

**CITY OF GREEN RIVER
SPECIAL COUNCIL & WORKSHOP PROCEEDINGS
MARCH 22, 2016**

The Governing Body of the City of Green River met in special council & workshop session at 6:30 pm in the City Hall Council Chambers. Mayor Pete Rust called the meeting to order. The following Council Members were present: Gary Killpack, Mark Peterson, Ted Barney, Allan Wilson, Brett Stokes, and Lisa Maes. The following were present representing the City: City Administrator Reed Clevenger, Director of Public Works Mark Westenskow, Director of Finance Chris Meats, Chief of Police Chris Steffen, URA/Main Street Administrator Jennie Melvin, and Interim Fire Chief Mike Liberty.

APPROVAL OF THE AGENDA

Council Member Wilson moved to approve the agenda. Council Member Maes seconded. Motion carried. (7-0)

COUNCIL ACTION ITEMS

Technical Assistance Grant Application for URA/Main Street Agency

Council Member Stokes moved to approve the submission of a Wyoming Main Street Technical Assistance Grant Application for either a Retail Gap Analysis in the amount of \$35,000 with \$5,250 match; or a Downtown Banner Project in the amount of \$20,000 with a \$2,000 match. Council Member Wilson seconded.

Mrs. Melvin said they have met with Linda Klinck from Wyoming Main Street and during the meeting they discussed the need for the Retail Gap Analysis. The Rock Springs Chamber of Commerce is heading the application effort. The application has been withdrawn since the business council is not giving out any planning grants.

The Green River URA/Main Street has been in the process of applying for the Technical Assistance Grant for the Downtown Banner Project. While discussing the grants it was brought to their attention that there is another option for the banner project so they are looking to see if the banner project could be included in the current Wayfinding Project which would save money and help both causes. The Wayfinding Project came in lower than planned by \$50,000 so they could use that for the banner. By focusing on the Main Street District it might make it possible to expand the Wayfinding Project. If the Wayfinding Project can be expanded to include the banner project then they will not need to proceed with the Technical Assistance Grant, so that is why there are two options in motion. If it cannot be expanded then they will go forward with the Technical Assistance Grant for the Banner Project.

If it can be expanded then they will move forward with the Technical Assistance Grant for the Retail Gap Analysis if the Wyoming Main Street will allow it. Typically the technical assistance funds are used for only within the Main Street District boundary. Mrs. Klinck thinks this is a good idea and is working with us to apply. The grant deadline is April 1, 2016 and the final draft has to be turned in to Pat Robbins by March 18, 2016. The Banner project was turned in and reviewed by her and recommended to move forward for approval but they have extended the due date for the Retail Gap Analysis to this Friday. They need letter of support which needs to include the proof of matching funds. The total match would be \$15,000 with the total project cost at \$50,000. The increase is because the City of Rock Springs and the County have already set aside money for their portion of the match to the Retail Gap Analysis and our \$5,250 would be added to it as well.

Council Member Wilson asked if they have been in contact with the County and the City of Rock Springs so they are aware of what we are planning to do.

Mrs. Melvin said yes.

Mr. Clevenger said they have discussed this with all parties involved. Doing it this way we can apply this year instead of next year so we can start the process earlier. Everyone is on board and if we do not get the full funding then it does not make sense to move forward with the grant.

Council Member Wilson asked who would take the lead on this.

Mr. Clevenger said the City of Green River will take the lead as far as the grant aspect of it and the Rock Springs Chamber will work on the rest with the Economic Development Committee.

Council Member Wilson asked where the banners will be located.

Mrs. Melvin said they are looking for two banner poles to be installed at the east end of Flaming Gorge Way right by Artic Circle. They want to have the banner cross Flaming Gorge Way. They have spoken with WYDOT and they have been working with us to make sure we meet their specs. There are two light poles down by the PD building that can be used for the banners on the west end of town.

Council Member Peterson thanked Mrs. Melvin for her hard work.

Mayor Rust said the \$60,000 for the Wayfinding Project cannot be used in any other way but what is listed in the grant so we would not be spending taxpayers money, we would be expanding the parameters of the project.

Council Member Barney clarified we are planning to do the banner poles and the Gap Analysis if we can.

Mr. Clevenger said yes, we would like to do both projects for a lesser amount of money.

