

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

The Torrington City Council met in regular session on Tuesday, June 21, 2022 in the City Council Chambers at 436 East 22<sup>nd</sup> Ave. at 7:00 p.m. Present: Mayor Adams, Council Members Kelly, Kinney, Patterson and Steinbock. 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 Adams called the meeting to order.

Chief of Police Johnson led the Pledge of Allegiance.

Mayor Adams led the session with informational announcements on the following items: 1. Weather updates; 2. Reminder to the public to be careful with open flames this time of year in order to reduce the risk of fire potential; 3. Announcement that there will not be a City of Torrington sponsored Fourth of July fireworks display this year; 4. Reminder to the public to be cautious and mindful of the presence of children on the streets as schools are out of session. Request to the public to refrain from using their cell phones while driving; 5. Announcement that the Dale Jones Municipal Pool is open from 5:30 a.m. to 8:30 p.m. most days for a variety of activities; 6. Reminder to the public that the baler site is open every Saturday through October from 7:00 a.m. to 3:00 p.m. to receive grass and general yard waste; 7. Reminder to the public to refrain from putting garbage in the City's grass dumpsters. Individuals identified as violating any of the City's ordinances will be held accountable; 8. Reminder to the public that pets are not allowed within the boundaries of the City's sports fields during non-sporting events; 9. Reminder to the public that the Candy Thompson Memorial Dog Park is available for use every day of the week. Individuals who use the park are expected to pick up their animal waste and deposit it into the provided containers; 10. Reminder to the public that the Elk Eco Cycle Recycling Center is open and is accepting cardboard, separated paper products and aluminum cans. The site is located at 310 Curtis Avenue and is open Monday through Wednesday from 8:00 a.m. to 4:00 p.m.; 11. COVID-19 updates and recommendations; 12. Reminder to the public that the Water Department is calling City water customers to schedule appointments to identify service line types; 13. Expression of appreciation to the Veterans of Foreign Wars (VFW) and American Legion for having included Mayor Adams in their flag retirement event on flag day; and 14. Update on the Wyoming Association of Municipalities (WAM) Summer Convention that was held on June 8-10, 2022 in Laramie, Wyoming.

Councilman Patterson gave a brief summary of the resolutions that were presented at the Wyoming Association of Municipalities (WAM) Summer Convention Business Meeting.

Councilman Kelly moved and Councilman Kinney seconded to approve the consent agenda which includes the minutes from the 06-01-22 Special meeting and the 06-07-22 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

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

Brayden Connour with Goshen County Economic Development presented a brief update regarding a change that will be implemented to the layout for the remaining Music on Main Summer Concert series events. He stated that the initial map had the band stage located on the east side of the parking lot and on the east side of the bathrooms. Mr. Connour indicated that due to sound issues and feedback from the food vendors that participated in the opening event of the series, it was decided that the band stage should be placed on the west side of the parking lot facing east. He commented that the proposed layout change will force the noise to travel east as opposed to south, therefore making the event more engaging for the concert goers.

Valerie Grant with the Torrington Lions Club requested approval of a special event permit for a Lions Festival of Sight to be held on 07-23-22 from 7:00 a.m. to 6:00 p.m. at Pioneer Park. Mayor Adams indicated that the applicant is requesting that the special event permit fee be waived due to the fact that the Torrington Lions Club is a non-profit organization. Councilman Patterson moved and Councilman Kinney seconded to approve the special event permit and to waive the special event permit fee as presented. Motion carried unanimously.

Clayton Kilgore with the Open Barrel Brewing Company requested approval of a catering permit for a Lions Festival of Sight to be held on 07-23-22 from 8:00 a.m. to 7:00 p.m. at Pioneer Park. Councilman Kinney moved and Councilman Kelly seconded to approve the catering permit as presented. Motion carried unanimously.

Tiffany Leslie with the Broncho Bar requested approval of a special event permit for a Street Dance to be held on 07-29-22 from 4:00 p.m. to 2:00 a.m. Mayor Adams indicated that the applicant is requesting approval to close the public street on Main Street between 19<sup>th</sup> Avenue and 20<sup>th</sup> Avenue. Councilwoman Steinbock moved and Councilman Patterson seconded to approve the special event permit as presented. Motion carried unanimously.

