



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: November 21, 2018

The following meetings are scheduled for the week of **November 22 – November 30, 2018**

Thursday, November 22nd

Thanksgiving Holiday – **City Offices Closed**

Friday, November 23rd

Employee Appreciation Day – **City Offices Closed**

Tuesday, November 27th

5:30 – 7:30 p.m. **Air Service Reception**
• Gillette College Pronghorn Center

Tuesday, November 27th

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

Tuesday, November 28th

2:00 p.m. – 4:00 p.m. **30 Years of Service Celebration for Chris Aaberg**
• Customer Service

Thursday, November 29th

5:30 – 7:00 p.m. **Employee Family Night – Photos With Santa**
• City Hall Lobby

1. Attached please find a **letter** regarding **Blasting at Coal Creek Mine** dated **November 16, 2018**, provided by **Thunder Basin Coal Company**.
2. Attached please find **Snow Event #6** dated **November 16, 2018** provided by **Public Works Director Wilde**.
3. Attached please find an **email** regarding the **Acceptance of Applications** for the **Ward III Vacancy** dated **November 20, 2018** provided by **Communications Manager Palazzari**.
4. Attached please find **information** regarding **City Offices Closed November 22-23 for Thanksgiving** provided by **Communications Manager Palazzari**.
5. Attached please find a **flyer** regarding **Chris Aaberg's 30 Years of Service Celebration** on **November 28, 2018** from **2:00 p.m. – 4:00 p.m.** provided by **Customer Service Manager Jones**.
6. Attached please find a **flyer** regarding **Pictures with Santa Family Night for Employees** on **November 29, 2018** from **5:30 p.m. – 7:00 p.m.** in the **City Hall Lobby** provided by **Community & Governmental Relations Manager Toscana**.
7. Attached please find **two flyers** regarding **Recruitment for the 2020 Census** provided by **Community & Governmental Relations Manager Toscana**.

PGD/adw

	Work Session - CANCELED Tuesday, November 27, 2018

Meeting canceled

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

Upcoming Work Session Topics:

December 11 SPECIAL MEETING

- **ACTION ITEM:** 2nd Reading of Barton Subdivision Zoning Ordinance
- **ACTION ITEM:** 3rd Reading of Code Compliance Ordinance (Chapter 13)
- **ACTION ITEM:** 3rd Reading of Underage Smoking Ordinance (Chapter 14)
- **ACTION ITEM:** 3rd Reading of Utilities Ordinance Definitions (Chapter 17)
- Ward III Vacancy Interviews (Tentative)
- Review December 18th Agenda
- Executive Session

December 25 - CANCELED

January 8

- Review January 15th Agenda
- Executive Session

January 22 - CANCELED

January 29

- Review February 5th Agenda
- Executive Session

February 12

- Review February 19th Agenda
- Executive Session

February 26

- Review March 5th Agenda
- Executive Session

City/County Meeting

Upcoming Council Pre-Meeting Topics

December 4

- Introduction of Citizen Advisory Board Member
- Snow Removal Update
- Review December 4th Agenda
- Executive Session

December 18

- Audit Discussion
- 2020 Census Presentation
- Review December 18th Agenda
- Executive Session

January 2 (Wednesday)

- Review January 2nd Agenda
- Executive Session
- **6:30 p.m.** Reception for Newly Elected Officials

January 15

- Review January 15th Agenda
- Executive Session

February 5

- Review February 5th Agenda
- Executive Session

February 19

- Review February 19th Agenda
- Executive Session

Upcoming Activities

November 27 – Campbell County Airport Reception, 5:30-7:30 p.m., Pronghorn Center

December 7 – Annual Awards Banquet, 6:00 p.m., Gillette College Pronghorn Center

December 8 – NEWY Meeting, 8:00 a.m., 3rd Floor Conference Room

December 19 – GALI Luncheon, 11:30 a.m., 2nd Floor Community Room

December 20 – Senior Center Luncheon, 12:00 p.m., Campbell County Senior Center

New Agenda Items for December 4, 2018

1. Council Consideration of a Wholesale Water Service Agreement with the Means First Extension Water & Sewer District.

(Other - Consent)

2. An Ordinance to Amend Chapter 13 of the Gillette City Code to Delete and Replace Definitions and Modify Other Aspects of the City's Nuisance Ordinance.

