



CITY OF GILLETTE

Administration

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator
RE: General Information
DATE: July 17, 2020

Handwritten signature of Patrick G. Davidson
For: PGD

The following meetings are scheduled for the week of July 18 – July 24, 2020

Tuesday, July 21st

6:30 p.m. City Council Pre-Meeting, Agenda Attached

- AMI Presentation – Utilities Director Cole & Electrical Services Superintendent Wolf
- Review July 21, 2020 Council Agenda
- City Hall – 2nd Floor Community Room
- Dinner Served at 6:00 p.m.

7:00 p.m. City Council Meeting

- Council Chambers

Thursday, July 23rd

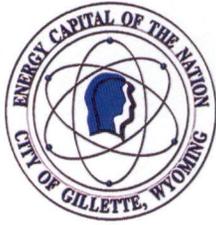
4:00 p.m. Campbell County WYDOT / STIP Public Meeting

- George Amos Memorial Building

1. City Administrator Davidson will be out of the office July 17-31, Utilities Director Cole will serve as Acting City Administrator in his absence.
2. Attached please find a news release regarding Customer Service Office Closed for Walk-Up and Drive-Up Services dated July 13, 2020 provided by Communications Manager Palazzari.
3. Attached please find current sales tax data provided by Finance Director Henderson.
4. Attached please find a news release regarding Current Public Health Orders Extended through July 31 dated July 13, 2020 provided by the Office of Governor Mark Gordon.
5. Attached please find an e-mail regarding Face Coverings Required at Wal-Mart Starting Monday, July 20 dated July 15, 2020 provided by Walmart Director of Public Affairs and State & Government Relations Debbie Herron.
6. Attached please find a letter regarding WYDOT Funding – Strategic Redirection dated July 6, 2020 provided by the Wyoming Department of Transportation Director K. Luke Reiner.
7. Attached please find a news release regarding WBA Governor's Business Forum Postponed to Fall 2021 dated July 10, 2020 provided by the Wyoming Business Alliance.
8. Attached please find Covid-19 Updates for Elected Officials dated July 15, 2020 provided by Wyoming Workforce Services.

9. Attached please find the **agenda** for the **Parks & Beautification Board** dated **July 9, 2020** and **meeting minutes** dated **June 25, 2020** provided by **Public Works Director Wilde**.
10. Attached please find a **thank you letter** from the **Campbell County League of Women Voters** dated **July 6, 2020** provided by **Campbell County League of Women Voters President Susan Knesel**.

PGD/adw



CITY OF GILLETTE

Finance Department - City Clerk Division
Cindy Staskiewicz, City Clerk
201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5210 • Fax 307.686.4081
clerk@gillettewy.gov

Pre-Meeting – 6:30 p.m.
City Hall – 2nd Floor Community Room
Tuesday, July 21, 2020
Dinner Served at 6:00 p.m.

Pre-Meeting Topic(s):

- AMI Presentation – Utilities Director Cole and Electrical Services Superintendent Wolf
- Review July 21, 2020 Council Agenda

News

Customer Service Office Closed for walk-up and drive-up services

Post Date: 07/13/2020 7:51 AM

The City of Gillette Customer Service Office will be temporarily closed to walk-up and drive-up services. Payments will still be accepted [online](#) and over the phone. Customer services representatives will be working remotely during this temporary closure. They can be reached at (307) 686-5206. For those that wish to drop off their utility payments, they can use the overnight drop box located to the left of the entrance to City Hall or the drop box located in the lobby of City Hall.

A City employee in the Customer Service Division has tested positive for COVID-19. As a precaution to protect our customers and other City employees, the Customer Service office will be temporarily closed until the office can be disinfected and all employees exposed have been cleared to return the duty safely. We apologize for the inconvenience this may cause some customers. Customer Service staff will continue to be available via phone at (307) 686-5206 to assist you during normal business hours, Monday - Friday, 8 a.m. - 5 p.m.

