

**CITY OF GREEN RIVER
CITY COUNCIL PROCEEDINGS
July 19, 2011**

The Governing Body of the City of Green River met in regular session at 7 pm in the City Hall Council Chambers. Mayor Castillon called the meeting to order and Craig Wolfing led the Pledge of Allegiance. The following Council Members were present: Gary Killpack, Gene Smith, Adam Coppolo, Tom McCullough, and Jim Boan. The following were present representing the City: City Administrator Barry Cook, Assistant City Engineer Dave Westling, Engineer John Canaday, Director of Human Resources Debbie Klein Robertson, Director of Finance Jeff Nieters, URA/Main Street Administrator John Dahlgren, Interim Chief of Police Chris Steffen, Fire Chief/Emergency Services Mike Kennedy, Recreation Supervisor Brenda Roosa, City Attorney Galen West, and Public Affairs Specialist Stephen Pyles.

Council Member Maes was not present.

APPROVAL OF THE AGENDA

The Mayor noted three additions to the agenda:

Council Action Item H: Consideration of a bid award for the 2011 Capital Improvement Project.

Resolution Item E: Consideration of a budget increase to contract for grant writing services.

Council Action Item I: Consideration of a contract with Lisa Mueller for grant writing.

Council Member Smith moved to approve the agenda. Council Member Killpack seconded. Motion carried. (6-0)

PRESENTATIONS

Military Presentation

The local Veterans of Foreign Affairs presented the City of Green River with a plaque and the American Flag from the Soldiers of Charlie Company 5-159 Aviation. Three soldiers in C/5-159, MAJ Andrea Castillon, SPC Allan Jarnagin, and PFC Andrew Beaver are all from Green River and they extend their personal appreciation for the city's enthusiastic devotion to the Red Shirt Friday Proclamation.

On the eleventh day of May, the crew flew a flag on Aircraft 561 "Dustoff 16" in honor and appreciation of the city's support. The American flag accompanied the crew on Medical Mission (East) 05-11D; which was a point of injury mission from Salerno to the Pakistan Border Security Point 4. The crew for the mission was LTC Dane Rodgers, MAJ Andrea Castillon, SPC Morgan Graham, SPC Tyler Neff, and SPC Morgan Kowlok. MAJ Andrea Castillon and LTC Rodgers are UH-60 Pilots, SPC Morgan Graham is a UH-60 Crew Chief, and SPC Neff and SFC Kowlok are flight medics.

Golden Generation Advisory Board Update

Chairperson of the Golden Hour Advisory Board Cindy Edwards said they have distributed the National League of Cities Prescription Drug cards throughout the city and they feel it has been a great success.

Their biggest success this year was the Uinta Drive Senior Bench Project. They received \$7,000 in donations within one month. This will purchase 14 benches. There will be six benches located on Uinta Drive and the others will be installed in other areas within the city. The Golden Generation Advisory Board Members are Cindy Edwards, Joanne Nathan, Pamala Spivak, Norman Tripp, and Joann Wyant.

The Mayor thanked the group for working so hard and helping the community.

RESOLUTIONS

Youth Main Street Program

R11-38: A resolution for the governing body of the City of Green River, Wyoming, to approve an increase in expenditures and income in the General Fund for the Youth Main Street Program and to accept a donation from the Wyoming Business Council in the amount of \$500.

Council Member Coppolo moved to approve the resolution. Council Member McCullough seconded. Motion carried. (6-0)

Lease Payment for Police Department Equipment

R11-39: A resolution for the governing body of the City of Green River, Wyoming, to approve an increase in expenditure in the General Fund for the Police Department for a lease payment to store equipment in the amount of \$2,400.

Council Member Killpack moved to approve the resolution. Council Member McCullough seconded.

Council Member Boan said he will vote against this. This is almost \$20,000 for two years, just to store a vehicle, and for that amount he feels the city can build a storage unit to store it instead. He suggested looking into adding a storage space onto the new utility building that is being built.

Interim Chief Chris Steffen said he would like to be able to store the vehicle in a city location that is secure. He would hate to put the vehicle outside in an unsecure area.

