



CITY OF GILLETTE

Administration

201 E. 5th Street • Gillette, Wyoming 82716
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www.gillettewy.gov

MEMORANDUM

TO: Mayor and Members of the City Council
FROM: Patrick G. Davidson, City Administrator
RE: General Information
DATE: August 21, 2020

*RININ for PGD
8/21/20*

The following meetings are scheduled for the week of **August 22-28 2020**

Tuesday, August 25th

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

1. Attached please find a **weekly pothole update** dated **August 21, 2020** provided by **Development Services Director Muzzarelli**.
2. Attached please find **Covid-19 Updates for Elected Officials** dated **August 19, 2020** provided by **Wyoming Workforce Services**.
3. Attached please find **meeting minutes** for the **Regional Water Panel** dated **August 18, 2020** provided by **Utilities Director Cole**.

PGD/adw

	Work Session - Canceled Tuesday, August 25, 2020

Meeting Canceled

Upcoming Work Session Topics:

September 8 – City West

- Backyard Chicken Ordinance Discussion
- Review September 15th Agenda

September 22

- Review October 6th Agenda

September 29

- Employee Appreciation Holiday Discussion
- Zoning Rewrite
- Review October 6th Agenda

October 13

- Review of FY21 Budget Amendment #1
- Review October 20th Agenda

October 27

- Review November 3rd Agenda

November 10

- Review November 17th Agenda

November 24

- Review December 1st Agenda

December 8

- Review December 15th Agenda

December 29

- Review January 5th Agenda

City/County/Town Meeting

Upcoming Council Pre-Meeting Topics

September 1

- Quarterly Updates
 - CCJPFB
 - Gillette Main Street & CCC&VB
- Wastewater COVID Testing Discussion
- Lakeway Road Discussion
- Review September 1st Agenda

September 15

- Quarterly Update
 - Gillette College
- Employee Benefits Presentation
- Employee Handbook Presentation
- Review September 15th Agenda

October 6

- Pine Beetle Presentation
- Review October 6th Agenda

October 20

- Snowing Prebrief / Mowing Debrief
- ECSC Season Update
- Review October 20th Agenda

November 3

- Review November 3rd Agenda

November 17

- Review November 17th Agenda

December 1

- Review December 1st Agenda

December 15

- Review December 15th Agenda

Upcoming Activities

September 24 – Senior Luncheon, 12:00 p.m.,
Campbell County Senior Center

Agenda Items for September 1, 2020

1. An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for the Copper Ridge Estates, Phase II, City of Gillette, Wyoming, from R-S, Suburban Residential District to R-1, Single Family Residential District; Subject to all Planning Requirements.

(Ordinance 3rd Reading – Consent Agenda)

2. Council Consideration for the Approval of Street Closures on the 3rd Street Plaza and first through 4th Blocks of Gillette Avenue (Excluding the 2nd Street Intersection), on September 19th from 11:00 a.m. to 11:00 p.m. for a Summer Brewfest and Car Show, Requested by Gillette Main Street.

(New Business – Minute Action)

3. Council Consideration for the Acceptance of Public Improvements for the Crestview Utilities Extensions Project, Installed by DRM, in the Amount of \$701,003.84 (1% Project).

(New Business – Minute Action)

4. Council Consideration of a Resolution Approving and Authorizing the Copper Ridge Estates, Phase II Subdivision to the City of Gillette, Wyoming, Subject to all Planning Requirements.

(New Business – Minute Action)

5. Council Consideration of a Professional Services Agreement for the Design and Bidding Services Associated with the Foothills Realignment Project, with Morrison-Maierle, Inc., in the Amount of \$321,323.00 (1% Project).

(New Business – Minute Action)

6. Council Consideration of a Professional Services Agreement for the Design and Bidding Services Associated with the Pavement Management System 2021 Schedule B Project, with KLJ Engineering, in the Amount of xxxxxx (1% Project).

(New Business – Minute Action)

7. Council Consideration of a Bid Award for the Asphalt Crack Sealing Project (21EN04), to Highway Improvement, Inc., in the Amount of \$64,400.00 (1% Project).