Motion carried. (7-0)

Adjourn to Workshop

Council Member Wilson moved to adjourn to the workshop at 6:43 pm. Council Member Killpack seconded. Motion carried. (7-0)

Workshop Agenda

Senator John Hastert gave a brief update on the recent Wyoming State Legislature.

Financial Overview FY2016

Mr. Meats said our sales tax revenues are down and have been averaging around \$850,000 per month and we budgeted \$900,000. It looks like the revenues are going to be low for a time to come. Other areas are seeing this downturn and we aren't being hit as bad as some areas. Budget wise we are sitting at 65% and normally we are at 68% so we are lower. Our current expenditures are lower than what we have seen. Our departments are doing their best to save money. We are going into the summer where we will see more spending do to work in cyclical departments.

Currently, we are reviewing and restructuring positions, reducing travel & training unless certifications are required, review all expenses over \$1,000; and we will have a reduction in seasonal workforce.

Council Member Barney said he is happy to see that employees are going with webinars.

Council Member Peterson thanked Mr. Meats for his hard work.

Council Member Maes thanked all of the staff for their hard work on the budget.

Chris said the Finance Committee met and had some recommendations:

- Consolidation of Programs
- Reduction in seasonal work that can wait a year or that can go on an extended schedule
- Adding administrative procedures or ordinances that put the responsibility back on the resident for those where the expectation has been on the city

- Allocating work being done on the general fund that can or should be in an enterprise fund (storm, flaming gorge trash pickup, ect....)
- Reducing the spots within the city where we collect yard waste to limit the number of pickups
- Outlining lots for sale and getting them on the market
- Review rate for all areas and where we can reduce the amount being subsidized with fees
- Field lighting changes in fees and scheduling
- Webinar training vs. travel for training
- Consolidation of training with different entities or bringing training to us
- Cutting the T&E formula for FTE to a level that is justified
- Further review and seeking of multiple grant opportunities
- Review overtime hours and creating a reduced overtime plan

Council Member Wilson said they also spoke about sending a letter to the community funding agencies regarding their requests. They need to provide financial information and how will it impact their budgets if the city does not fund them or fully fund them.

Mayor Rust asked if the memo had been sent out to the community funding agencies.

Mr. Clevenger said yes. They have included a request for financials, providing their 501C3 status, and budget information. They have until March 31, 2016 to turn them in. The community funding requests are scheduled for April 21, 2016.

He said this is the fifth year of budget cuts and some hard decisions will have to be made. Everyone is aware that cuts are needed and there will possibly be additional cuts later.

Council Member Killpack asked what the increase on health insurance was.

Mr. Clevenger said it is 4% on health insurance and the vision and dental is around 8%.

Council member Killpack asked if the city will cover the increase in health insurance.

Mr. Clevenger said yes they are trying to work it out where the city covers the cost of the increase on health insurance and then go from there to see if it works budget wise. There are so many items that have to come together before they know for sure.

Budget Timeline

Mr. Meats gave a brief update on the budget meeting schedule as follows:

- March 25 community service requests are due by 4 pm
- April 6 Finance Committee Meeting 1 pm – Budget Overview
- April 11 Deliver Draft Budget to Governing Body
- April 21 Budget Workshop 6:30 pm – Community Service Requests
- April 28 Budget Workshop 6:30 pm – General Fund
- May 3 Budget Workshop 6:30 pm – Continuation of General Fund if needed
- May 4 Finance Committee Meeting 1 pm – Rate Study
- May 5 Budget Workshop 6:30 pm – Capital Projects & Rate Study
- May 19 Budget Workshop 6:30 pm – Water, Wastewater & Solid Waste Funds
- May 24 Finance Committee Meeting 1 pm – Budget Review
- June 21 Council Meeting 7 pm – Adopt FY 2016-2017 Budget

Mansface Tower Leases

There are two companies that are interested in placing equipment on top of Mansface. Visionary Business Class Internet wants to put some of their equipment on an existing pole. Verizon would like to have a tower built on another portion of Mansface. It will give better service to the area. They will have to erect a temporary tower while the new one is being constructed.

Staff would like direction from council if they want to proceed with the leases or not. The lease process will take some time but they will get started if council directs them to do so. For this

lease they would pay around \$15,000 to \$18,000 per year on top of the other lease they pay. Visionary Business Class Internet would pay a minimal fee for their lease per year. Council directed staff to move forward with the leases.

Adjournment

The meeting adjourned at 8:03 pm.

Pete Rust, Mayor

ATTEST:

Chris Meats, City Clerk