Council Member Boan asked if there was room to build onto the utility building.

Mr. Cook said yes.

Council Member Boan asked if they could get a three month lease to store the equipment so they have time to look into building. The city is looking to spend a good amount of money to store the vehicle over a few years so why not just spend the money now, and build something that would fit.

Mr. Cook said it would add cost to the project but if council would like to move forward, he will look into it.

Council Member Coppolo asked if it could be stored in the Animal Control Shelter.

Chief Steffen said the door on the building is only twelve foot tall so he cannot fit the vehicle in to wash it.

Council Member Smith asked if there are provisions on the site of the new Police Building.

Chief Steffen said he believes it can be stored there. It would be outside, but as long as there was a way to plug it in, and it was secure, then it works.

The Mayor said the new building would only store it outside and it should be stored inside so he suggested looking into building storage.

Council Member Boan moved to amend the motion to increase expenditure authority in the General Fund for the Police Department lease for a lease payment to store equipment for three months for an amount of \$2,400 (*total for three months is \$2,400 not \$1,600*). Council Member McCullough seconded.

Council Member Boan said this would give the city some time to see what they would like to do.

Council Member Coppolo said they could possibly go month to month so no lease will have to be signed and we would not be committed to anything.

Chief Steffen said he fully agrees with council's decision. He has no objection to where the storage will be.

Council Member Smith asked if three months time for the process of building the unit was enough.

Mr. Cook said he would have to check.

The Mayor said they need to look at the options and decide from there.

Motion carried. (6-0)

Original motion carried. (6-0)

Workforce Analysis

R11-40: A resolution for the governing body of the City of Green River, Wyoming, to approve an increase in expenditure in the General Fund for the workforce analysis to be conducted in the amount of \$32,000.

Council Member Coppolo moved to approve the resolution. Council Member Smith seconded.

Council Member McCullough said he will vote against this because he feels the City Administrator can talk to the department heads to see what is needed within their department. If staff says they need more people he will listen. He does not need a study to tell him what is needed.

Council Member Boan said he will vote no also, because he feels staff is experienced enough to know what is best for the city.

Council Member Killpack said he will vote for this, because sometimes it is good to get someone from the outside to look at things. It will bring a different perspective.

Council Member Smith said our staff is not the issue. There are a lot of things that are coming up that we are asking our staff to do and they are loaded up. An outside look could bring best practices that would work here for us.

Council Member Coppolo said he will vote in favor of this. He said getting a set of fresh eyes to look into the city can help. It could help with restructuring and making decisions that will best suit the needs of the city.

The Mayor said he will vote in favor of this project. The staff is overwhelmed with what they have already, so they cannot take on anymore. He feels comfortable with having recommendations from other people that can look at the organization with a fresh pair of eyes.

Motion carried (4-2) with Council Members McCullough and Boan voting no.

Baler for the Recycling Program

R11-41: A resolution for the governing body of the City of Green River, Wyoming, to approve an increase in expenditure in the Solid Waste Fund for the purchase of a baler for the Recycling Program in the amount of \$86,000.

Council Member Smith moved to approve the resolution. Council Member McCullough seconded.

Council Member McCullough said this is going to be a good investment for the future.

Council Member Smith said this will bale cardboard and will bring in some funding. The funding for this is already in the Solid Waste Fund and is not coming from un-appropriated funds.

Motion carried. (6-0)

Grant Writing Services

R11-42: A resolution for the governing body of the City of Green River, Wyoming, to approve an increase in expenditures in the General Fund to contract for grant writing services in the amount of \$40,000.

Council Member Boan moved to transfer \$40,000 from the Un-appropriated General Fund balance to the Legislative Nonprofessional line item to contract with Lisa Mueller to write grants for the Police Department Building and the Railroad Depot. Council Member McCullough seconded.

Council Member Smith asked if the Mayor had received another application for a grant writer.

The Mayor said the city had received three. The person they are looking into now has experience in grant writing. This would only be for the two grants that are being looked into, and does not commit the city to any one person for future grant writing.

Council Member Killpack said this motion is only to move the money, not the contract.