(New Business – Minute Action)

8. Council Consideration for the Acceptance of Public Improvements for the 2019 Irrigation – Sage Bluffs Park Project.

(New Business – Minute Action)

9. Council Consideration of an Agreement with the Wyoming Department of Health to Sample Untreated Wastewater to Facilitate Wide-Scale Epidemiological Surveillance of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

(New Business – Minute Action)

**WEEKLY POTHOLE UPDATE
AUGUST 21, 2020**

Address	Business	Current Status and Open Date	Recent Action		Next Step If No Action on Part of Owner
2610 S Douglas Hwy	Powder Basin Shopping Center	Open (Open on December 19, 2019)	Sent Final Notice of Violation, August 13, 2020	Required to correct violation by September 11, 2020	Notice and Order for Abatement
2126 S Douglas Hwy	Papa Murphy's Pizza	Open (Open on May, 28 2020)	Call on August 7, 2020 to confirm commitment to make repairs.	Committed by letter to make repairs prior to the end of August 2020	Final Notice of Violation by August 31, 2020
2107 S Douglas Hwy	Las Margaritas	Closed (Open on June 11, 2020)	Owner Made Repairs		None
2150 S Douglas Hwy	Hobby Lobby	Open (Open on June 23, 2020)	Contractor provided temporary fix	Talked with Contractor. Preparing plan to fix more than what was required. Expected to learn plan week of August 31st.	Final Notice of Violation by August 31, 2020
2001 S Douglas Hwy	W.M. Grace Property, North of Dairy Queen	Open (Open on August 5, 2020)	Sent initial letter on August 7, 2020	Received call from owner. Owner getting bids from Contractors to fix.	Final Notice of Violation by August 31, 2020
2005 S Douglas Hwy	Office Depot	Open (Open on August 5, 2020)	Sent letter on August 7, 2020	Waiting on owner to call within 10 days of receipt of letter to provide a plan of action. May get fixed with W.M. Grace Contractor	Final Notice of Violation by August 31, 2020



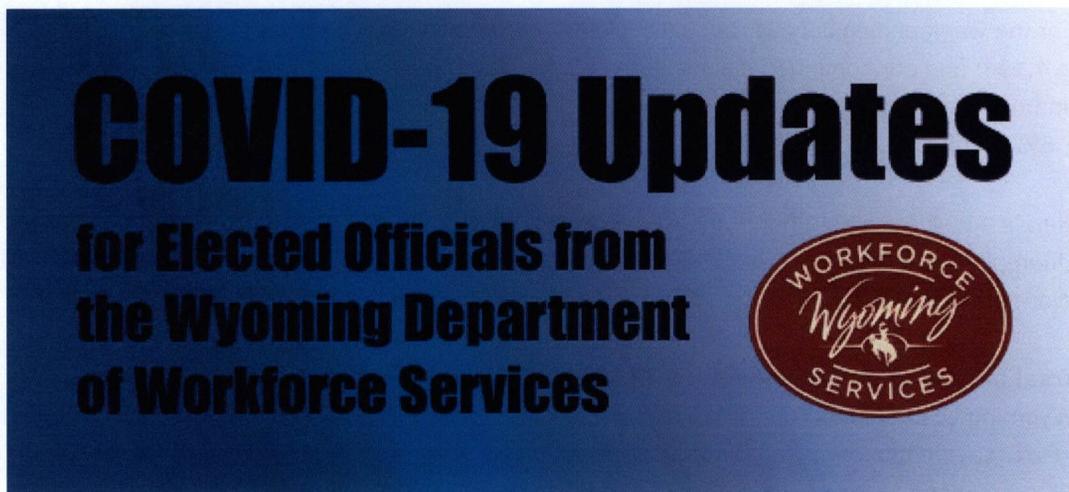
Angela Williams <angelaw@gillettewy.gov>

Aug. 19 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>
Reply-To: Wy.dws@public.govdelivery.com
To: angelaw@gillettewy.gov

Wed, Aug 19, 2020 at 3:49 PM



Wednesday, Aug. 19, 2020

Dear Wyoming Elected Officials,

The Wyoming Department of Workforce Services (DWS) is much more than just the unemployment office. Though we have spent the bulk of the COVID-19 pandemic assisting those who have lost their jobs, we offer many other resources for both employers and employees.

We can help job seekers search for jobs that specifically match their skills; provide assistance for resume writing and interview skills; support the growth of businesses and upskilling employees with training fund grants; assist those with barriers to employment find solutions through vocational rehabilitation; and much more.

If you would like to know more about what DWS can offer those in your community, please contact our communications team at DWS-Communications@wyo.gov or visit your local Workforce Center.

In the News

Job searches required for Unemployment Insurance

8/11/2020 -- Due to the COVID-19 pandemic, the work search requirement for many Unemployment Insurance claimants was suspended temporarily. But now that businesses are opening again, the Department of Workforce Services (DWS) reminds Unemployment Insurance (UI) claimants that a minimum of two work searches must be completed each week in order to continue receiving UI benefits.
[See the release here >>](#)

For the latest numbers, please visit our [UI Dashboard here](#). This document is updated daily.