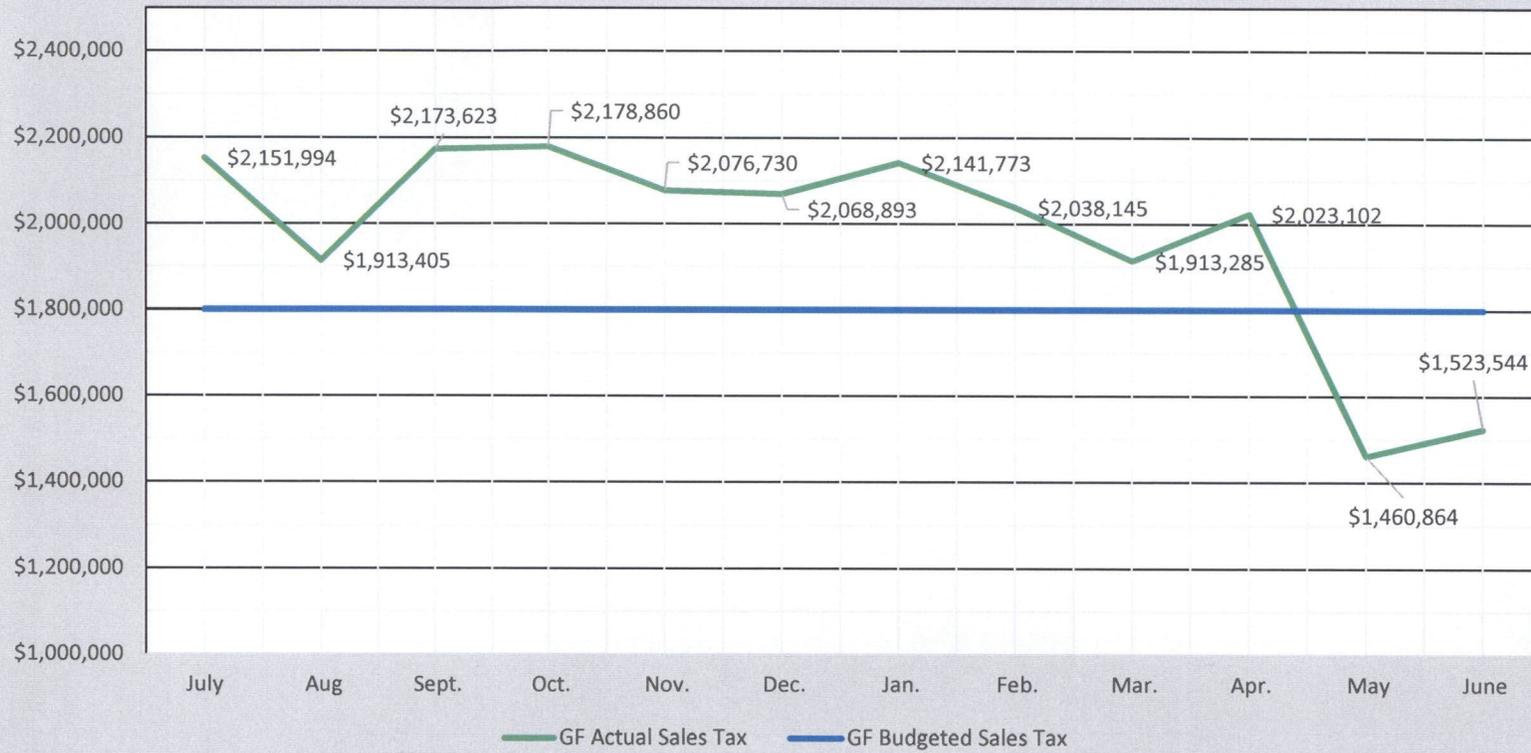
[Online Payment Portal](#)