Tiffany Leslie with the Broncho Bar requested approval of a catering permit for a Street Dance to be held in front of 1924 Main Street on 07-29-22 from 5:00 p.m. to 2:00 a.m. Councilwoman Steinbock

moved and Councilman Kelly seconded to approve the catering permit as presented. Motion carried unanimously.

Attorney Eddington presented for approval an Agreement between the City of Torrington and Eastern Wyoming College (EWC) for the use of the Torrington Municipal Golf Course as EWC's home course for the EWC golf program. He stated that the only modification that was made to the agreement was an increase to the annual compensation rate for the use of the golf course from \$1,500 to \$2,500. Councilman Patterson declared a conflict and abstained from voting. Councilman Kinney moved and Councilman Kelly seconded to approve the Agreement between the City of Torrington and Eastern Wyoming College as presented. Motion carried.

Attorney Eddington presented for approval an Agreement between the City of Torrington and Goshen County School District No. 1 (GCSD) for the use of the Torrington Municipal Golf Course as GCSD's home course for the GCSD golf program. He stated that the only modification that was made to the agreement was an increase to the annual compensation rate for the use of the golf course from \$650 to \$1,250. Councilman Patterson moved and Councilwoman Steinbock seconded to approve the Agreement between the City of Torrington and Goshen County School District No. 1 as presented. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE CREATING AND ENACTING CHAPTER 13.18 OF THE TORRINGTON MUNICIPAL CODE, 2022 REVISIONS, RELATING TO SURFACE WATER DRAINAGE. Councilman Kinney moved and Councilman Patterson seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Clerk/Treasurer Strecker reviewed some of the highlights for the FY23 Budget. She stated that there are still a lot of unknowns about revenues and expenditures due to rising prices, inflation, supply chain issues, and new equipment and vehicle shortages. Clerk/Treasurer Strecker indicated that revenue projections and cash carryover balances are up this year largely due to the long wait times for equipment and materials. The highlights reviewed were as follows: 1. The total budget increased in FY23 by \$3.9 million (11.12%) compared to FY22; 2. The total operating budget increased by \$1.2 million (5.89%) compared to FY22; 3. The vehicle and equipment budget increased \$538,257 in FY23 compared to FY22 or 40%; 4. Capital Projects increased \$2.1 million compared to last year; 5. The General Fund's total budget increased in FY23 by \$782,914 (9%) compared to FY22; 6. FY23 utility rates will be reviewed again in November of 2022; 7. A full cost of service study is expected to begin in FY23 (postponed in FY20-FY21 due to COVID-19) to evaluate current and future operating expenses and revenues for the Electrical Fund; 8. Recycling Services were suspended in FY21 and continue to be suspended in FY23; 9. Personnel costs increased by \$837,824 or 9.87%; 10. Health insurance costs increased 15.85% in FY23; and 11. Total cash balances for all funds for the fiscal year ending 06-30-23 are projected to be at \$9,370,564. Funds falling short of their target cash reserve balances are the General Fund, Airport Fund, Golf Fund, Swimming Pool Fund, Ambulance Fund and the Cemetery Fund. An estimated \$5,044,539 was taken from Cash Carryover to balance the budget.

Mayor Adams opened the public hearing concerning the FY23 Budget. He asked for public comments for or against the FY23 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 2023 FISCAL YEAR COMMENCING JULY 1, 2022 AND FIXING THE SUM TO BE RAISED BY TAXATION. Councilman Kinney moved and Councilwoman Steinbock seconded to approve Ordinance No. 1262 as presented on third reading. Motion carried unanimously.