(Unfinished Business – Ordinance 2nd Reading)

3. An Ordinance to Amend Chapter 14, Section 14-39 of the Gillette City Code to Delete and Replace Definitions and Increase the Fines and Costs for Minors Using Nicotine.

(Unfinished Business – Ordinance 2nd Reading)

4. An Ordinance to Amend Chapter Seventeen Article III of the Gillette City Code to Delete and Replace Definitions Within §17-40, Cross-Connections and Backflow Prevention.

(Unfinished Business – Ordinance 2nd Reading)

5. Council Consideration for Concurrence to Award the Wyoming Department of Transportation (WYDOT) Highway 50 Construction Project and Authorize the Development Services Director to Sign a Letter of Concurrence to WYDOT Upon Review of the Lowest Responsive Bid (1% Project for City Share).

(New Business – Minute Action)

6. Council Consideration for the Acceptance of Public Improvements for the Stonepile Drainage Repair Project, Installed by GW Construction, in the Amount of \$101,572.16 (1% Project).

(New Business – Minute Action)

7. Council Consideration of a Resolution Approving and Authorizing the Final Plat Known as the Barton Subdivision, A Resubdivision of Vacated Portions of Crestview Estates, to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(New Business – Minute Action)

8. Council Consideration of a Professional Services Agreement for the Wastewater Treatment Facility Condition Assessment to _____ for Engineering Design Services in the Amount of \$_____.

(New Business – Minute Action)

9. Council Consideration to Authorize the Mayor to Sign a Telecommunications Right of Way Use Agreement Between the City of Gillette and Advanced Communications Technology, Inc.

(New Business – Minute Action)

10. Council Consideration to Authorize the Mayor to Sign a Telecommunications Raceway Lease Between the City of Gillette and Advanced Communications Technology, Inc.

(New Business – Minute Action)

11. Council Consideration to Authorize the Mayor to Sign Amendment No. 2 of the Telecommunications Raceway Lease Between the City of Gillette and Visionary Communications, Inc.

(New Business – Minute Action)

12. Citizen Advisory Board Appointment

- Boys & Girls Club – (3-Year Term Expiring 10/30/2021)

(Appointments)

13. A Public Hearing to Amend the District Zoning Map of the City of Gillette, Wyoming, for Property Located in the W1/2SW1/4, Section 12, Township 49 North, Range 72 West of the 6th P.M., to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(Public Hearings and Considerations)

14. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Property Located in the W1/2SW1/4, Section 12, Township 49 North, Range 72 West of the 6th P.M., to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(Public Hearings and Considerations)



November 16, 2018

City of Gillette
P.O. Box 3003
Gillette, Wyoming 82717

Dear Sir:

Please be advised of the attached Public Notice of Blasting activity for the next twelve month period at the Coal Creek Mine south of Gillette, Wyoming.

Sincerely,

A handwritten signature in blue ink that reads "Monica Williams".

Monica Williams
Environmental Engineer
Coal Creek Mine

Enclosure

**PUBLIC NOTICE OF BLASTING
STATE OF WYOMING
COUNTY OF CAMPBELL**

Blasting will be conducted at Thunder Basin Coal Company's Coal Creek Mine; P.O. Box 406, Wright, Wyoming 82732, (307) 464-2700. Blasting will be conducted on a daily basis. From January 1, 2019 through December 31, 2019, blasting will be located in the East 1/2 of Section 32, in the West half of Sections 22, 27, and 34, and in all of Sections 21, 28, and 33 of T46N R70W and in the Northeast 1/4 of Section 5 and in the Northwest 1/4 of Section 4 of T45N R70W. Blasting of coal and overburden will occur between sunrise and sunset.

