

City of Torrington)
County of Goshen)
State of Wyoming)

The Torrington City Council met in regular session on Tuesday, June 20, 2023 in the City Council Chambers at 436 East 22nd Ave. at 7:00 p.m. Present: Mayor Doby, Council Members Deahl, Kelly, Patterson and Viktorin. Also Present: Clerk/Treasurer Strecker, Attorney Eddington, Director of Public Works Harkins, Chief of Police Johnson, Buildings & Grounds Superintendent Estes and Deputy City Clerk Anaya.

Mayor Doby called the meeting to order.

Councilman Patterson led the Pledge of Allegiance.

Mayor Doby led the session with informational announcements on the following items: 1. City FY24 Budget process update. Thank you to all councilmembers and City staff for their attentive and hard work during the budget process; 2. Reminder to all residents and property owners to continue to keep ahead of the growth of weeds in order to proactively avoid a visit from Code Enforcement Officers; 3. Request to the public to please refrain from putting garbage in the grass bins as it renders the grass unusable for the making of compost; 4. Reminder to the public to be cautious and mindful of the presence of children on the streets as schools are out of session; and 5. Announcement that the Rotary Club/City of Torrington additional crosswalk and signage project is complete. Request to the public to be aware of the 17 newly marked pedestrian crosswalks.

Councilman Kelly moved and Councilman Viktorin seconded to approve the consent agenda which includes the minutes from the 06-06-23 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

Councilman Patterson moved and Councilman Deahl seconded to approve the agenda as presented. Motion carried unanimously.

Brooke Gasseling with the Torrington Volunteer Fire Department Ladies Auxiliary requested approval of a special event permit for a Stop, Drop and Run/Walk 5K Color Run to be held on 07-29-23 from 7:00 a.m. to 12:00 p.m. Chief of Police Johnson stated that runners will begin at Jiridon Park and run west to East E Street, navigate through a few City streets and enter the Rotary Walking Path for the remainder of the run. Mayor Doby indicated that the applicant is requesting approval to have the special event permit fee waived due to the request being a community event. Councilman Patterson moved and Councilman Viktorin seconded to approve the special event permit and to waive the special event permit fee as presented. Motion carried unanimously.

Clerk/Treasurer Strecker reviewed some of the highlights for the FY24 Budget. She stated that the budget was challenging again this year and indicated that the City had an unprecedented increase in inflation and interest rates. Clerk/Treasurer Strecker commented that the ARPA (American Rescue Plan Act) funding has been awarded to communities and the City is now faced with having to spend the money and complete the infrastructure projects designated for the funding in a time where inflation is driving up prices 30-50%. She stated that everyone in the country is competing for the same resources. Clerk/Treasurer Strecker indicated that all of the previously mentioned events have created an inflated total budget and large cash carryover balances. She commented that most of the economic indicators are predicting a recession in the future and stated that with that in mind, the goal in FY24 is to maintain reserve levels at 90 days of annual operating expense target and maintain a qualified and strong workforce. The highlights reviewed were as follows: 1. The total budget increased by only 0.05% (\$21,256.00) in FY24 compared to FY23; 2. The total operating budget increased by \$1.0 million (4.56%) compared to FY23; 3. The vehicle and equipment budget increased \$712,164.00 in FY24 or 38%; 4. Capital Projects decreased by \$1.7 million from \$14.7 million to \$13 million in FY24; 5. The General Fund's total budget increased in FY24 by \$960,166.00 (11%) compared to FY23; 6. FY24 utility rates will be reviewed again in November of 2023; 7. A full cost of service study is expected to begin in FY24 to evaluate current and future operating expenses and revenues for the Electrical Fund; 8. Personnel costs increased by \$671,222.00 or 7.2%; 9. Health insurance costs increased 4.76% in FY24; and 10. Total cash balances for all funds for the fiscal year ending 06-30-24 are projected to be at \$9,222,370.00. Funds falling short of their target cash reserve balances are the Airport Fund, Golf Fund, Swimming Pool Fund, Ambulance Fund and the Cemetery Fund. An estimated \$7,496,263.00 was taken from Cash Carryover to balance the budget.

