

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

The Torrington City Council met in regular session on Tuesday, October 19, 2021 in the City Council Chambers at 436 East 22nd 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, Building Official Estes, Golf Pro Dent and Deputy City Clerk Anaya.

Mayor Adams called the meeting to order.

Councilman Patterson led the Pledge of Allegiance.

Mayor Adams led the session with informational announcements on the following items: 1. Progress on projects within the City; 2. Announcement that the 1st Annual Torrington Municipal Airport Fly-In held on 10-09-21 was successful; 3. Reminder that Paul Novak was nominated for the AARP Wyoming Andrus Award. The public can vote on AARP Wyoming's Facebook page; 4. Announcement that the sprinkler systems at all City parks were winterized on 10-15-21; 5. Announcement that all City park restrooms are closed as of 10-15-21; 6. COVID-19 updates and recommendations; 7. COVID-19 vaccine updates; 8. Reminder to citizens that sidewalks must be cleared within 24 hours of a snowfall; 9. Request to the public to please refrain from blowing leaves into the gutters. Announcement that the disposal of leaves and grass will be accepted in the designated grass bins until just before the Thanksgiving holiday; 10. Potential recycling program implementation update; and 11. Update on the 10-19-21 Redistricting Meeting hosted by State Representative Shelly Duncan.

Councilman Kinney moved and Councilman Kelly seconded to approve the consent agenda which includes the minutes from the 10-05-21 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

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

Attorney Eddington read a proclamation declaring November 2021 as Epilepsy Awareness Month. It urges all citizens of the City of Torrington, Wyoming, government agencies, public and private institutions, businesses and schools to recommit the community to increasing awareness and understanding of epilepsy through education while ensuring that all individuals with epilepsy lead a full and productive life, and calls upon all citizens to wear purple on 11-17-21 in support of all people who fight epilepsy every day. Councilman Patterson moved and Councilman Kinney seconded to approve the proclamation as presented. Motion carried unanimously.

Attorney Eddington read a proclamation declaring 11-01-21 as Extra Mile Day. It urges all individuals in the community to take time on 11-01-21 to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country or world a better place. Councilwoman Steinbock moved and Councilman Patterson seconded to approve the proclamation as presented. Motion carried unanimously.

Golf Pro Dent presented the 2022 Golf Rates and Fees for approval. Modifications presented for approval were: Junior/Student - \$140, Single - \$500, Couple/Married - \$715, Family - \$810, College Student (12 credit hours/under 26 years of age) - \$150, Senior (62 years of age and older) - \$460, Senior Couples (both must be 62 years of age or older and married) - \$680, Daily Fee 9 Holes - \$20, Daily Fee 18 Holes - \$30, Tournament Guest Weekdays - \$20, Tournament Guest Weekends - \$22, Trail Fees Annual License - \$200 and 1 Year City Cart Lease (Couple) - \$590. Councilwoman Steinbock stated that a student, regardless of age, carrying 12 or more credit hours in a semester is considered a full-time student. She suggested removing the under 26 years of age requirement from all College Student fees. Councilman Patterson moved and Councilman Kinney seconded to approve the 2022 Golf Rates and Fees as amended. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE AMENDING AND RE-ENACTING SECTION 3.04.110 OF THE TORRINGTON MUNICIPAL CODE, 2021 REVISIONS, RELATING TO PUBLIC RECORDS REQUEST FEES. Councilman Kinney moved and Councilwoman Steinbock seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 8.44 OF THE TORRINGTON MUNICIPAL CODE, 2021 REVISIONS, RELATING TO WEEDS. Councilwoman Steinbock 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 8.60.010 OF THE TORRINGTON MUNICIPAL CODE, 2021 REVISIONS, RELATING TO THE REGULATION OF TOBACCO PRODUCTS ON CITY PROPERTY. Councilman Kinney moved and Councilman Patterson seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval a Vacation Carryover Request. She stated that due to the ongoing circumstances with the COVID-19 pandemic and shortness of staff, vacation balances