Access to the blasting area will be marked with signs stating "Danger, Blasting Keep Away". Blasting areas containing loaded holes will be posted and unauthorized access restricted by blasting and security personnel. Audible warning of blasting activity will be given by sirens, which can be heard for a distance of at least one-half mile. The first warning will be a one-minute wail siren sound to indicate blast detonation in ten minutes. A one-minute yelp siren sound will indicate blast detonation in one minute and will continue until blast detonation. An all clear, fifteen second wail siren will be sounded after the blast has been detonated and checked for complete explosion.

In unusual situations, it may be necessary to detonate blasts at times other than those specified. This emergency blasting will be done when weather or other conditions present some hazard to normal blasting procedures, when necessary to maintain safe operating conditions, or when necessary for public safety.

Residents or owners of manmade dwellings or structures located within 1/2 mile of the permit term disturbance limit may request a pre-blasting survey by submitting a written request to Thunder Basin Coal Company at the above address or to the Department of Environmental Quality, Land Quality Division, 2100 West 5th Street, Sheridan, Wyoming 82801.

Snow Event Report #6

Event Start Date: 11/16/18 Event Start Time: 8:45 p.m.
Event End Date: 11/17/18 Event End Time: 11:00 a.m.
Duration of Event: 14hr 15 min Streets First Responder: Lonnie Meidinger

Storm Event Overview:

At 7:00 p.m. on 11/16/2018 PD called the Streets on-call for slick bridges. The on-call came in to work and started applying material to the bridges and new concrete. During that time, around 8:00 p.m. the night crew leader noticed it was snowing and that ice was forming on the roads. The crew leader called the night crew in to plow and address the situation that was developing. The snow was light at first, but due to the rain/snow mix that had fallen previously, the streets were covered with ice.

Snowfall varied from light to heavy at times during the night. The crew initially focused on intersections and hills. The crew would lay material down on the first pass, which began melting the ice. On the second pass they noticed it had not only snowed some on top of their material but some ice remained beneath the snow. The crew then had to again plow off the snow and reapply material to the areas.

Around 2:00 a.m. the snow let up and the crew was able to get control of the ice and snow on the priorities. Shortly after that, a freezing fog came in causing the areas that the crew had cleaned up to refreeze. It became difficult to plow because the fog kept freezing into a thin layer of ice on the windshields of the plow trucks. The crew then had to re-work most areas because they had frozen over again.

At 4:30 a.m. the crew assessed the priorities and subs and decided the day crew was going to be needed to finish priorities and work into subdivisions. At 5:30 a.m. the material on the priorities finally started working and the crew began to focus more on trouble areas.

The day crew took over at 7:00 a.m. checking over the priorities and subdivision trouble areas. By mid-morning the day crew had finished the final touches on the priorities and subdivision trouble areas, the sun had come out and was stating to melt everything off. The day crew checked over the subdivision streets to ensure that they were also starting to melt off.

At 11:00 a.m. the day crew leader decided he was satisfied with the subdivisions and the priorities. He then sent his crew home and ended the event.

Number of Pieces of Equipment Used:

Snow Plows:	<u>9</u>	Blades:	<u>0</u>
1-Tons:	<u>0</u>	Snow Blowers:	<u>0</u>
Loaders:	<u>1</u>	Liquid Truck:	<u>0</u>

Amount of Material Used:

Ice Slicer lbs:	<u>75,174.50</u>
Scoria lbs:	<u>80,812.50</u>
Brine Gallons:	<u>269.60</u>
Apogee Gallons	<u>3.0</u>

Number of Miles Plowed During Event: 1,346

Personnel:

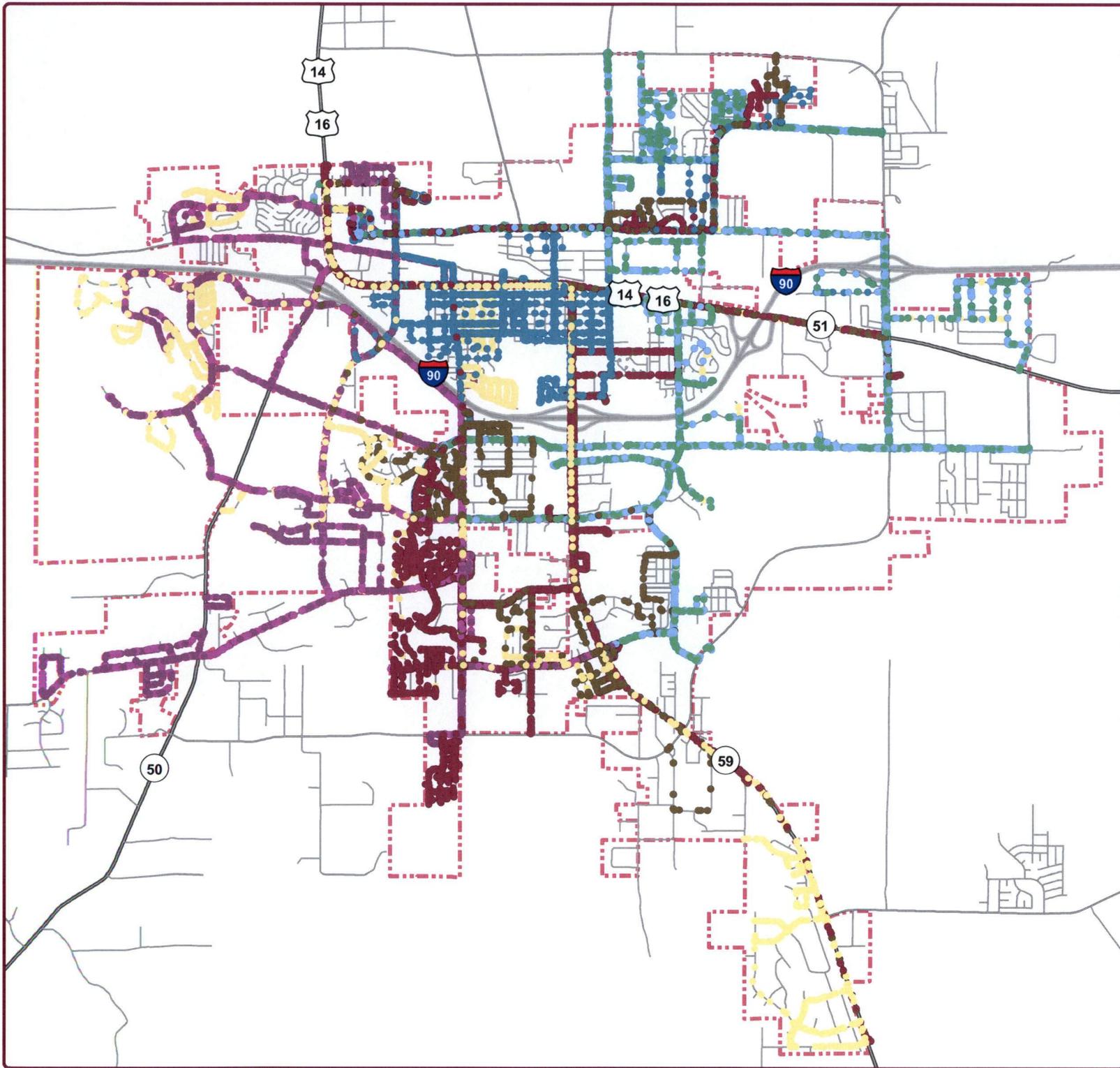
Night Crew – – Jeremy Hagen, Leonard Taylor, Billy Little, Melissa Bell, Scott Ostlund, Mari Headrick, Josh Wright, Tom Bybee, Brittany Williams

Day Crew – –Dale Warren, Mark Webb, Steve Wilcox, Lonnie Meidinger, Nick Scherry, Kellie O'Dea, Garrett Wolf, Mike McFarlane



CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov



Legend

Unit # & Description

- Unit 25 Snow Plow
- Unit 28 Snow Plow
- Unit 31 Snow Plow
- Unit 40 Snow Plow
- Unit 44 Snow Plow
- Unit 100 Snow Plow
- Unit 157 Snow Plow
- Unit 160203 Snow Plow
- Unit 160204 Snow Plow

According to the AVL system, our snowplows drove a total of 1,346 miles during this event.