Mayor Doby opened the public hearing concerning the FY24 Budget. He asked for public comments for or against the FY24 Budget, none were heard. The public hearing was closed.

Attorney Eddington read by title AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF MONEY BY THE CITY OF TORRINGTON, WYOMING, TO MEET ITS GENERAL FUND REQUIREMENTS AND OBLIGATIONS, TO MEET ITS ENTERPRISE FUND REQUIREMENTS AND OBLIGATIONS, FOR THE 2024 FISCAL YEAR COMMENCING JULY 1, 2023 AND FIXING THE SUM TO BE RAISED BY TAXATION. Councilman Patterson moved and Councilman Deahl seconded to approve Ordinance No. 1277 as presented on third reading. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE CREATING AND ENACTING SECTION 5.12.065 OF THE TORRINGTON MUNICIPAL CODE, 2023 REVISIONS, RELATING TO RESTRICTIONS ON BAR AND GRILL LICENSES. Councilman Patterson moved and Councilman Kelly seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE AMENDING AND RE-ENACTING SECTION 5.12.025 OF THE TORRINGTON MUNICIPAL CODE, 2023 REVISIONS, RELATING TO MINORS IN LICENSED LIQUOR ESTABLISHMENTS. Councilman Viktorin moved and Councilman Deahl seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Mayor Doby noted the time had arrived for the Mayor and Council to adjourn from regular session and convene as a Board of Adjustment.

Buildings & Grounds Superintendent Estes stated that Jeffrey Richardson is requesting a front yard setback variance from the required 85' from the centerline of the street to 61' for an addition to the front of the building. The property is located at 1302 East M Street. He indicated that staff recommends approval and that he has received no public comment. Matthew Richardson spoke in favor of the approval of the request. Mayor Doby opened the public hearing for consideration of the setback variance request. He asked for public comments for or against the approval of the request, none were heard. The public hearing was closed. Councilman Deahl moved and Councilman Viktorin seconded to approve the front yard setback variance request for the property located at 1302 East M Street as presented. Motion carried unanimously.

Mayor Doby returned the Mayor and Council to regular session.

Attorney Eddington read by title AN ORDINANCE AMENDING AND RE-ENACTING SECTION 9.24.030. OF THE TORRINGTON MUNICIPAL CODE, 2023 REVISIONS, RELATING TO THE DISCHARGE OF FIREARMS. Chief of Police Johnson stated that the proposed amendment is necessary in order to complete a proper annexation for the Baler Addition which includes the police firearms training range. He indicated that the existing ordinance was rewritten to allow for the annexation of the Baler Addition without putting the City of Torrington in violation of municipal ordinance for police training. Councilman Kelly moved and Councilman Deahl seconded to approve the ordinance on first reading as presented. Motion carried unanimously.