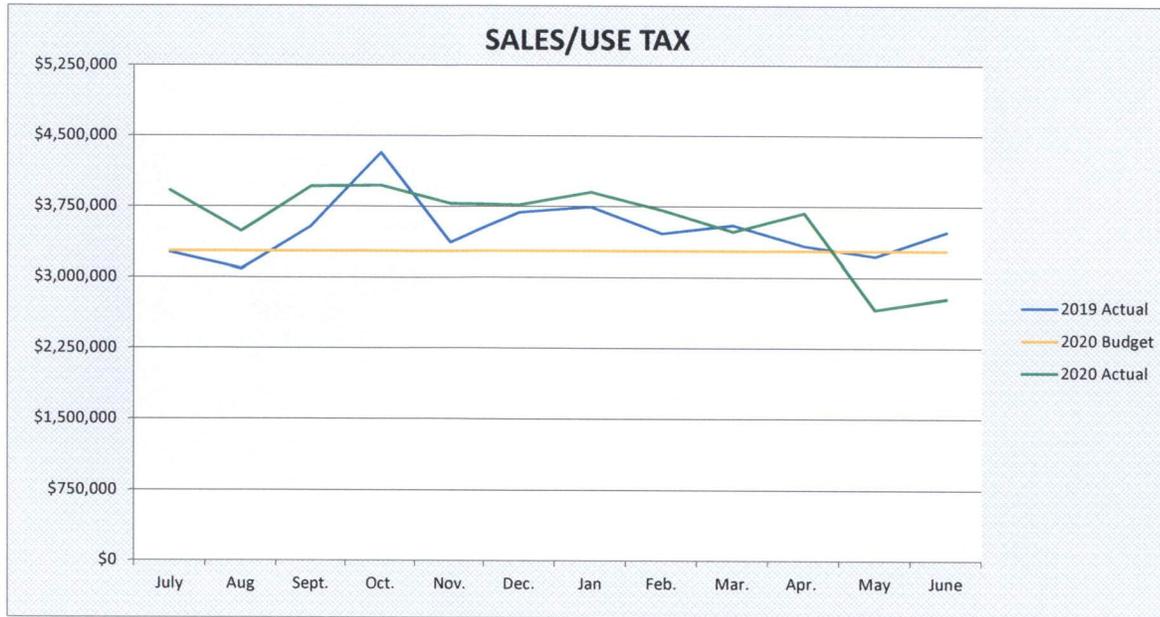
Pay-by-Phone: **1-844-704-3326**

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

[Return to full list >>](#)

GENERAL FUND SALES TAX ACTIVITY-FY 2019/20





	FY 2019 ACTUAL	FY 2020 ACTUAL	% CHANGE
July	\$3,261,749	\$3,917,305	20.10%
Aug	\$3,088,488	\$3,487,597	12.92%
Sept.	\$3,536,658	\$3,958,803	11.94%
Oct.	\$4,319,280	\$3,969,242	-8.10%
Nov.	\$3,367,186	\$3,778,574	12.22%
Dec.	\$3,684,281	\$3,764,583	2.18%
Jan	\$3,741,139	\$3,898,327	4.20%
Feb.	\$3,457,747	\$3,705,915	7.18%
Mar.	\$3,547,790	\$3,479,392	-1.93%
Apr.	\$3,326,785	\$3,677,321	10.54%
May	\$3,216,434	\$2,659,104	-17.33%
June	\$3,473,169	\$2,775,004	-20.10%
TOTAL	\$42,020,704	\$43,071,165	2.50%

FY19 YTD	\$42,020,704	2.50%
FY18 YTD	\$36,167,078	19.09%
FY17 YTD	\$29,917,817	43.96%
FY16 YTD	\$37,012,710	16.37%
FY15 YTD	\$54,129,253	-20.43%

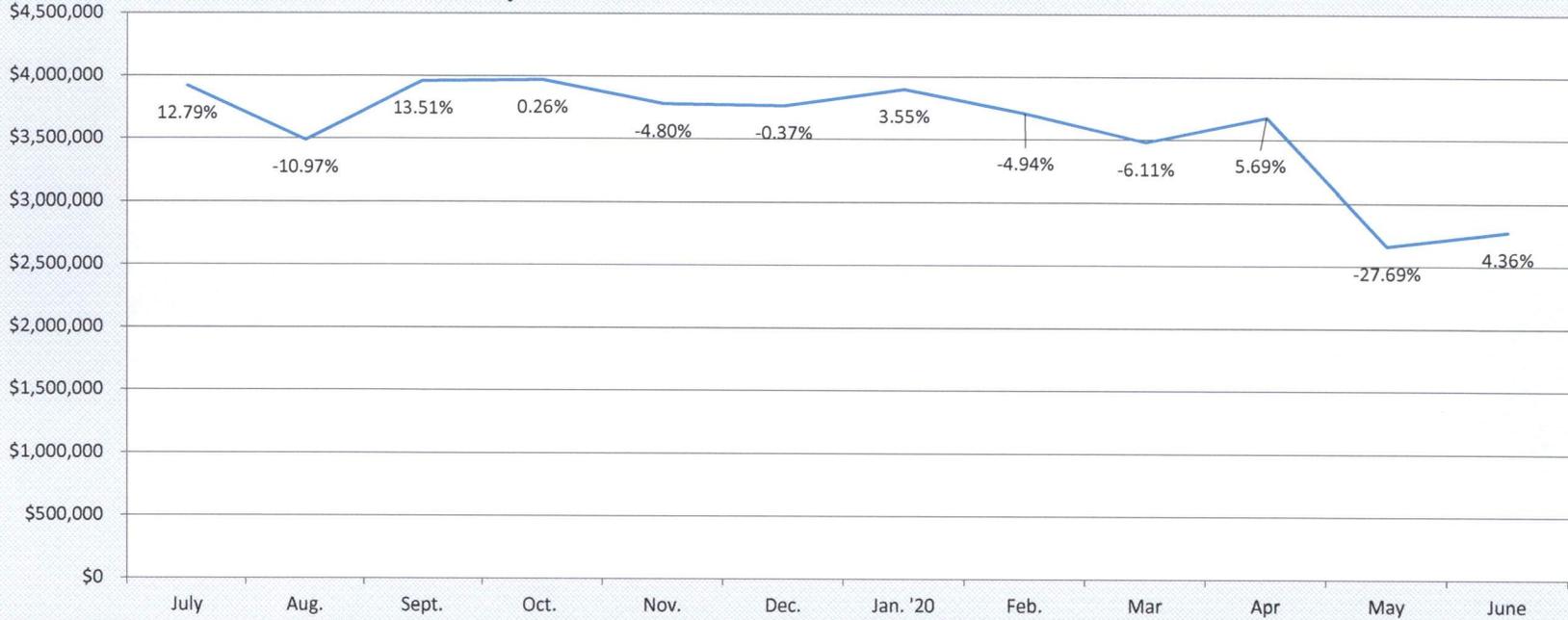
YEAR TO DATE SALES TAX RECEIPTS (June):