Attorney Eddington read Resolution No. 2022-07. Clerk/Treasurer Strecker stated that the resolution will amend the FY22 Budget for expenditures in excess of the budgeted amount. The amended amount will account for the following: General Fund – Clerk/Treasurer – Postage (\$2,500), Clerk/Treasurer – Insurance Deductible (\$1,500), PD – Equipment/DCI Grant (\$7,494), PD – Equipment/GovDeals (\$544), PD – Uniform Exp/GovDeals (\$10), PD – Travel Exp/GovDeals (\$206), PD – Ammunition/GovDeals (\$40), PD – Lease Payment/Accelerated Payment (\$13,000), Engineering – Travel (\$1,749), Parks – Used Mower (\$15,000), City Shop – Heater Repair (\$2,000); Electric Fund – Wholesale Power (\$110,000); Sanitation Fund – Sanitation Col: Equipment O&M/Equip Sale (\$500), Sanitation Col: Baler Permit Renewal (\$10,000); Airport Fund – Jet and Aviation Fuel (\$48,000); and Golf Fund – Construction/Wind Damage-Ins Claim (\$17,707), Landscaping/Reclassify (\$2,770). Clerk/Treasurer Strecker commented that the total amount of the amendment is \$233,020. Councilman Patterson moved and Councilwoman Steinbock seconded to approve Resolution No. 2022-07 as presented. Motion carried unanimously.

Chief of Police Johnson presented for approval an amendment to the policy handbook in regard to the creation of a Communications Officer Pay and Classification Policy. He stated that the policy was developed to create a detailed step progression based upon completion of a combination of training, certification, years of service and performance expectations. Councilman Kinney moved and Councilman Patterson seconded to approve the amendment to the policy handbook in regard to the creation of a Communications Officer Pay and Classification Policy as presented. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval amendments to the policy handbook in regard to the Vacation Leave and Holidays Policies. She briefly summarized the changes made to each individual policy: 1. Changes were made to the vacation leave policy increasing the carryover limit from 80 hours to 100 hours; and 2. Changes were made to the holidays policy adding the Martin Luther King, Jr./Wyoming Equality Day Holiday. Councilman Patterson moved and Councilman Kinney seconded to approve the amendments to the policy handbook in regard to the Vacation Leave and Holidays Policies as presented. Motion carried unanimously.

The bills from 06-08-22 to 06-21-22 were presented for payment. Councilwoman Steinbock moved and Councilman Patterson seconded to approve the bills for payment as presented. Motion carried unanimously.

Mayor Adams asked for public comments, questions or concerns.

Buildings & Grounds Superintendent Estes stated that he has received a lot of calls regarding the National Flood Insurance Program since the adoption of Ordinance No. 1261 relating to Design Standards (Flood Damage Prevention). He indicated that any and all calls relating to that specific topic should be directed to him. Buildings & Grounds Superintendent Estes commented that he will do his best to either answer the inquiry or direct the caller to the Federal Emergency Management Agency (FEMA) for further assistance.

Buildings & Grounds Superintendent Estes gave a brief update on the Annual State Firemen's Association Convention that was held on June 16-18, 2022 in Lander, Wyoming.

Fire Chief Petsch thanked the Mayor and Council for their support and for allowing the Torrington Volunteer Fire Department (TVFD) to attend the State Firemen's Convention. He stated that the TVFD will be hosting the annual convention in 2025. Fire Chief Petsch also cautioned the public to be aware of the increased fire potential due to the current hot and dry conditions.

Councilwoman Steinbock moved and Councilman Kinney seconded that there being no further business to come before the Mayor and Council to adjourn at 8:13 p.m. Motion carried unanimously.