Police Report:

Crashes: 0
 Crashes w/Injuries: 0
 Citations: 0
 Personal Property Damage: \$0
 City Property Damage: \$0

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

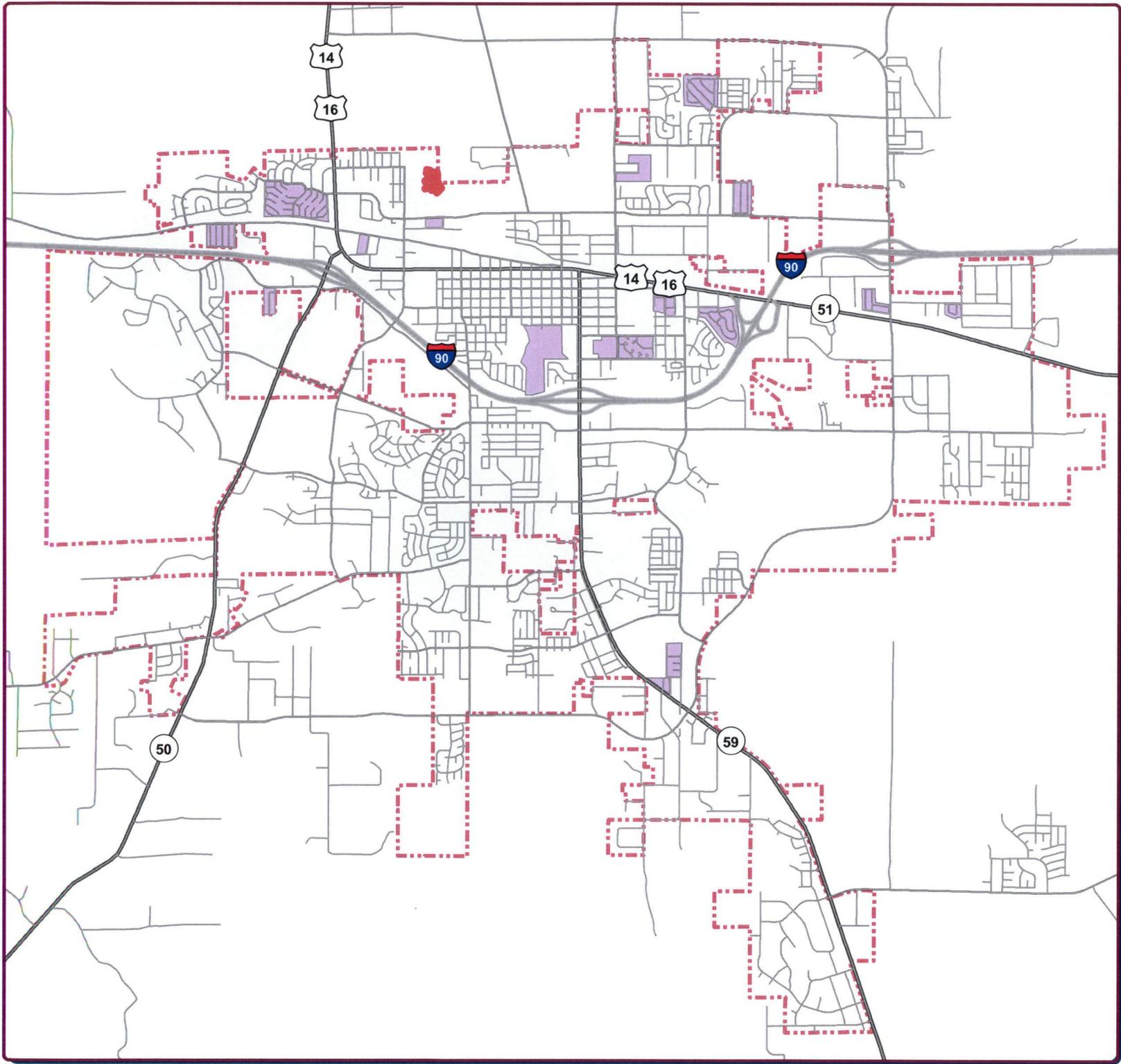


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Snowplow AVL
Snow Event Six
 11/16/2018 8:45 pm to
 11/17/2018 11:00 am
 November 19, 2018

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



CITY OF GILLETTE

GIS Division
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
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Legend

Tractors & Others
Unit # & Description

- Unit 193 Loader

According to the AVL system,
 our tractors drove a total
 of 19 miles during this event.