FY 2018	FY 2019	FY 2020
\$36,167,078	\$42,020,704	\$43,071,165

YTD BUDGET
\$39,300,000

% Over/(Under) Budget: 9.60%

SALES/USE TAX - 12 MONTH CHANGE HISTORY



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Receive Updates



Current Public Health Orders Extended through July 31

Governor of Wyoming sent this bulletin at 07/13/2020 04:34 PM MDT



Having trouble viewing this email? [View it as a Web page](#).

 SHARE

FOR IMMEDIATE RELEASE

July 13, 2020

CONTACT: Michael Pearlman, Communications Director

Michael.Pearlman@wyo.gov

Current Public Health Orders Extended through July 31

CHEYENNE, Wyo. – Wyoming’s current public health orders will be extended through July 31 as the state continues to see increasing numbers of COVID-19 cases, Governor Mark Gordon announced today.

Over the past 14 days, Wyoming has averaged 27 lab-confirmed cases of COVID-19 per day, with 342 new cases confirmed since July 1. From June 15-30, there were 328 lab-confirmed cases reported. On July 13, the number of COVID-19 hospitalizations reported by Wyoming hospitals was 17, the most hospitalizations reported since April 22. While the total numbers of tests completed has continued to grow in Wyoming, the percentage of tests that come back positive for COVID-19 has remained steady with a cumulative total average of 2.9%.

“I’m disappointed again that we continue to see case numbers rise,” Governor Gordon said. “Wyoming residents only need to look at what Texas, Florida and Arizona are experiencing to see how much damage being careless, not wearing a mask, and failing to social distance can cause to our state’s economy, our citizens’ health and our healthcare system. I am encouraged to see many of our businesses taking this responsibility seriously and both requiring staff and urging customers to wear face coverings.”

The Wyoming Department of Health and the Governor continue to strongly recommend the use of face coverings in public settings where it is not possible or reasonable to stay physically apart. On Wyoming's COVID-19 dashboard the number of new cases continues to be rated, "Concerning."

The continuing orders that take effect July 16 allow gatherings up to 50 persons in a confined space to occur without restrictions and permit events of up to 250 persons with social distancing and increased sanitization measures in place. Faith-based gatherings such as church services and funeral homes will continue to be permitted to operate without restrictions, with appropriate social distancing encouraged. The section of Order No. 1 addressing restaurant operations has been simplified, with the removal of some specific provisions to provide business owners additional flexibility and maintain an emphasis on spacing and face coverings. The public health restrictions that apply to bars, gyms and performance spaces will remain in place.

As of July 13, Wyoming has recorded 1,545 lab-confirmed positive cases of COVID-19, 359 probable cases and 21 deaths. Of these, there were 39 new lab-confirmed cases and 3 new probable cases announced today.

The updated public health orders are attached and can be found on [Wyoming's COVID-19 website](#).