Attorney Eddington read Resolution No. 2023-9. Clerk/Treasurer Strecker stated that the resolution will amend the FY23 Budget for expenditures in excess of the budgeted amount. The amended amount will account for the following: General Fund – Community Projects-Mental Health Grant (\$1,817.46), Community Projects-Rotary Walking Path (\$43,763.00), Storm Drains-Maintenance of Mains (\$2,000.00), Streets-Road Salt (\$3,400.00), Streets-Gravel & Sand (\$1,000.00), Parks-Lease Payment (\$3,531.06), Parks-Recreation Equip-Rec Board Grant (\$8,248.75), Parks-Machinery & Equip-Rec Board Grant (\$3,308.80), PD-Travel Exp CIT Grant (\$7,000.00), PD-Ammunition CIT Grant (\$2,000.00), PD-Uniform Expense-CIT Grant (\$1,000.00), PD-Books & Periodicals-CCC Canva (\$149.90), PD-Equipment O&M-Gov Deals (\$40.00), Engineering-Overtime (\$1,000.00), Engineering-Gas, Oil & Lube (\$1,000.00), Engineering-Prof Services (\$1,000.00); Electric Fund – Electric Purchased Power: Wholesale Power (\$100,000.00); Golf Fund – Golf: Machinery & Equipment-Rec Board (\$31,282.00); and Swimming Pool Fund – Swimming Pool: Facility O&M-Rec Board (\$2,719.00). Councilman Viktorin moved and Councilman Patterson seconded to approve Resolution No. 2023-9 as presented. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval amendments to the policy handbook in regard to the creation of Employee Assistance Program (EAP) and Title VI (Civil Rights Act of 1964) Policies. She briefly summarized the newly created policies: 1. The City of Torrington has offered an EAP to employees for years but there was no official policy outlining this employee benefit. To help promote transparency and provide information to employees about this benefit, the Wage Committee recommends approval of the newly created EAP Policy; and 2. In order to comply with federally assisted programs and awards, as well as clarify the City's commitment to the values of equality, inclusion and equal opportunity, the Wage Committee recommends approval of the newly created Title VI Policy. Councilman Patterson moved and Councilman Deahl seconded to approve the amendments to the policy handbook in regard to the creation of Employee Assistance Program (EAP) and Title VI (Civil Rights Act of 1964) Policies as presented. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval amendments to the policy handbook in regard to the Holidays, Compensation and Performance Evaluation, Drug Testing and Bereavement Policies. She briefly summarized the changes made to each individual policy: 1. Changes were made to the holidays policy adding a paragraph further clarifying the treatment of the observed holiday versus the actual holiday for Police and Ambulance personnel; 2. The compensation and performance evaluation policy was revised to conform to the new wage study parameters that were approved in December of 2022 and a few minor grammatical errors were also corrected; 3. The drug testing policy was rewritten to clarify the drug testing policy for pre-employment testing, post-employment testing, CDL testing and the handling of results; and 4. A small correction was made to the bereavement policy to clarify Police and Ambulance personnel. Councilman Patterson moved and Councilman Viktorin seconded to approve the

amendments to the policy handbook in regard to the Holidays, Compensation and Performance Evaluation, Drug Testing and Bereavement Policies as presented. Motion carried unanimously.

The bills from 06-07-23 to 06-20-23 were presented for payment. Councilman Kelly moved and Councilman Viktorin seconded to approve the bills for payment as presented. Motion carried unanimously.

Mayor Doby asked for public comments, questions or concerns.

Chief of Police Johnson recognized Clerk/Treasurer Strecker for her exemplary work during the City's budget process.

Fire Chief Petsch reported on the Wyoming State Fireman's Convention that was held last week in Riverton. He also briefly updated the Mayor and Council on the calls that the Torrington Volunteer Fire Department has responded to recently.

Clerk/Treasurer Strecker presented an update regarding the solicitation process results for a One-Ton Extended Cab Pickup Chassis with Utility Box. She stated that staff entered into a purchase contract on behalf of the City of Torrington with Fremont Motors of Sheridan, Wyoming in the amount of \$68,325.00.

Mayor Doby expressed once again his sincere appreciation to all councilmembers and City staff for their assiduous work during the City's FY24 Budget process.

Councilman Viktorin stated that the budget process was a valuable learning experience for him. He conveyed his gratitude towards everyone who assisted him and provided insight along the way.

Councilman Kelly stated as a reminder that the City of Torrington Council meeting scheduled for Tuesday, July 4th has been rescheduled to be held on Wednesday, July 5, 2023 at 7:00 p.m. due to the holiday, Fourth of July, falling on Tuesday.

Mayor Doby adjourned the meeting at 8:16 p.m.

