

**CITY OF GREEN RIVER
COUNCIL WORKSHOP PROCEEDINGS
July 12, 2011**

The Governing Body of the City of Green River met in workshop session at 6:58 pm in the City Hall Council Chambers. The following Council Members were present: Gary Killpack, Gene Smith, Adam Coppolo, Lisa Maes, and Jim Boan. The following were present representing the City: City Administrator Barry Cook, Director of Public Works Mike Nelson, Director of Human Resources Debbie Klein Robertson, Director of Finance Jeff Nieters, URA/Main Street Administrator John Dahlgren, Interim Chief of Police Chris Steffen, Parks and Recreation Director Allan Wilson, and Public Affairs Specialist Stephen Pyles.

Council Member McCullough was not present.

Main Street Update

URA/Main Street Administrator John Dahlgren said Main Street is made up of four standing committees plus a board of directors. In June of 2010 the Main Street Board had four members, no organizing committee, two members on the Economic Restructuring Committee, and two members on the Farmer's Market Committee. These are some of the reasons why the Green River Main Street program was placed on probation by the state. In order to get off of probation members recruited board members, committee members, and volunteers. They began meeting with businesses and discussing the program with them, started the Main Street newsletter, and met with their partners to begin mending fences.

Main Street Program 2011 Successes:

- Business recruitment and expansion
- Farmers Market – they brought in \$6,500
- Trunk or Treat – they brought in \$500
- Downtown Bazaar – brought a lot of people downtown and many vendors sold out
- Developed a three-year-plan

The state has lifted the probation of the Green River Main Street Program. They were impressed with the hard work, dedication, and commitment of not only the Main Street staff and city officials, but also the volunteers who contribute countless hours to the organization.

Main Street's plans for the future are to come up with new events, rehabilitate the downtown area, provide businesses with assistance, a community garden, and to create a youth Main Street program.

Mr. Dahlgren said the Main Street program can be a success and staff will continue to work at making it a success.

Council Member Boan asked if staff charged for the spaces at the Farmer's Market.

Mr. Dahlgren said if they do not have a city business license then it is \$10.00 for a traveling merchant's license.

Council Member Boan said he went to the market the past two weeks and the businesses down there were not open. He feels the businesses have to stay open in order for this event to be a success.

Mr. Dahlgren said they encourage businesses to place something from their business into the goody bags that are handed out to everyone that comes to the market.

Council Member Smith said he also attended both markets and they were well attended but it would be good for the businesses to stay open.

Council Member Maes said good job and to continue with the success.

Tomahawk Hotel Update

Council Member Boan said legal counsel has advised council, under the current circumstances with the City of Green River and the Green River Futures Association, we cannot give any more money. He asked that the information being presented be an update on what is happening and not a request for something council cannot give them anyway.

Mr. Cook went over the grant development and management agreement to bring the council up to date. The total grant received was for \$1.8 million and this was only to be used for the specific items that were requested in the grant itself.

The city hired Myers-Anderson Architects to design the project and Groathouse Construction to be the Construction Manager at Risk. The design has been completed and Groathouse come up with an estimate of the cost to complete the project and it is over the \$1.8 million.

Mr. Cook said Council Member Boan is correct, legal counsel has advised not to move forward with any money from the city because the city does not own the building. He said one option is to cap it at \$1.8 million and move on. Any future funding will require the council's approval.

Jerry Myers from Myers-Anderson Architects said he needs to know what the scope of the project is so they can go out to bid. He said the project with all renovations completed would be \$2,332,592. This is \$532,592 over the \$1.8 million from the grant. The project with the minimum renovations completed would be \$2,036,326. This satisfies the requirements of the grants and the fire sprinkler systems.

The difference in the amount could possibly be from the increase in construction costs. The total cost to renovate the building was estimated at \$2.4 million as listed in the grant. These are the numbers that Groathouse Construction has budgeted for this project. It could come in lower or even higher but Groathouse Construction is the one at risk.

Mr. Myers said he needs to finalize the drawings and go out for bid with real numbers. This can be done with the base \$1.8 million if that is what council decides.

Council Member Killpack said they would complete the third level, second level, and basement along with the elevator and stairs if council stays with the \$1.8 million.

Mr. Myers said they would move forward with some changes in the cabinets, floors, and interior finishes.

