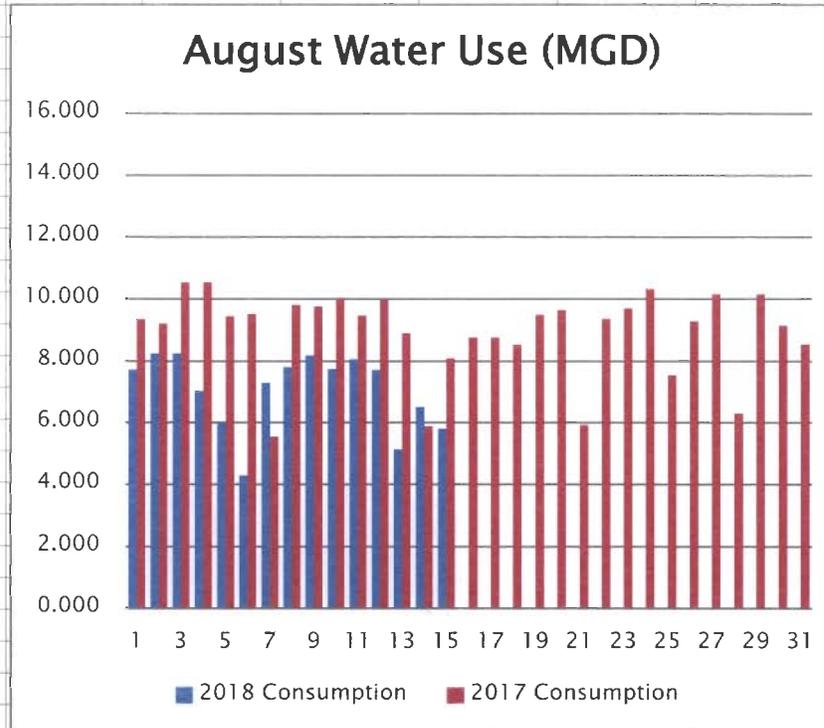
Electrical Daily Peaks

August	MW - 2018	MW - 2017
1	63.60	67.09
2	66.79	64.07
3	62.67	50.06
4	48.72	45.36
5	37.26	55.52
6	50.36	36.61
7	57.79	36.97
8	63.07	49.29
9	64.38	52.93
10	64.72	49.17
11	61.66	50.45
12	62.41	50.59
13	58.75	45.99
14	50.55	46.55
15	55.36	57.68
16	0.00	0.00
17	0.00	0.00
18	0.00	0.00
19	0.00	0.00
20	0.00	0.00
21	0.00	0.00
22	0.00	0.00
23	0.00	0.00
24	0.00	0.00
25	0.00	0.00
26	0.00	0.00
27	0.00	0.00
28	0.00	0.00
29	0.00	0.00
30	0.00	0.00
31	0.00	0.00
Min	37.26	36.61
Max	66.79	67.09
Avg	57.87	50.56



Water Daily Peaks

Aug 2018	August 2018 Water Use	August 2017 Water Use
1	7.726	9.361
2	8.247	9.217
3	8.247	10.542
4	7.018	10.533
5	6.015	9.440
6	4.276	9.510
7	7.291	5.541
8	7.803	9.808
9	8.175	9.759
10	7.738	10.033
11	8.057	9.463
12	7.709	9.968
13	5.130	8.918
14	6.499	5.880
15	5.797	8.090
16	0.000	8.768
17	0.000	8.768
18	0.000	8.528
19	0.000	9.495
20	0.000	9.636
21	0.000	5.919
22	0.000	9.373
23	0.000	9.699
24	0.000	10.315
25	0.000	7.548
26	0.000	9.306
27	0.000	10.152
28	0.000	6.303
29	0.000	10.153
30	0.000	9.155
31	0.000	8.554
Min	4.276	5.541
Max	8.247	10.542
Avg	7.049	8.959
Total	105.728	277.734



ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	PMS 2018 Schedule A 18EN02	PMS 2018 Schedule B 18EN03	Alley PMS 2018 18EN01	Gurley Overpass Deck Rehabilitation 18EN15
PROJECT MANAGER	Todd Merchen	Josh Richardson	Jade Butler	Todd Merchen
ENGINEER	Morrison Maierle	KLJ	PCA Engineering	Structural Dynamics
CONTRACTOR	Van Ewing Construction	Simon Contractors	Hot Iron	S&S Builders
CONSTRUCTION START DATE	May 24, 2018	May 7, 2018	May 7, 2018	May 29, 2018
PROPOSED END DATE	August 10, 2018	August 7, 2018	July 15, 2018	September 13, 2018
PERCENT COMPLETE	98%	46%	100%	32%
BID PRICE	\$579,117.34	\$1,163,402.85	\$334,644.58	\$913,121.20
CURRENT PROJECT HIGHLIGHTS	Substantial Completion attained on August 15, 2018.	Substantial Completion has been obtained. The final punchlist is being performed.	Project is complete. Project was \$15,000 under budget.	Silica Fume was placed on south deck on August 6, 2018. S&S currently chipping on south deck. Three week look ahead schedule provided by S&S plans for silica fume placement by Labor Day.
PROJECT DESCRIPTION	Reconstruction of Camel Drive with new concrete paving.	Rehabilitation of pavement (overlay), curb & gutter, and sidewalk in 4-J subdivision, Gillette Ave., Wagonhammer, Timothy Street and Timothy Court. Includes new fire hydrants and fittings.	Reconstruction of the alley from Rohan Ave. to Stocktrail Ave. along West 10th Street. Project will include a new sewer line and water line.	Project will include placement of a new silica fume concrete overlay to be followed by a high friction epoxy overlay. The concrete paving at the intersection of 4th St. and Gurley Ave. will also be replaced.

ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Winland Industrial Park Backflow Installation 18EN16	Winland Industrial Park Water & Sewer Improvements 16EN41	2018 Sanitary Sewer Main Replacement 18EN06	2018 Water Main Replacement 18EN05
PROJECT MANAGER	Bonnie Hochhalter	Bonnie Hochhalter	Steve Peterson	Steve Peterson
ENGINEER	In-House	Dowl	DOWL	HDR Engineering
CONTRACTOR	Long's Plumbing	Hot Iron, Inc.	TBD	COP of Wyoming, LLC
CONSTRUCTION START DATE	June 2018	September 2018	TBD	May 14, 2018
PROPOSED END DATE	July 2018	November 2018	TBD	August 30, 2018
PERCENT COMPLETE	100%	0%	0%	42%
BID PRICE	\$22,445.00	\$916,345.22	TBD	\$1,294,693.00
CURRENT PROJECT HIGHLIGHTS	This project has been accepted by Council.	The City had obtained the signed easement from Joy Global headquarters in Milwaukee and the WYDOT ROW permit. The project bid August 1, 2108.	This project is on indefinite hold until permanent easements can be obtained.	Water Main installation on 4th Street complete. Pavement Prep has started on 4th Street. Water Main installation along Hwy 14/16 from Butler-Spaeth to 3rd Street.
PROJECT DESCRIPTION	All back flow devices have been installed for the individual lots in the Winland Industrial Park.	Installing individual water meters to each lot, sanitary sewer improvements/repairs, and minor street repairs.	This project will replace approximately 500 LF of 12" sanitary sewer main between University Road and Potter Ave. Included with this project will be slope stabilization in the areas disturbed by construction of the new sanitary sewer.	Includes approx. 4,200 LF of water main, approx. 130 LF of bored casing and carrier pipe; fire hydrants; reconstruction of paved areas; and removal and replacement of misc. concrete items along Hwy 14-16 from Butler Spaeth to Gurley Ave., and 4th St. from Stanley to Gurley Ave.

ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	PAVER Pavement Update 2019 18EN04	Dalbey Irrigation Project 18PK04	Dalbey Park to College Pathway Ph. I & II 16EN48	Dalbey Park to ECSC Pathway 16EN04
PROJECT MANAGER	Todd Merchen	Jade Butler	Josh Richardson	Josh Richardson
ENGINEER	Pertan Group	Wayne Eckas, P.E.	HDR Engineering	Dowl
CONTRACTOR	N/A	G&G Landscaping	TBD	S&S Builders
CONSTRUCTION START DATE	August 22, 2018	July 9, 2018	TBD	September 25, 2017
PROPOSED END DATE	December 1, 2018	October 20, 2018	TBD	June 13, 2018
PERCENT COMPLETE	0%	30%	0%	100%
BID PRICE	\$87,705.00	\$482,024.00	TBD	\$369,779.79
CURRENT PROJECT HIGHLIGHTS	Update PAVER Software and data base	Project begun on July 9, 2018. The contractor is approximately 30% complete. Water for three of the six fields will be turned on by Aug 20, 2018.	Includes a boardwalk tying to the existing weir in Dalbey Park, tying to the existing pathways and lowering the pathway under the Highway 59 bridge.	Construction is complete and accepted by Council.
PROJECT DESCRIPTION	Perform condition survey and add annexed streets in Antelope Valley and Crestview. Update work histories and pavement condition index for street work since 2016, update overall pavement condition index and general maintenance and repair recommendations.	New irrigation system for all six softball fields and two t-ball fields at Dalbey Park.	This pathway starts at the Highway 59 bridge and travels adjacent to Donkey Creek at College Park Court, including a bridge across Donkey Creek.	Will install 2,736 linear feet of 8' wide concrete pathway, including installing a 140 foot bridge over Donkey Creek.

ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Madison Water Load Out Facility and Pine Ridge Tank Drain - 18EN10	Interstate Industrial Park LID 15EN47	Boxelder Road Enhancements- Emerson to Hwy 59 - 16EN16	Highway 50 - Lakeway Rd to Southern Dr. 16EN39
PROJECT MANAGER	Steve Peterson	Luke Antonich	Josh Richardson	Bonnie Hochhalter
ENGINEER	Morrison Maierle	Dowl	PCA Engineering	WYDOT
CONTRACTOR	Hot Iron, Inc.	DRM, Inc.	Powder River Construction	TBD
CONSTRUCTION START DATE	August 13, 2018	April 2, 2018	July 17, 2017	Spring 2019
PROPOSED END DATE	October 8, 2018	January 4, 2019	June 1, 2018	TBD
PERCENT COMPLETE	2%	33%	100%	0%
BID PRICE	\$258,230.57	\$3,739,673.57	\$1,406,197.83	TBD
CURRENT PROJECT HIGHLIGHTS	This project started 8/13/18 and working on preparation work for water load-out at the Madison Pump Station.	Water main installation complete on Conestoga and 2nd St. - services have been connected and are serving Conestoga customers. 2nd St. reconstruction underway - pavement removed, subgrade cut to grade. Water main installation to progress down cul-de-sac.	Construction is complete and accepted by Council.	WYDOT additional ROW with the utility easements along both sides secured.
PROJECT DESCRIPTION	This project will install a new water load-out facility with a building, grading, 2" water service to the building, and electrical conduit to the building at the existing Madison Pump Station. There will also be a new 18" drain line ran from the Pine Ridge Tank to the outlet structure north of the Tank.	Installation of new 12" water main to provide fire flows to an industrial district on 2nd St., Conestoga Dr., Commerce Dr., and Industrial Park Dr. Includes reconstruction of 2nd St. and Conestoga Dr. pavement sections.	Improvements include grading, base, edge drain, curb & gutter, pathway, concrete pavement, storm sewer, pavement marking, light and a traffic signal.	WYDOT project to widen and improve HWY 50 from Lakeway Road to Southern Drive.

ENGINEERING DIVISION PROJECT STATUS REPORT

PROJECT NAME & NUMBER	Pavement Management System Schedule B 19EN02	Boxelder-Garner Lake Rd Traffic Signal 18EN12	4-J Pathway Repairs 18EN18	Stonepile Drainage Repairs 18EN19
PROJECT MANAGER	Todd Merchen	Steve Peterson	Steve Peterson	Todd Merchen
ENGINEER	PCA Engineering	Morrison Maierle	Inberg-Miller Engineers	In-House
CONTRACTOR	TBD	TBD	Wyoming Earthmoving Corporation (WEC)	GW Construction
CONSTRUCTION START DATE	Spring 2019	TBD	July 30, 2018	July 2018
PROPOSED END DATE	Fall 2019	TBD	August 31, 2018	Fall 2018
PERCENT COMPLETE	0%	0%	50%	0%
BID PRICE	NA	TBD	\$150,014.60	\$76,067.42
CURRENT PROJECT HIGHLIGHTS	Reconstruction of: 5th street from S. Emerson to Hwy 59, Kluver Rd. from Boysen Cr. to Garner Lake Rd., Gurley Ave. from Kluver Rd. to north corporate limits	This project is scheduled to start in the spring of 2019.	This project started on 7/30/18 and WEC is working on pathway preparation the week of August 6th.	Contract awarded June 5, 2018. Complete contract paperwork. GW plans on beginning work first week in September.
PROJECT DESCRIPTION	Professional Services Agreement to go to Council 8/21/18, anticipated bid date, 2/26/19	This is a WYDOT project to install a new traffic signal at the intersection of Boxelder and Garner Lake.	This project is to rebuild 755 LF of the 4J Pathway including approximately 840 SY of 4" AC Pavement and 6" Base, importing 22 CY of sand, installing an area inlet and 24 LF of 15" storm drain piping.	Repair portions of the low flow channel between Butler Spaeth and El Camino

Personal Frontiers, Inc.

3rd Annual Softball Game

"Fundraiser"

**OPEN TO
THE PUBLIC**

Sponsored By

**FREE
ADMISSION**



Campbell County vs City of Gillette
Rematch



August 23, 2018

6:00 p.m.

Energy Capital Sports Complex

3400 Garner Lake Road

**50/50 RAFFLE - FOOD VENDORS
JUMP HOUSE MANIA - BASKET RAFFLES**