The following bills were approved for payment: 76285 AFLAC payroll withholding 778.98;76286 CIRCUIT COURT OF GOSHEN CO payroll withholding 436.28;76287 CITY OF TORRINGTON payroll withholding 1066.64;76288 DENT, DAVID A. Golf Pro Payable 3739.18;76289 GOSHEN CO DISTRICT COURT CLERK payroll withholding 100.00;76290 GREAT-WEST TRUST CO LLC payroll withholding 1913.00;76291 NEW YORK LIFE payroll withholding 359.37;76292 SOUTH TORRINGTON WATER & SEWER DISTRICT museum-water/sewer 78.57;76293 Void;76294 MUNICIPAL ENERGY AGENCY OF NE wholesale power 377679.67;76295 VERIZON WIRELESS TVFD cell phones 96.77;76296 WYRULEC CO Landfill Electric 210.15;76297 CHILDS, BOB golf license partial refund 50.00;76298 SCHRAMM, KENNEDY T. deposit refund 58.46;76299 RIGDON, JEFFREY K. deposit refund 11.68;76300 MAUPIN, SARAH deposit refund 20.76;76301 AXE REAL ESTATE LLC deposit refund 69.81; 76302 THOMAS, RHYAN A. deposit refund 107.79;76303 GILES, RANDY property clean up 362.50;76304 WIDGA, DENNIS golf overpay 190.00;76305 HIGH PLAINS APT deposit refund 138.22;76306 TD REAL ESTATE deposit refund 69.22; 76307 ARROW ELECTRIC OF TORRINGTON repair blower building-parts/labor 785.00;76308 ACCUSCREEN MOBILE DRUG TESTING SERVICES rapid screen drug tests 60.00;76309 AIRGAS USA LLC mechanics gloves 606.51;76310 A LIFETIME OF CARE TREE SERVICE LLC raise canopies,tree/brush/stump removals 1750.00;76311 ALLEN, JAMES R. toilet repair 192.00;76312 ALLWATER SUPPLY LLC saf-t-flo tube assembly w/ check valve 273.57;76313 AMAZON CAPITAL SERVICES urinal screen deodorizer, lumbar support pillow,vehicle strobe lights,rearview mirror,nosebleed packs,graphite powder lubricant, oil gauge dipstick,safety cutters,replacement cartridge,interior door handle kit,filters,candy-pool vending machine 769.08;76314 AT&T MOBILITY cardiac monitor transmission fees 33.46;76315 BLACK HILLS ENERGY utilities-gas 2596.44;76316 BOB RUWART MOTORS bottle coolant recovery 280.99;76317 BUD'S RADIATOR INC. radiator repair 148.00;76318 BROWN CO hyd parts/fluid,oil,blades,filters,pulley 244.87;76319 MCINTOSH, TOM downspout repair 175.00;76320 MCINTOSH, TOM repair downspout/ metal shed 100.00;76321 CENTURY LUMBER CENTER door stops,battery charger,poly tubing,couplings, cutoff risers,nipples,ball valves,adapters,elbows,extension pole,fasteners,grain scoop,leaf rakes, bushings,faucet connectors,riser,poly brushes,pipe thread,pump pliers,pvc pipe,solvent cement,pvc union,single cut keys,pick hook set,lever door knob,base paint,diamond blade,fip cap,spray nozzle,head nozzle,teflon tape,riser extensions,rubber gasket seal,screws,lithium grease,kool seal,handle,trowel, caulk gun w/ cutter,thread seal tape,trimmer line,campermount tape,brass mender w/ clamps,concrete mix,tees,backer rods,long hex key set,nickel bull snaps,snap hook,cable clamps,power bits,filters,pest control,ant killer,studs,hem firs,waferboard,insulation,nails,anchors,quick links,rope thimbles,steel wire, chalk reel,abs level,speedlite square,oil,lumber crayon,chalk 2266.09;76322 CIRCUIT COURT OF GOSHEN CO payroll withholding 436.28;76323 CITY OF TORRINGTON payroll withholding 266.12;76324 COMMUNITY HOSPITAL ambulance supplies 342.65;76325 COR ENGINEERING LLC cemetery booster upgrades 3090.00;76326 CUMMINS INC. new digital board install 1473.14;76327 DEAHL, WAYNE mileage reimb 533.37;76328 DECKER, STEVE herbicide,octane 2896.00;76329 DENT, DAVID A. Golf Pro Payable 6082.66;76330 DOBY, HERB mileage reimb 467.67;76331 ENERGY LABORATORIES INC. lab testing 2167.00;76332 EVIDENT INC. evidence bag tubing,heat sealer 1366.36;76333 FIRED UP RESCUE LLC rescue helmets for USAR 397.39;76334 FREMONT AMERI-TECH EQUIPMENT CO truck bed drawer 1499.00;76335 FRITZLER, LARRY & DEBORAH pump septic tank 203.00;76336 FULL SOURCE safety shirts, vests,jackets 513.02;76337 GOSHEN CO DISTRICT COURT CLERK payroll withholding 100.00;76338