We're in this together,

Robin Sessions Cooley
Director
Wyoming Department of
Workforce Services

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

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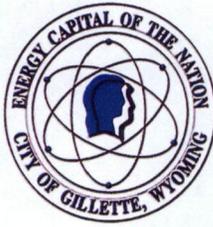
Questions? [Contact Us](#)



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

P.O. Box 3003 • Gillette, Wyoming 82717-3003

www.gillettewy.gov

**City of Gillette Regional Water Panel Minutes
August 18, 2020 (12:00 P.M.)
City West Utilities Conference Room**

Panel Members:

	<u>(Yes)</u>	<u>Present</u>	<u>(No)</u>
Bryan Clerkin			X
E. Loren Crain	X		
Shaun Gee			X
Don McKillop	X		
Ralph Kingan	X		
Chris Wooten	X		
Meeting Quorum:	YES		

Staff Members:

	<u>(Yes)</u>	<u>Present</u>	<u>(No)</u>
Howard Jones-Water Manager	X		
Mike Cole-Utilities Director	X		
Levi Jensen-Utility Project Mgr.	X		
Kevin King-Dir. Campbell Co. Public Works			X
Jill Belecky-Admin. Asst.	X		

I. Call Meeting to Order

The meeting was called to order at 12:02 pm.

II. Approval of Minutes from Previous Meetings (3/13/19, 7/31/19, and 12/11/19)

Loren requested a motion to approve the March 13, 2019, minutes. Don made a motion, Ralph seconded. All members voted Aye. Motion passed. Loren requested a motion to approve the July 31, 2019, and December 11, 2019, minutes. Don made a motion, Ralph seconded. All members voted Aye. Motion passed.

Loren wanted the record to reflect that the March 18, 2020 meeting was canceled due to COVID and the July 2020 meeting was rescheduled for August 2020.

III. Project Update (Mike Cole)

For the purpose of updating our new board member, Chris, Mike gave a recap of the Gillette Madison Pipeline Project from the time it started to now. Mike explained the location of the Madison and the funding involved, meeting with Wyoming Water Development Commission (WWDC) and Legislators, and how the project date was extended. Mike explained some updates that are taking place at Pump Station 1 to replace the chlorine gas and a separate project at the Donkey Creek One Pump Station to move the electrical equipment to a separate room. He covered the wholesale rates which help cover operations, maintenance and depreciation expenses which is used to replace pumps and other equipment. Staff will look at planning area boundaries

for potential wholesale water customers requesting service from the regional water system that currently exist outside the Designated Service Area. He explained the tap fees that cover future expansion of the system and monthly base charges to customers which cover certain administrative costs.

Levi updated the panel on the status of the Madison wells. M-11 and M-12. Both wells are now operational. Well M14 will be acid stimulated in September 2020. Wells 13, 14 and 15 will be pump tested in the Spring of 2021. The permanent pumping equipment will be ordered after the pump test, and installed in late 2021 / early 2022. We expect to produce water from Wells M13, M14 and M15 prior to the 2022 summer season. This final completion date is in line with the WWDC reversion date of July 1, 2022. Levi stated how 13, 14, and 15 wells should produce more than 1400 gpm per well. The test pump can be used in the future as a backup. The test pump can produce around 1800-2000 gpm, so it will be much larger than the permanent pumping equipment that will likely produce 1,400 gpm to 1,600 gpm. Levi touched on the larger water districts, twenty that are connected and the five phases with funding through grants from the WWDC for the Regional Water Extensions.

IV. Elect Chairman and Vice Chairman

Ralph made a motion to nominate E. Loren Crain as Chairman, Don seconded. All members voted Aye. Motion passed. Don made a motion to nominate Ralph Kingan as Vice Chairman, Chris seconded. All members voted Aye. Motion passed. (Ralph's term ends 12/31/2020, however, he expressed a desire to be re-appointed by the County Commission and continue serving on the panel as Vice Chairman).

V. Other Business

Mike reported that Michael Stulken has resigned his position on the board on August 12, 2020, as he has moved to Newcastle.

VI. Next Proposed Meeting (November 17, 2020)

VII. Adjournment

The meeting was adjourned at 1:10 PM.

RESPECTFULLY SUBMITTED,

E. Loren Crain
Board Chairman

Ralph Kingan
Board Vice Chairman

E.LC/jb

APPROVED: _____