The following bills were approved for payment: 73754 MERITAIN HEALTH INC. premium-ins/life admin 44535.92;73755 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured PR employee premium/MT positions 11336.00;73756 REGIONAL CARE INC. select flex admin 96.00;73757 TORRINGTON EMPLOYEES INSURANCE premium 96788.83;73758 SCHMIDT WEBER, JACKIE deposit refund 149.02;73759 WAGGONER, KARRI K. deposit refund 209.71;73760 JBF HOLDINGS LLC deposit refund 62.49;73761 HUBBARD, WILLIAM deposit refund 62.85;73762 AUDETTE, LUKE M. deposit refund 196.54;73763 CASTELLANO, ALEX deposit refund 203.27;73764 FLC TRUST deposit refund 48.85;73765 ELLIS, ADAM property cleanup 137.50;73766 NOVAKOVICH, GREGORY CLAYTON deposit refund 168.74; 73767 DOMINO'S PIZZA birthday gift cards 100.00;73768 MCCART, LAURA refund double payment 160.95;73769 ALSWORTH, ALFREDA deposit refund 287.83;73770 TD REAL ESTATE deposit refund 104.04;73771 A & C SHEET METAL sheet metal 117.50;73772 ACTION INDUSTRIAL SUPPLY CO work boots 143.99;73773 ADAMS, RANDY mileage reimb 170.24;73774 ADVANCED LINING LLC installation/OBIC 1000 product onto manholes 3037.00;73775 AED EVERYWHERE INC. electrode pads 55.50;73776 ALLEN, JAMES R. backflow testing/repairs 2851.00;73777 AMAZON CAPITAL SERVICES phone case/holster,flashlights,sponge rollers,leg press/squat machine,trainer cable machine,first aid supplies 6899.18;73778 AXON ENTERPRISE INC. body camera and licensing 1374.00;73779 BENCHMARK OF TORRINGTON P.C. Cold Springs Power Project 482.50;73780 BIG WOOD TREE SERVICE LLC tree trimming 400.00;73781 BLACK HILLS ENERGY utilities-gas 3269.32;73782 BLUE 360 MEDIA LLC WY criminal & traffic law books 1361.36;73783 BOALCH, MARC D. mowing 60.00;73784 BROWN, CO filter,weed eater head 43.48;73785 CASPER COLLEGE asse cross connection tester training 899.00;73786 CITYSERVICEVALCON LLC Phillips 66 terminal maint fee 16.00;73787 CITY OF TORRINGTON meal, recording fees 98.44;73788 CONTRACTORS MATERIALS INC. fire hose/fittings 390.79;73789 DECKER, STEVE paint 3724.00;73790 DIVERSIFIED SERVICES INC. cleaning services 535.00;73791 DOOLEY ENTERPRISES INC. wheel casters,washers,bolts,locknut stover,ammunition 937.99;73792 ENERGY LABORATORIES INC. lab testing 2067.00;73793 GOSHEN CO ECONOMIC monthly contribution 2500.00; 73794 GOSHEN CO TREASURER equipment reimb 3335.76;73795 GREATAMERICA FINANCIAL SERVICES CORP copier leases 356.00;73796 HALE OUTDOOR PRODUCTS LLC target turners 4857.24;73797 HAWKINS INC. sodium hydrox 50% diaphragm 2676.60;73798 USABLUEBOOK meter,probe,cable & sensor 1824.16;73799 HEALING CONNECTIONS MENTAL HLTH THERAPY first responder critical incident therapy sessions 200.00;73800 HOWE ELECTRIC LLC remove/install lights-fire hall 2400.00;73801 IDEAL LINEN/BLUFFS FACILITY SOLUTION mats,scrapers,sam dust/energy fees,sam garment fees,sam linen, coveralls,mops,air fresheners,towels 872.53;73802 INSIGHT PRECISION ARMS LLC rifle 762.00;73803 INTERNATIONAL CODE COUNCIL membership renewal 145.00;73804 JAMES A. EDDINGTON PC City Attorney 9187.50;73805 JOE & FLO INVESTMENTS LLC interior/exterior window cleaning 1000.00;73806 KELLY, DENNIS mileage reimb 155.61;73807 MBKEM ENTERPRISE commercial overhead door repair 261.00;73808 K & K COMMUNICATIONS paging service-elec meters 12.00;73809 FRANK PARTS CO torch head,filters,fittings,antenna,fuel cap,industrial belts,freon,battery,lamp 463.34;73810 KOIS BROTHERS EQUIPMENT CO HD main broom-sweeper 586.67;73811 LIFEMED SAFETY INC. electrode pads 121.65; 73812 LONG II, DEREK J. tree spraying 2331.00;73813 MARTIN MARIETTA MATERIALS coarse/road base