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



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Tractor AVL
Snow Event Six
 11/16/2018 8:45 pm to
 11/17/2018 11:00 am
 November 19, 2018

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



Geno Palazzari <genop@gillettewy.gov>

Gillette, WY: Applications Being Accepted for Ward 3 Council Seat

1 message

Gillette, WY <onlineservices@gillettewy.gov>

Tue, Nov 20, 2018 at 8:20 PM

Reply-To: gillette@gillettewy.gov

To: genop@gillettewy.gov

Applications Being Accepted for Ward 3 Council Seat

Applications must be submitted by Wednesday, December 5th at 4 p.m.

The City of Gillette has a partial term opening on the City Council for Ward 3.

Post Date: 11/20/2018 8:00 PM

The City of Gillette has a partial term opening on the City Council for [Ward 3](#). Applicants must be 18 years of age and reside within [Ward 3](#) to be eligible. [\[WARD 1 Map\]](#) Upon appointment by the Gillette City Council, the successful applicant will serve until the next general municipal election at which time a successor shall be elected to fill the unexpired portion of each term (2 years).

The application period begins Wednesday, November 21st and will remain open until Wednesday, December 5th at 4 p.m. The City Council will conduct interviews of the applicants on Tuesday, December 11th at 6 p.m. in the 2nd Floor Community Room at City Hall. The appointment will be made at the Tuesday, December 18th Regular Meeting of the Gillette City Council. The appointee will be sworn in at the January 2nd, 2019 Regular Meeting of the Gillette City Council.

If you are interested in applying, pick up an application in City Administration or the City Clerk's office at City Hall, located at 201 E. 5th Street. You may also download the [application here](#). All applications must be submitted in person to the City Clerk's office at City Hall.

For more information, contact [Communications Manager Geno Palazzari](#) at (307) 686-5393.

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CITY OF GILLETTE

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

November 21, 2018

Dear Applicant:

Thank you for your interest in the City of Gillette Ward III City Council position. Prior to submitting your application, please review the information below.

QUALIFICATIONS FOR HOLDING PUBLIC OFFICE

Please ensure that:

- You are not currently holding an office which may conflict, or be incompatible, with the office for which you are applying.
- Your employment is compatible with the office you are seeking.
- Candidates for municipal office must be a registered voter and a resident of the municipality and ward which he seeks to represent (W.S. 22-23-301) and will have resided in said ward for at least one (1) year next preceding his election if so elected. (W.S. 22-23-103(b))
- Pursuant to W.S. 6-10-106, a person convicted of a felony is incompetent to hold any office of honor, unless he has had a complete and full restoration of rights, not just voting rights. If you have any questions regarding your ability to hold office, please ask the County Clerk for clarification.

TIMELINE

- Applications accepted by the City Clerk from Wednesday, November 21, 2018 through Wednesday, December 5, 2018 at 4:00 p.m.
- Interviews held with City Council on the evening of Tuesday, December 11, 2018

Please direct any questions to the Office of the City Clerk at 307.686.5210.

Sincerely,

Karlene Abelseh, City Clerk



**APPLICATION
GILLETTE CITY COUNCIL – WARD III**

Date: _____

Name (Print): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Preferred Telephone Number: _____

Please note: you must be available to interview in person on the evening of Tuesday, December 11, 2018.

I am interested in serving on the Gillette City Council. My reason for applying for the City Council Ward III position is as follows:

(Use Additional Sheets If Necessary)

Place of Employment: _____

Profession: _____ Title: _____

Employer's Address: _____ City: _____ State: _____ Zip: _____

Employer's Phone Number: _____

Length of Residency in Gillette: _____

I swear, under penalty of perjury, that I am a resident of Ward III of the City of Gillette, and am qualified to hold public office.