--END--

- [Order2_EighthContinuation_71320.pdf](#)
- [Order1_EighthCOntinuation_71320.pdf](#)
- [Order3_EighthContinuation_71320.pdf](#)



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From: **Deborah Herron** <deborah.herron@walmart.quorum.us>
Date: Wed, Jul 15, 2020 at 10:45 AM
Subject: Required Face Coverings at all Walmart stores & Sam's Clubs
To: Shawn Neary <admn@gillettewy.gov>

Dear Council Member Neary,

Good morning, from the beginning of the COVID-19 pandemic, our focus and priority has been and continues to be on the health and safety of our associates, members, and customers. Across the country, about 65 percent of our more than 5,000 stores and clubs are located in areas where there is some form of government mandate on face coverings. To help bring consistency across stores and clubs, **we will require [all shoppers to wear a face covering](#) starting Monday, July 20** – this will give us time to inform customers and members of the changes, post signage and train associates on the new protocols.

In addition to posting clear signage at the front of our stores, **we've created the role of Health Ambassador** and will station them near the entrance to remind those without a mask of our new face covering requirements. Our ambassadors will receive special training to help make the process as smooth as possible for customers. We know it may not be possible for everyone to wear a face covering, so our associates will also be trained on those exceptions to make the process as easy as possible for everyone. The Health Ambassador role and protocols are already in place in Oregon and Washington along with the communities of Boise, Anchorage, Yakima in accordance with the statewide and local public health orders.

We know some people have differing opinions on this topic. We also recognize the role we can play to help protect the health and well-being of the communities we serve by following the evolving guidance of health officials like the CDC. We appreciate the understanding and cooperation of our customers and members in wearing face coverings to protect their safety and the safety of our associates.

To read more about this simple step to keep you and contribute to our community safety, please visit [here](#), and for more information about Walmart's ongoing efforts in response to COVID-19, please visit [here](#).

Take care, please feel free to contact me anytime with thoughts, concerns or questions.

Debbie
Debbie Herron
Director, Public Affairs and State & Local Government Relations
Walmart Inc.*Save money. Live better.
desk/mobile: 503-539-5333
Twitter: @debbieherron
deborah.herron@walmart.com



Mark Gordon
Governor

WYOMING Department of Transportation

"Providing a safe, high quality, and efficient transportation system"

5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



K. Luke Reiner
Director

July 6, 2020

Mayor Louise Carter-King
City of Gillette
P.O. Box 3003
Gillette, WY 82717

RE: WYDOT Funding – Strategic Redirection

Mayor Carter-King:

In response to economic conditions and ongoing revenue shortfalls, the Wyoming Department of Transportation (WYDOT) has reviewed its transportation system—including needs for assets, resources, staffing, and funding to meet the agency's mission within budget constraints. WYDOT's funding streams, both federal and state, have not kept pace with the needs of the state-owned transportation system for maintenance, construction and improvements or even kept up with inflation. The effects of COVID-19 have compounded these issues.

One aspect of the review examines discretionary funding that WYDOT provides local agencies within Wyoming. WYDOT has done its best to maintain the state highways and associated assets while also providing any available funds for non-state owned transportation-related activities. Our state highway conditions, however, continue to deteriorate, and our ongoing budget issues make the situation worse. To meet its primary mission, WYDOT needs to focus our funding, staff, equipment, and other resources to preserve the state-owned and operated transportation system for the benefit of the state and Wyoming's economy.

Unfortunately, the requirements to refocus our budget and meet our state mission will negatively affect some of our local transportation programs now or in the future as discussed below. Please understand that when adequate funding becomes available, we will reconsider these programs.

The following program will be affected:

- Context sensitive amenities (CSA) projects – federal funding
 - A program designed to incorporate context sensitive design solutions into the physical work on WYDOT reconstruction projects within communities.

- WYDOT will continue the program and honor existing agreements; however, we will require local governments to provide a 10% match on new agreements. We will continue to evaluate the program periodically.

The following programs will not be affected at this time but depending on fiscal constraints in the future they could be revisited:

- Urban System Program (STPU) – federal funding
 - A road construction program to assist Wyoming urban cities to address road and street needs created by increased traffic generation, changes in land use patterns and other community development characteristics. By definition, an urban municipality is one with a census population greater than 5,000.
 - The program will continue but will be periodically reviewed for effectiveness and continuation.
- Enhancement projects (Does not include the Transportation Alternatives Program) – federal funding
 - A program designed to incorporate enhancement into or immediately adjacent to the physical work on WYDOT construction projects.
 - The program will continue but will be periodically reviewed for effectiveness and continuation.
- Bridge Replacement Off System (BROS) Program – federal funding
 - A program to replace eligible bridges that are unsafe due to structural deficiencies, physical deterioration, and/or functional obsolescence. The program applies to structures not on the federal-aid system.
 - The BROS program has been helping local agencies address bridges in poor condition for several decades. The current federal surface transportation law funds approximately \$1.86 million each year for the BROS program in Wyoming. For the past several years, WYDOT has contributed an additional \$1.28 million to the program.
 - WYDOT will continue the program and honor existing agreements; however, we will continue to evaluate the program.