480.03;73814 MASEK GOLF CAR CO golf cart repairs 167.25;73815 MEDICAL AIR SERVICES ASSOCIATION medical air transport insurance 1615.00;73816 MOOREHOUSE INC. trees 600.00;73817 MOOREHOUSE INC. airport hangar repairs 1500.00;73818 MOTOROLA SOLUTIONS INC. portable radio 6311.11;73819 PAR-KAN MWC hinge pins 65.21;73820 VIAERO WIRELESS phone/set up,wireless hotspots 615.81;73821 NORMONT EQUIPMENT CO o-rings 66.75;73822 NORTHWEST INSTRUMENTS & CONTROLS INC. gas cylinder,air 371.29;73823 NORTHWEST PIPE FITTINGS INC. flange socket 129.39;73824 ONE CALL OF WY tickets for CDC code TRG 79.50;73825 PANHANDLE COOPERATIVE ASSOCIATION cake,propane bottles 83.77;73826 ENVIRO SERVICES INC. lab analysis 148.00;73827 PATRICK, JOHN B. Municipal Court Judge 2000.00;73828 PATTERSON, RICHARD mileage reimb 153.27;73829 THE L L JOHNSON DIST CO wetting agent,carbon-aid,hose,fertilizer,es reel,blades,wheel assy,chamber assys,roller assy,wheels,lens-light,tail,light-tail/brake 4482.84;73830 HILTON GARDEN INN CASPER lodging 288.00;73831 PERSONNEL SYSTEMS & SERVICES INC. consulting fee,job study,wow equity review/pay plan 5700.00;73832 PINNACLE BANK refunds,training fees,travel expenses-meals/fuel/lodging/parking fee/taxi fares, membership,chainsaw chains,work boots,hinge repair kits,credit,urinal mats,wireless keyboard,blade sharpener,whistles,home plate,phone case,transparency film,pocket guides,drug testing pouches, snacks,chemical feeder,soap dispensers,water nozzle,lunch for prison workers,thermal hoodies,tactical light,snap belt keeper,magazine pouch,grease gun couplers,weed killer,vacuum cleaner,flag,battery replacements,throttle control cable,mechanic gloves 8969.40;73833 PRESENTATION SOLUTIONS INC. sign making supplies 869.19;73834 PRINT EXPRESS INC. window envelopes,computer time-door hanger edits,utility books,lot location cards,posters 1544.58;73835 ADAMSON POLICE PRODUCTS protective masks-force on force training 412.00;73836 QUADIENT FINANCE USA INC. neopost postage 749.40; 73837 RAILROAD MANAGEMENT CO license fees 667.65;73838 RECREATION SUPPLY CO INC. repair parts for sand filter-pool 599.73;73839 RICHEY, MICHAEL Airport Operator Contract 1666.67;73840 ROCKY MOUNTAIN INDUSTRIAL SUPPLY INC. brakleen,flat washers 159.30;73841 SAM'S CLUB/ SYCHRONY BANK return,snack variety-pool vending machine,foam cups,coffee filters,coffee,plastic knives,kleenex,sunscreen,lotion,dish soap,envelopes 1498.89;73842 SEA WESTERN FIRE FIGHTING EQUIPMENT air paks pro SCBA,rit-pak III,cyl & vlv carbon 13594.99;73843 DBC IRRIGATION SUPPLY valve hunter,rotor hunters 608.19;73844 QUILL LLC usb drives,flash drives,ink,pencils,post it notes/flags, staples,pens,cleaner 578.63;73845 SUEZ WTS USA INC. monthly chemical management 7769.04;73846 U S POSTMASTER credit for postage 1050.00;73847 VERIZON WIRELESS TVFD cell phones 96.61;73848 GRAINGER pvc pipe,lip balm,anti-itch cream,sting relief swabs 265.47;73849 WEGLIN, EDWARD H. mow/ trim 220.00;73850 WESTCO sinclair dexos,oil,weed n feed w/ trimec,premium diesel,unleaded gas 21704.19;73851 WESTERN PATHOLOGY CONSULTANTS breath alcohol,DOT drug screens,urine collection 171.00;73852 WY ASSOC OF MUNICIPALITIES convention registration 240.00;73853 PRIMARY ARMS LLC red dot optic 136.83;73854 Void;73855 TORRINGTON LEGION BASEBALL WCG banner sales 250.00; 73856 KELLEY, SHAYLEE credit/deposit refund 329.64;73857 CITY OF TORRINGTON payroll withholding 155.00;73858 DENT, DAVID A. Golf Pro Payable 4528.62;73859 GOSHEN CO DISTRICT COURT CLERK payroll withholding 100.00;73860 GREAT-WEST TRUST CO LLC payroll withholding 1493.00;73861 NEW YORK LIFE payroll withholding 359.37