(Signature)

Applications must be received by 4:00 p.m. on Wednesday, December 5, 2018 by:

**City Clerk's Office – City Hall, First Floor
201 E 5th Street, Gillette, WY 82716**



Mayra Macias <mayram@gillettewy.gov>

Fwd: Gillette, WY: City Offices Closed on November 22nd and 23rd

1 message

Geno Palazzari <GenoP@gillettewy.gov>
To: Mayra Macias <mayram@gillettewy.gov>

Mon, Nov 19, 2018 at 8:06 AM

For GI.

Geno Palazzari
Communications Manager
City of Gillette
(O) 307-686-5393
(C) 307-696-9088
(F) 307-686-1593
[facebook.com/CityofGillette](https://www.facebook.com/CityofGillette)
[@CityofGillette](https://twitter.com/CityofGillette)
Instagram: [cityofgillette](https://www.instagram.com/cityofgillette)

----- Forwarded message -----

From: **Gillette, WY** <onlineservices@gillettewy.gov>
Date: Mon, Nov 19, 2018 at 7:01 AM
Subject: Gillette, WY: City Offices Closed on November 22nd and 23rd
To: <genop@gillettewy.gov>

City Offices Closed on November 22nd and 23rd

Closed for Thanksgiving Day Holiday

- Date: 11/22/2018 - 11/23/2018

City offices will be closed on Thursday, November 22nd and Friday, November 23rd for the Thanksgiving Day holiday. Offices will open for regular business on Monday, November 26th.

Thursday's trash and recycling will be picked on Friday with Friday's trash and recycling.

The City of Gillette wishes everyone a safe and happy holiday.

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Stop ... Say It Isn't So It's Been 30 Years!



*Celebrate Chris' 30 Years in
Customer Service*

WEDNESDAY, NOVEMBER 28th

2 PM - 4 PM



Pictures with Santa!

Please join us for a night of family fun!

Thursday, November 29, 2018 @ City Hall

5:30 pm—7:00 pm

Bring the kids to get pictures taken with Santa and help craft festive ornaments to decorate the City Hall Christmas trees.

Refreshments will be provided.

Become a Census Worker

for the 2020 Census



Make your next job Count!

The 2020 Census will count all the people living in the United States of America. We need your help!

2020census.gov/jobs



Positions including;

- clerks
- recruiting assistants
- office operations supervisors
- census field supervisors
- census takers

The positions will be located nationwide and offer flexible work hours, including daytime, evenings and weekends.

A partial job description for Enumerators is below.

ENUMERATOR

- Use automated smart phones or laptop computers to conduct job activities.
- Review assigned work to locate households for verifying addresses and/or conducting interviews.
- Conduct interviews with residents in assigned areas by following stringent guidelines and confidentiality laws.
- Explain the purpose of the census interview, answer respondent's questions, collect information following a script, and record census data using devices and/or paper forms.
- Update address lists and maps.
- Validate address and map updates for quality purposes.
- Follow procedures to conduct accurate work while maintaining acceptable production rates.
- Maintain and submit records of hours worked, miles driven, and expenses incurred in the performance of duties.
- Meet/talk with supervisor, as necessary, to review procedures, report issues or concerns, and receive additional instructions.

Address Canvassing

for the 2020 Census



Make your next job Count!

Smart and energetic people are needed for the first step in the 2020 Census – Address Canvassing. We need your help!



2020census.gov/jobs

Positions including;

- clerks
- recruiting assistants
- office operations supervisors
- census field supervisors
- census takers

The positions will be located nationwide and offer flexible work hours, including daytime, evenings and weekends.

For a job description for Address Canvassing see below;

ADDRESS CANVASSING

- First operations in the fall of 2019
- House address canvassing conducted in selected areas throughfiles and aerial imagery.
- Lister will do work using Census issued laptops or tablets.
- Follow maps on the device and insure addresses match the map the Census has.
- Add, delete or correct addresses
- Screne resident for proper addresses
- Day Time Work (no listing at night)
- Follow procedures to conduct accurate work while maintaining acceptable production rates.
- Maintain/submit records of hours worked, miles driven, and expenses incurred in the performance of duties.
- Meet/talk with supervisor, as necessary, review procedures, report issues or concerns, and receive instructions.