Council Member Boan withdrew his motion and Council Member McCullough withdrew his seconded.

Council Member Boan moved to transfer \$40,000 from the Un-appropriated General Fund balance to the Legislative Nonprofessional line item to contract with a grant writer for the Police Department Building and the Railroad Depot. Council Member McCullough seconded.

Motion carried (5-1) with Council Member Coppolo voting no.

COUNCIL ACTION ITEMS

2011 HIDTA Grant

Council Member Killpack moved to accept the HIDTA Grant award in the amount of \$96,286 and agree to the Memorandum of Understanding between the Wyoming DCI and the City of Green River/Green River Police Department for the year January 1, 2011 through December 31, 2011. Council Member Coppolo seconded. Motion carried. (6-0)

Catering Permit

Council Member Coppolo moved to approve the issuance of a Catering Permit to The Liquor Depot to sell alcohol during the Oregon-California Trails Association banquet on Saturday, August 13, 2011, from 6:00 pm to 11:00 pm at the Island Pavilion, pending approval by the City of Rock Springs governing body. Council Member McCullough seconded. Motion carried. (6-0)

2011 Recovery Month Activities

Council Member Killpack moved to authorize the \$500 grant match for the City of Green River's participation in the 2011 Recovery Month activities. Council Member McCullough seconded.

Council Member Smith said the grant is for \$2,800 so the matching requirement is 25% or \$700.

Public Relations Specialist, for Southwest Counseling Services, Lena Warren said it should have been listed as a sponsorship not a grant match.

Council Member Smith asked if Southwest Counseling was planning to ask for money for this every year, they need to do it during the budget process.

Ms. Warren apologized for not asking during the budget process but she will try to in the future.

Motion carried. (6-0)

Multi-material Horizontal Baler

Council Member Smith moved to award the bid to Recycling Systems, LLC, out of Ogden, Utah for new Multi-material Horizontal Baler with above floor conveyor in the amount of \$85,799. Council Member Coppolo seconded. Motion carried. (6-0)

Acceptance of Petroleum Contaminated Soils

Council Member Coppolo moved to approve acceptance of petroleum contaminated soils from Williams Northwest Pipeline at a rate of \$69.55 per ton. Council Member Smith seconded.

Council Member McCullough asked for an explanation.

Sanitation Supervisor Linda Roosa said the landfill's permit allows them to accept petroleum contaminated soils. She said it is a small amount and can be used after it is treated.

Council Member McCullough said these are not highly contaminated soils.

Motion carried. (6-0)

FMC Bridge Replacement Project

Council Member Coppolo moved to ratify Contract Amendment No. 1 with WYDOT for the FMC Bridge Replacement Project in the amount of \$896. Council Member Smith seconded. Motion carried. (6-0)

Agreement with Nelson Engineering

Council Member McCullough moved to approve the amendment to the agreement with Nelson Engineering for construction engineering services in the amount of \$134,500 for the South Side Water Project. Council Member Coppolo seconded.

The Mayor asked what it was for.

Mr. Cook said it is for the addition of time for engineering services on the South Side Water Project. Jackman Construction is four months behind schedule. The project was planned to be completed in August but will not be done until October. Staff does not have the special expertise to oversee this project, so Nelson Engineering will be overseeing the project.

Council Member Killpack asked Mr. West if the city can require Mr. Jackman to pay the money to Nelson Engineering.

City Attorney Galen West said there will be liquidated damages assessed to Jackman Construction for everyday they go over the completion date, but it will not be close to what is going to be paid to Nelson Engineering. It will have to be looked at once the project is completed.

Council Member Killpack asked if this would require a lawsuit.

Mr. West said he would anticipate it would.

Council Member McCullough asked if there is money left over on a project, can the city hold on to it.

Mr. Cook said the city will hold on to any money that they can.

Council Member Boan asked what kind of obligation Nelson Engineering has with keeping the project on time as scheduled. He said it could benefit them to go over the scheduled time so they could collect more money. He feels they have both performed under standard and should be fired. He said the city needs to do something to protect this from happening again.