WYDOT is currently developing the State Transportation Improvement Program (STIP), and has refocused its priorities toward asset preservation. We have delayed a number of "improvement" projects to reallocate those funds to preserve the existing state system. This repurposing of funds does not expand the highway infrastructure, which increases long-term maintenance costs, helping stretch our dollars in the future.

WYDOT records indicate the following affected project(s) in your area. The status column will indicate plans going forward for the project.

Program	Project Number	Description	Status
STPU-GI	5382001	NORTH GURLEY AVENUE	Complete project per executed agreement.

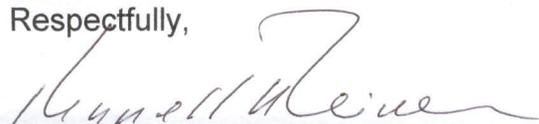
Program	Project Number	Description	Status
STPU-GI	B244006	FOX PARK AVENUE & SINCLAIR STREET	Complete project per executed agreement. Recon inspection completed.
Highway Improvement	N432057	WRIGHT TO GILLETTE/WY59/WIDEN TO 5 LANES	Project delayed.

As I stated previously, when adequate funding becomes available for the department to address identified transportation needs, the department and the Transportation Commission will consider restarting or expanding programs and projects.

We understand these changes will result in challenges throughout the state. We will continue to work with local government agencies to promote transportation and its positive effect on the state's economy; however until the funding outlook improves, we must concentrate available federal and state resources on state-owned assets and federally required programs. WYDOT will continue, to the best of its ability, to seek methods to stretch our available resources to meet state needs, to be effective and good stewards of state and federal funds, and to make decisions promoting transportation for the state and the nation.

We appreciate your efforts to maintain and improve your local portions of Wyoming's overall transportation system. Please feel free to contact WYDOT Chief Engineer Mark Gillett or myself to discuss the information outlined in this letter. Please direct project related questions to the local district engineer (included as a cc: to this letter).

Respectfully,



K. Luke Reiner
Director

cc: Honorable Governor Gordon, Cheyenne
Mark Gillett, P.E., WYDOT, Chief Engineer, Cheyenne
J. David Fraser, Executive Director, Wyoming Association of Municipalities,
Cheyenne
Rick Newton, Chairman, Wyoming Transportation Commission, Buffalo
Scott Taylor, P.E., District Engineer, Sheridan
Sara Janes Ellis, WYDOT Local Government Coordinator, Cheyenne
File



Business Makes Wyoming Better

3 days ago



WBA Governor's Business Forum postponed to Fall 2021

CHEYENNE, Wyo - The Wyoming Heritage Foundation and Wyoming Business Alliance have postponed the Governor's Business Forum until 2021.

Cindy DeLancey, President of the Wyoming Business Alliance/Wyoming Heritage Foundation, issued the following statement:

"Moving forward with a large, indoor forum is just not feasible this year. Over the last several months, the management team, board and vendors have vetted possible scenarios of how to hold an indoor meeting with our statewide business community responsibly. None of the scenarios met our criteria for holding the state's premier business event, so we had to make a tough decision. We will work hard to hold an incredible forum in the fall of 2021, and it will be better than ever."

Wyoming Business Alliance

The Wyoming Business Alliance serves as the state's premier business advocate and proponent with the mission of promoting and advocating a growing economy by connecting business leaders from across Wyoming, representing business interests and issues, and partnering with key business organizations and trade associations. For more information, visit www.wyomingbusinessalliance.com.