GOSHEN CO ECONOMIC monthly contribution 2500.00;76339 GREAT-WEST TRUST CO LLC payroll withholding 1913.00;76340 GREATAMERICA FINANCIAL SERVICES CORP copier leases 356.00;76341 ENVIRO SAFETY PRODUCTS work gloves 188.26;76342 HEARTLAND EMBROIDERY AND PRINTWEAR LLC embroidery 78.00;76343 HYDRO FLOW PRODUCTS LLC gauge psi dial,calibration & certify 223.00;76344 IDEAL LINEN/BLUFFS FACILITY SOLUTION mats,scrapers,sam dust/energy fees,garments,sam garment fees,sam linen,coveralls,mops,towels 726.57;76345 INTERNATIONAL CODE COUNCIL INC. governmental membership 145.00;76346 JAMES A. EDDINGTON PC City Attorney,extended hours 9237.50;76347 FRANK PARTS CO oil,filters,transmission fluid,returns,recharge,ignition starter,headlight,bearings,mctx reel,hyd hose fittings,bearing insert,premium battery,serpentine belt,snap rings,spade terminals,impact socket,interior door handle,distributor motor,autolite small engine,distributor cap,wire sets,industrial belts,distributor rotors/cap,multi-purpose tool,water pump 976.74;76348 L I E A P - STATE OF WY overpayment refund 72.11;76349 LARAMIE PEAK MOTORS LLC 2023 Ford F-250 Pickup 50614.00;76350 LIFEMED SAFETY INC. annual calibration/preventative maintenance,zoll cable,v-lead ECG,AAMI,x-series 1202.00;76351 LOFINK PANHANDLE LAWN CARE LLC fertilizer,weed control spraying 7176.00;76352 LONG II, DEREK J. tree spraying 2331.00;76353 MASEK GOLF CAR CO mule repairs 1134.36;76354 MCDONALD, DAVID Court Appointed Attorney 250.00;76355 MECKLENBURG, MERVIN Court Appointed Attorney 250.00;76356 MEDICAL AIR SERVICES ASSOCIATION medical air transport insurance 1615.00; 76357 MENARDS steel door 247.18;76358 MERITAIN HEALTH INC. premium-ins/life admin 49206.90; 76359 METAL SHOP AND REPAIR LLC welding/stainless pipe 125.00;76360 MIDSTATES TIRE balance fees 24.00;76361 NEW YORK LIFE payroll withholding 359.37;76362 NEWMAN SIGNS INC. street signs 254.24;76363 NEWMAN, DEIDRE sell back cemetery plots 1200.00;76364 OLSON TIRE CO tires,tire repairs,tube metal stems 147.85;76365 ONE CALL OF WY tickets for CDC code TRG 128.25;76366 PANHANDLE COOPERATIVE ASSOCIATION water-pool,oven cleaner,vinegar,lunch supply-prison workers/Memorial Day,dyed ruby diesel,unleaded fuel,propane bottles 16527.41;76367 ENVIRO SERVICES INC. lab analysis 185.00;76368 PARKER POE professional services-electric regulation PSC 70.50;76369 PATRICK, JOHN B. Municipal Court Judge 2000.00;76370 PINNACLE BANK travel expenses-lodging/fuel/meals,training,ad,mortar,leveler,backer rod,pool vending machine snacks,coffee,tire repair,postage, clutch restraint strut,conference fee,first aid supplies,emergency brake,ice bags,beach