Motion carried. (6-0)

2011 Capital Improvement Project

Council Member Smith moved to award the 2011 Capital Improvement Project Schedules A through D to Lewis and Lewis, Incorporated in the amount of \$2,319,468.85. Council Member McCullough seconded.

Mr. Cook said the city will be doing utility and street work around Evers Park. This will be the major part of the improvements. The city will be resurfacing New Mexico Street and repaving the Pavilion and the Visitor's Center parking lots.

Council Member Smith asked if New Mexico Street and both parking lots will be completed this year.

City Engineer Dave Westling said yes.

Mr. Cook said the city required pre-qualifications on the bid there was no pre-qualification listed for the subcontractors. This raises some concerns with the staff since the contractor awarded the bid will be having Jackman Construction do their utility work for the project. Staff will be working with Lewis and Lewis as the contractor and not any of the subcontractors, so if there is a problem with the subcontractors then it is up to Lewis and Lewis to deal with it.

Council Member Killpack asked if the city could specify contractors they do not want to have working on projects because of issues in the past.

Mr. West said no.

Council Member Boan asked what the liquidated damages were in the contract.

Mr. Cook said it is usually around \$1,000 to \$1,500 a day.

Council Member Boan said he feels they should be higher.

Motion carried. (6-0)

Grant Writing Contract

Council Member Boan moved to hire Lisa Mueller, a grant writer, to enter into a contract for services to write grants for the Police Department Building and the Railroad Depot. Council Member McCullough seconded.

Council Member Smith asked where the money was coming from and how much was in the account.

Mr. Cook said from the Un-appropriated Fund balance.

Director of Finance Jeff Nieters said there is \$300,000.

Council Member Killpack said he was impressed with her background information and that she had brought in over \$41 million in grants for the Rock Springs URA. This is why he will vote for this.

Council Member Coppolo asked why the upfront costs were so high.

Lisa Mueller said she has broken the costs down into three forms of payment. The deposit is for upfront cost, associated with meetings, travel, and time. This allows her to start the momentum full force. The second payment is due when the first grant is due. The third payment is based upon approval. No matter if it is approved or not, the city will have a final project that can be repackaged.

The Mayor said it has been hard to find someone to write grants. The thing everyone needs to remember is there are time-lines that have to be met and Ms. Mueller has agreed to make sure they get met. He thanked her for stepping up to the plate.

Ms. Mueller thanked council for the opportunity to serve as the grant writer.

Motion carried. (6-0)

CONSENT AGENDA

Council Member Boan moved to approve the following consent agenda items. Council Member McCullough seconded. Motion carried. (6-0)

- Authorize Larry Paine to remove a chain link dog run, and for Jessica Morrison to remove a 4-wheel ATV from the landfill.
- Agreement with Plan One Architects to design and oversee the bidding and construction for the new Police Department Building Project in the amount of \$125,000 pending legal review.
- Agreement with Southwest Counseling Service for the Employee Assistance Program and authorize the Mayor to sign it.
- The Final Deductive Change Order in the amount of \$23,090.40 and the Release of Retainage in the amount of \$14,377.46 for the South East Teton Storm Drain Project to Jackman Construction Inc.
- Community Funding agreements for fiscal year ending June 30, 2012 as follows:
 - ❖ Green River Chamber of Commerce \$86,000
 - ❖ Treatment Court Foundation \$6,000
 - ❖ Flaming Gorge Days \$10,000
 - ❖ Golden Hour Senior Center \$10,600
 - ❖ Food Bank of Sweetwater County \$20,000
 - ❖ SW-WRAP BNEA Program \$10,000
 - ❖ Southern Wyoming RSVP \$1,000
 - ❖ Sweetwater Family Resource Center \$5,500
 - ❖ Child Development Center \$25,000
 - ❖ Youth Home, Inc. \$8,000
 - ❖ STAR Transit \$17,200
- Minutes for July 5, 2011 Council
- Financial Reports and Payment of Bills:

Prepaid Invoices = \$172,147.90	Outstanding Invoices = \$908,120.15
Pre-authorization Payments = \$874,000.00	Payroll Expenditures = \$753,385.87

CITY ADMINISTRATOR'S COMMENTS

Mr. Cook said the total cost for Flaming Gorge Days was \$49,722.46 which is down from last year.