Angela Williams <angelaw@gillettewy.gov>

July 15 COVID-19 updates for elected officials from the Wyoming Department of Workforce Services

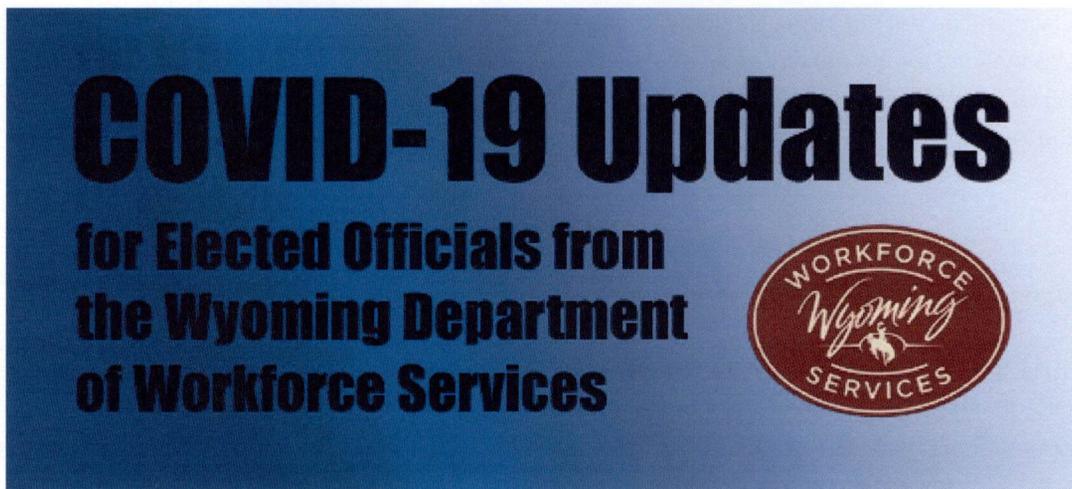
1 message

Wyoming Department of Workforce Services <Wy.dws@public.govdelivery.com>

Wed, Jul 15, 2020 at 2:32 PM

Reply-To: Wy.dws@public.govdelivery.com

To: angelaw@gillettewy.gov



Wednesday, July 15, 2020

Dear Wyoming Elected Officials,

I am pleased to announce that the Wyoming Workforce Development Council (WWDC) voted to pursue a new grant opportunity available through the U.S. Department of Education, called [Reimagine Workforce Preparation Grants](#). These grants provide support to help states during the COVID-19 pandemic create or expand short-term education and training opportunities that help citizens return to work, become entrepreneurs, and help small businesses recover and grow. The Department of Workforce Service welcomes your input on the grant application – please stay tuned for opportunities to provide your feedback.

DWS focuses on resolving claim issues

In the News

DWS focuses on resolving claims with "Issues on File"

7/14/2020 -- In light of the unprecedented numbers of unemployment claims being filed, the Department of Workforce Services (DWS) announced today that its Unemployment Insurance (UI) claims office will not be available by phone each Wednesday for the next three weeks, beginning July 15, in order to allow claims personnel to resolve a number of outstanding claims where one or more "issues on file" are present.

[See the release here >>](#)

Visit the DWS COVID-19 Resources Page at
WyomingWorkforce.org/COVID19-Resources

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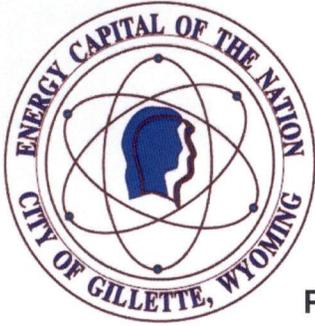
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This email was sent to angelaw@gillettewy.gov using GovDelivery Communications Cloud on behalf of: Wyoming Department of Workforce Services · Herschler Bulding · [122 West 25th Street, 2nd Floor East](#) · Cheyenne, WY 82002 · (307) 777-8650



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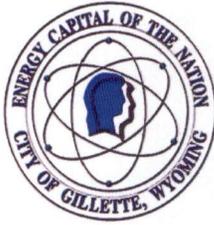
**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
AGENDA
JULY 9, 2020 – 5:30 P.M.
PUBLIC WORKS CONFERENCE ROOM – CITY WEST**

Members:

**Justin Lay - Chairperson
Megan McManamen - Vice-Chairperson
Mike Castellanos
Cathrine Gallilee
Angi Klamm
Wes Johnson
Robin Voigt**

- I. MEETING CALLED TO ORDER**
- II. APPROVAL OF MINUTES**
 - A. June 25, 2020
- III. PUBLIC COMMENT**
- IV. NEW BUSINESS**
 - A. Elections
- V. OLD BUSINESS**
 - A. 4th of July Parade Recap
 - B. Landscape Beautification Award for June
- VI. STAFF REPORT**
 - A. Track Trails to Council
- VII. CHAIRPERSON'S / BOARD REPORT**