Council Member Coppolo asked if the reductions were made to the project, would it still satisfy the requirements of the grant.

Mr. Cook said he thinks the Wyoming Business Council would be willing to work with them on the project.

Mr. Myers said there are basic things that are being changed but the purpose of the grant is still being met.

Council Member Killpack asked if they could go for another grant to help cover the costs and complete the building.

Mr. Cook said yes.

Council Member Smith asked why it seems the project is going out for bid just as it has in the past and the city is the one at risk.

Mr. Myers said there are two parts to the construction manager at risk. The first part is the design and value engineering which is coming up with an estimated budget prior to going out for bid. The second is working with the bids and scope of the project and going forward with the number in which the construction manager at risk will not exceed as long as nothing is added to the scope of the project.

Groathouse Construction representative Kodi Makey said they can provide a guaranteed maximum price before they go out for bid but it would exceed the \$1.8 million. She said Mr. Myers is being optimistic that it will come in under bid, but Groathouse is not willing to take that kind of a risk at this point.

Council Member Boan said the \$1.8 million budget was set and the project should stay within it.

Council Member Smith asked if they were in the middle of the project and found something that needed to be fixed, who would be responsible.

Ms. Makey said this is where they would like some contingency money within the project but ultimately it would be the construction manager at risk's responsibility.

Ms. Makey said the project is almost ready to go out for bid. There would be a pre-bid meeting August 1, 2011 at the project site. The bid opening would be August 11, 2011. Construction of the project would start the beginning of September and would run for seven months. Completion would be the end of March 2012.

Mr. Cook said since the building needs to have fire sprinklers installed there is a need for a water line to the building. The current service from the building is inadequate so staff would run a water line down North First East from Flaming Gorge Way at a cost of \$62,313.52 from the Water Fund.

The other issue is the need for new sidewalks around the building estimated to cost approximately \$25,000. Futures have put in a request to take part in the sidewalk 50/50 program.

Council Member Killpack asked how Futures will come up with the money to cover their part of the sidewalk.

Mr. Cook said he is not sure.

Police Department Staffing

Interim Chief Chris Steffen said he is concerned and would like to make council aware of the potential problems with the staffing levels in the Police Department. They have maintained the same amount of staff since 1993 which is eighteen to nineteen officers. Several years ago they lost the weed crew/restitution program officer and never replaced him. They lost the Chief of Police and the DARE officer as of June 30, 2011. He knows they will replace the chief's position but he feels the sworn officer is a loss to the department. Currently they have fourteen officers. A new officer is still going through the training process and will attend the Wyoming Law Enforcement Academy beginning in August, ending in November, and then return to our agency. This officer is a current member of the National Guard and has received his deployment paperwork for approximately April 2012.

He is concerned with the seven officers that are in excess or nearing their 20-year mark, who could effectively retire. They have two officers that are the School Resource Officers with the school district and two grant funded officers. With the current amount of officers on patrol they could potentially have to pull those officers off their duties to help within the department.

Also, of equal importance, is the ability to keep officer safety levels where they need to be. They experience a high level of two officer calls, and when one officer can respond it creates safety hazards and added danger to the job of policing. They frequently have to transport an arrestee to the detention center and that leaves one officer here to handle any calls.

Staff has adjusted the Patrol Division from a nine hour shift rotation back to an eight hour rotation. They may have to look at other shift rotations to provide adequate 24/7 coverage for the city.

Council Member Smith asked if the School Resource Officers are paid for by grants.

Interim Chief Steffen said no the school district pays for half of the officer's wages during the school year. The school district depends on these officers to do many different things throughout the school year, and they feel it is very important to keep them there.

Council Member Coppolo asked if the officers were used mostly at the high school.

Interim Chief Steffen said no, they split the schools between them both. One has the high school and the elementary schools and the other has the middle schools and the Expedition Academy. There are more calls at the middle schools and Expedition Academy than the high school.

Council Member Boan asked why the school district was only paying for half of their salaries when the officers are primarily at the schools during the school year.

The Mayor said this is a great program and needs to continue so he feels paying half of their salaries is worth the effort.

Interim Chief Steffen reminded the council that the officers are employees of the city, and if the school district pays their full salary we cannot use them as police officers when we need them.

Council Member Coppolo said we are paying for their benefits, and the school district is not, so the city is paying more.