Council Member Coppolo asked why the Police Department and Fire Department costs went up this year.

Fire Chief Mike Kennedy said the costs were for the water rescue team and their boat to be there at all times, because of the river, and there were more people at the concerts this year.

Council Member McCullough said he did a good job being prepared for what could happen.

The Mayor agreed and thanked the Chief and his staff.

Mr. Cook said staff is working on the consensus grant process for the high school rodeo events.

Staff is currently working on a draft ordinance to help with draining issues in high back curbs.

The city has received requests from citizens for new garbage cans, they have been ordered, and it will take two months for them to come in.

The traffic committee has met and discussed the new school zone signs that have been recommended. There is a need for five at Truman, two at Harrison, and two at Washington. Each sign is \$3,200 and the Traffic Committee recommended moving forward with two at Harrison and two at Washington.

He said the city has requested permission to put up a fence and a shelter on the land that is leased from the Union Pacific Railroad. He received permission from Union Pacific so staff will be moving forward on it as soon as possible.

He called a meeting with staff on Monday, July 25th, at 10:00 am, to look at the parking ordinance.

He had a conversation with the Department of Environmental Quality on the old water treatment plant. He has addressed his concerns with DEQ on what the city would like to have done with the property, and he is hoping there will be some cooperation from DEQ.

Mr. Cook said he has started the process to advertise externally, as well as internally, for the Chief of Police position.

CITY ATTORNEY'S REPORT

Mr. West had nothing to report.

MAYOR AND COUNCIL REPORTS

Council Member Smith reminded everyone to wear their red shirts on Friday. He was impressed with the perfectly folded flag that was given to the city. He said there will be an impressive amount of work that will need to be done with the National High School Rodeo Finals. He suggested all the school signs be put up because it is a safety issue. He thanked Mr. Cook for looking into the parking ordinance again because that is a safety issue too.

Council Member McCullough echoed about the rodeo and said Green River needs to get a share of that money. He does not have any problems with the school signs. He asked about the mosquito spraying.

Mr. Cook said staff has increased the spraying to twice a day and they are planning to do an aerial spray on Monday, July 25, 2011.

Council Member Coppolo said he feels they should put the school signs in at Truman also. He said he was approached by a citizen that recommended renaming 2nd Street to Expedition Way. This would be a great way to help with the way finding signage. He said a lot of groups are bringing in students into their committees and he feels the council should look into having one on the council. He also talked about having a reduction of paperwork by doing the agendas and other things electronically.

Council Member McCullough said he does not mind if council wants those things but he still wants his paper.

Council Member Boan said he would like some time, at the next workshop, to discuss the past year's budget. He reminded everyone that there will be a round table discussion on Tuesday, July 26, 2011, at 6:30 pm, in the Council Chambers. He thinks all of the school signs should be put in this year. He is also willing to look at the parking issues again. He thanked the service members for what they do and hopes they come back home safe.

Council Member Killpack said he supports the rodeo event and he supports the school zone signs. He said there will be a SWEDA board meeting next week so he will have an update at the next council meeting.

The Mayor said there will be a meeting Tuesday, July 26, 2011 to discuss the CDC building. Staff is currently working with Union Pacific Railroad on the depot. There was a Community Protecting the Green meeting with presentations on the water laws in Wyoming. He said Mr.

Million is not moving forward with his original plan; he is now going forward with something different with the Department of Energy.

He said with the National High School Rodeo Finals being held here, it is going to take a lot of working together to ensure everyone gets everything they need to support the event. He will be working with the county to put together a package to present to the council and the county commissioners. He would like to see something presented to council by August 2, 2011 or August 9, 2011. He does agree the bugs are bad, but staff is trying to get them under control.

ADJOURNMENT

Council Member Boan moved to adjourn at 8:56 pm. Council Member Smith seconded. Motion carried. (6-0)

H. Castillon, Mayor

ATTEST:

Jeffrey V. Nieters, City Clerk