None
- VIII. ADJOURNMENT**



CITY OF GILLETTE

Parks and Beautification Board

611 N. Exchange Ave. • Gillette, Wyoming 82716
Phone 307.686.5320
www.gillettewy.gov

**CITY OF GILLETTE
PARKS AND BEAUTIFICATION BOARD
MINUTES
JUNE 25, 2020
5:30 P.M.
PARKS STAGING ROOM – CITY WEST**

MEMBERS:

	PRESENT	
	<u>(YES)</u>	<u>(NO)</u>
Justin Lay, Chairperson	(X)	()
Megan McManamen, Vice-Chairperson	(X)	()
Mike Castellanos	(X)	()
Cathrine Gallilee	(X)	()
Wes Johnson	(X)	()
Angi Klamm	(X)	()
Robin Voigt	()	(X)
Meeting Quorum:	(X)	()

STAFF:

Sawley Wilde, Public Works Director
Janie Kuntz, Parks Manager
Troy Tyrrell, Interim Streets Manager
Kim Klein, Senior Administrative Assistant

I. CALL MEETING TO ORDER

Vice-Chairperson McManamen called the meeting to order at 5:27 p.m.

II. APPROVAL OF MINUTES

Ms. Klamm made a motion to accept the minutes from the May 14, 2020 meeting. Seconded by Mr. Castellanos. All members voted Aye. Motion passed.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. 4th of July Parade

Mr. Wilde shared with the Board that the 4th of July parade that is hosted by Campbell County Parks and Recreation is back on. The Board discussed the issue of passing out bags before, and picking up the bags after the parade. The Board decided that they would like to hand out bags, but will be using masks, gloves, and hand sanitizer as recommended by the CDC. The Board will meet at 8:45 on July 4th at Camelanes.

B. Photo Contest

The next photo contest will run from July 1st through Labor Day, September 7th.

C. Snow Events Winner

Ms. Klamm was the winner of the Gold Bucks. Her guess of 28 was closest to the actual number of snow events, which was 29.

D. Landscape Beautification Awards for May

Ms. Klamm made a motion to award the Most Improved award for May to Domino's Pizza. Second by Mr. Castallenos. All members voted Aye. Motion passed. Ms. Klamm made a motion to award the Most Beautiful Award to Big Horn Dental. It was asked if a business could receive the award when they are on their three-year maintenance bond with the City. Staff will look at the guidelines and report back to the Board. Second by Mr. Lay. All members voted Aye. Motion carried.

V. OLD BUSINESS

None

VI. STAFF REPORT

Ms. Kuntz showed the Board that the Track Trails kiosk had been installed. We are just waiting for the brochure holders to arrive.

Mr. Wilde presented to the Board the snow season debrief that he did for Council.

Tulip planting for the Fall was discussed. Ms. Kuntz and Mr. Johnson will work on a plan.

VII. CHAIRPERSON'S / BOARD REPORT

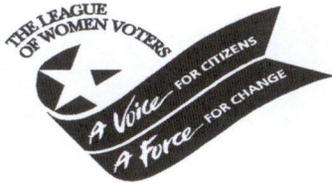
None

VIII. ADJOURNMENT

This meeting was adjourned at 6:38 p.m.

RESPECTFULLY SUBMITTED,

Sawley Wilde, Public Works Director
SW/kk



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

July 6, 2020

Dear Mayor King and City Council Members,

The Campbell County League of Women Voters would like to thank you for the years of support from GPA-TV and the use of the Council Chambers for the Primary Forums. The working relationship with the City staff, Geno Palazzari, and GPA-TV, Jeremy Harder and the many volunteers that help us ensure the success providing educational forums for the community.

I wanted to share with you some of the compliments that were expressed by the national and state candidates; "wonderful facility, I watched myself recorded during the primary and the quality of the broadcast was the best in the state; questions and organization is wonderful; we are always pleased to attend the forums in Gillette."

The partnership with GPA-TV, the City of Gillette and the Campbell County League of Women Voters has given Gillette a reputation as one of the best places in the state to attend a forum when running for office.

The Campbell County League of Women Voters as a nonpartisan organization is committed to offering the community opportunities to be educated voters and better understand their responsibility as a voter. Thank you again for the opportunity to serve our community with your support.

Sincerely,

Susan Knesel
President
Campbell County League of Women Voters