Council Member Smith said the SRO officers are valuable. He thinks they should look into the pay, but he would hate for the program to be eliminated.

Plan One Architects on New Police Department Facility

Plan One Architect Charlie VanOver said there is room for the Municipal Court to be put into the new Police Department building. There will be some issues that will have to be looked in to. First, they will have to meet with the judge to see what he needs and then work with the Police Department on how the court will fit into the building. There are some security issues, but they can come up with a reasonable plan that will fit both parties.

Council Member Coppolo asked if this would be within the scope of the quote he has already asked for.

Mr. VanOver said no, but he does not see this as taking a huge amount of time. They would do their best to make it fit into what they already have.

Council Member Coppolo asked the judge why the courts would need to be moved.

Municipal Court Judge Jason Petri said the space they currently use is fine for the majority of the things they do, but the courtroom was designed when none of the municipal ordinances carried a possibility of jail time. Everything except for the traffic code carries a possibility of jail time. When a person is facing jail time they have the right to a jury trial. When there is a jury in the courtroom they are not able to see who is talking or hear what is being said. They do not have a jury room for deliberation. The space is just inadequate at this point.

Council Member Coppolo asked about the District Court building being abandoned by the county. He suggested looking in to this building to house the Municipal Court.

Judge Petri said he has talked to people before about using the building, but he had heard they were going to use it for something else. He would be in favor of using it as the Municipal Court.

Judge Petri said if they go into the new building he would suggest having the courtroom useable by both the Police Department and the Municipal Court. The Municipal Court does not need the courtroom every day so a multi-use room would be great for both departments.

Council Member Boan said he would support the Municipal Court going into the District Court building, and suggested finding out if this is a possibility before having the planners change the new Police Department Building.

The Mayor said he would talk to Chairman Johnson to see what their intent was.

Mr. Cook said the agreement with Plan One Architect was pulled off of the agenda for two reasons. One to review the structural integrity of the building, and the other was to discuss Municipal Court moving into the building. They have two reports saying the building is ok and can be used.

Council Member Coppolo asked if they were planning to build holding cells to save the on costs of transferring prisoners.

Interim Chief Steffen said there are two cells with a detention area in the plans. The cells come with tons of requirements. Also, there will have to be a trained detention officer there at all times, and the PD only has one trained detention officer on staff.

Council Member Coppolo said there is a long term savings by having the cells. He said the detention officer would not have to be a certified police officer.

Interim Chief Steffen said they would have to go through the certification process at the academy to become a detention officer.

Council Member Smith asked if the city had holding cells, would staffing have to be increased in order to follow the regulations.

Interim Chief Steffen said yes. There would be a lot that would have to go into it.

Council Member Boan asked the engineer to come forward and state, for the record, that he feels the building is sound and can be used for the Police Department.

Lower & Co. PC owner Robert Lower said he has been involved with this project since 2004. He is aware of the problems with this building, but he feels the structural integrity is fine. He has investigated the structure and he feels there is no problem with the structure performing like is it intended. There are around \$50,000 in minor repairs that will need to be done.

Mr. VanOver said there were some concerns voiced from council over the Joint Communication Dispatch Center building. He said the JCDC has put every bit of the money into the design of the interior of the building so the outside is pretty much going to be the same. They will be doing minor things to the outside, but they do not want to draw attention to the building.

Council Member Coppolo said this is a busy intersection and the building does not look pleasing. He feels they should do something to make it more pleasing rather than leaving it as an eye sore.

Council Member Smith said he understands they do not want it to draw attention, but leaving it how it is, does just that. They should make it blend in.

Mr. VanOver said he will bring it up to the board when he meets with them later this week.

City Administrator Comments

Mr. Cook said they sent out RFP's for the organizational workforce analysis. They received three proposals and will be presenting them to council next week for recommendations.

Mayor and Council Comments

Council Members Killpack, Boan, Maes, Coppolo, and Smith had nothing to report.

The Mayor said he met with Larry Lloyd to discuss the plans for the events complex. The Mayor has some reservations on the timeline of the project and he was amazed on what was being proposed. He suggested putting a task force together to oversee the plans for the project.

Mr. Lloyd said the city needs to take advantage of what will be taking place in Green River, and getting what is needed for the rodeo arenas. He said the city will need more stalls for horses too.

H. Castillon, Mayor

ATTEST:

Jeffrey V. Nieters, City Clerk