towels,staples, sunscreen,spoons,receipt paper,lunch supply-prison workers/Memorial Day,key fob,legal 3-ring binders, frmc layer t-shirt,bearing assembly>window air conditioner,whistles,cable assembly 7388.51;76371 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured PR employee premium/MT positions 9452.75;76372 PRINT EXPRESS INC. window envelopes,ups 987.99;76373 ADAMSON POLICE PRODUCTS simunition protective masks 435.00;76374 REGIONAL CARE INC. select flex admin 102.00;76375 RICHEY, MICHAEL Airport Operator Contract 1666.67;76376 ROCKY MOUNTAIN INDUSTRIAL SUPPLY INC. bolts, washers,nuts,glass cleaner,wd-40,starting fluid,gloves 973.10;76377 SANDBERG IMPLEMENT INC. left/right skid shoes 328.53;76378 VALLEY MOTOR SUPPLY oil absorb,wiper blades,hyd fittings,hoses,pvc tubing,o-ring assortment,wire wheel,coarse crimp,wire brush,bolt,battery,core return,toggle switch, lube,grease gun,v-belts,throttle bottle cleaner,spark plugs,oil,filters,trailer connector,dome light, distributor cap 580.92;76379 SEAWESTERN FIRE FIGHTING EQUIPMENT fire hoses 2884.95;76380 SKAGGS COMPANIES INC. uniforms 3285.05;76381 SMITH PSYCHOLOGICAL SERVICES LLC first responder mental health training 908.73;76382 SNOW CREST CHEMICALS LLC nano C 504.00;76383 DBC IRRIGATION SUPPLY pvc union,pvc adapter,clay drying agent 274.42;76384 QUILL LLC foam cups,coffee, tape dispenser,sharpies,batteries,toner cartridge 479.37;76385 STUART C IRBY CO glove testing 125.10; 76386 TAFT ENGINEERING INC. boiler maintenance 3250.55;76387 TIMBERLINE ELECTRIC & CONTROL CORP Torrington RTU Upgrades Project 4097.13;76388 TORRINGTON EMPLOYEES INSURANCE premium 101506.30;76389 TORRINGTON OFFICE SUPPLY toner cartridges,business cards,envelope moistener, adjustable height desk,copy paper,restroom mat,fastener folders,urinal z-mat,foam cups 1808.73;76390 TRANE U.S. INC. bas maintenance,replace ion module,thermistor sensor 1294.16;76391 TRIHYDRO CORP WWTP Pre-Treat Design Project 393.52;76392 U S POSTMASTER credit for postage 1250.00;76393 VEOLIA WTS USA INC. monthly chemical management 7769.04;76394 GRAINGER quick connect harness, ranger hats,self-retracting blue lifeline,sanitary napkin bags,actuator assembly,tire sealant,jug w/ pump 928.49;76395 WAGGIN' TAILS SHELTER estate payment 6556.09;76396 WAGNERS FLORAL LLC sympathy arrangement-former Mayor Varney funeral 106.00;76397 WEGLIN JR., ED mow/trim 140.00;76398 WESTCO diesel supplement,gly star plus 1297.12;76399 WESTERN UNITED ELECTRIC SUPPLY 220mil 15kv epr filled strand 10818.10;76400 WY HEALTH FAIRS chemistry panel/wellness screening 73.00; 76401 WY MACHINERY return,filters,nuts,washers,mounts,oil,cable 2087.60