for some employees will not be able to be used by 12-31-21. Clerk/Treasurer Strecker commented that the current policy allows 80 vacation hours to be carried over into the next calendar year. She indicated that she is seeking direction from the Mayor and Council as to which route to pursue. Clerk/Treasurer Strecker stated that an option to consider is raising the limit temporarily until the pandemic is over. Councilman Patterson expressed his concerns in regard to temporarily raising the carryover limit. He commented that he would certainly like to accommodate the employees, but indicated that increasing the number of hours that they are allowed to carryover is not going to make it any easier for them to use the vacation hours. Councilman Kinney suggested extending the deadline to use vacation leave from 12-31-21 to 03-01-22 instead of increasing the carryover limit. He indicated that the extension will give employees additional time to use the vacation hours that they need to use in order to get down to the carryover limit of 80 hours or less and not have to forfeit any hours. Councilman Kinney moved and Councilman Kelly seconded to extend the deadline to use vacation leave from 12-31-21 to 03-01-22. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval an amendment to the policy handbook in regard to the Families First Coronavirus Response Act Policy. She stated that the second extension of the temporary policy that was put in place after the legislation passed for the Families First Coronavirus Response Act expired on 09-30-21. Clerk/Treasurer Strecker commented that the leave, if extended again, will be completely voluntary from 10-01-21 forward and indicated that the small credit that was being received on the employer tax for the social security employer amount ceased as of 09-30-21. She stated that there are still several employees who are affected by COVID-19, therefore in an attempt to continue to encourage sick employees to stay home, she recommends extending the leave deadline an additional 6 months from 10-01-21 through 03-31-22. Clerk/Treasurer Strecker commented that additional leave time will not be added. COVID-19 Emergency Paid Sick Leave hours were reset to 80 hours of leave available for all employees as of 04-01-21. Councilwoman Steinbock moved and Councilman Kinney seconded to approve the amendment to the policy handbook in regard to the extension of the Families First Coronavirus Response Act Policy from 10-01-21 through 03-31-22 as presented. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented for approval a new position request for a Buildings & Grounds Superintendent to be effective as of 10-25-21. He stated that the new position further compartmentalizes the Public Works Department by creating a Buildings and Grounds Division. DPW Harkins commented that the individual who fills the position will be responsible for being the Building Inspector, and overseeing Facility Maintenance, Fleet Maintenance, the Safety Division, the Parks Department and the Cemetery Department. Councilman Patterson moved and Councilman Kinney seconded to approve the new position request for a Buildings & Grounds Superintendent to be effective as of 10-25-21 as presented. Motion carried unanimously.

Attorney Eddington read Resolution No. 2021-10. Clerk/Treasurer Strecker stated that the resolution will amend the FY22 Budget to compensate for promotion expenditures created in excess of the budgeted amount. The amended amount will account for the following: General Fund – Wages (\$3,000), FICA (\$230), Worker’s Compensation (\$560), Wyoming Retirement (\$80). She indicated that the total amount of the amendment is \$3,870. Councilman Kinney moved and Councilwoman Steinbock seconded to approve Resolution No. 2021-10 as presented. Motion carried unanimously.

The bills from 10-06-21 to 10-19-21 were presented for payment. Councilman Patterson moved and Councilwoman Steinbock seconded to approve the bills for payment as presented. Motion carried unanimously.

Mayor Adams asked for public comments, questions or concerns.

Fire Chief Petsch updated the Mayor and Council on the current membership status of the Torrington Volunteer Fire Department. He also gave a brief update on the delivery status of the new aerial structure fire truck (ladder truck).

Councilman Patterson commended the Torrington Police Department for the tactical training that they recently completed. He indicated that it was really impressive to witness first-hand.

Councilman Kelly stated that he noticed erosion on the edges of some of the sidewalks on Ridge Road and inquired if that was going to be problematic in the future. Director of Public Works Harkins responded no and indicated that as a part of the Ridge Road Project, all curb, gutter and sidewalks will be torn out, re-formed and re-poured.

Councilwoman Steinbock moved and Councilman Patterson seconded that there being no further business to come before the Mayor and Council to adjourn at 8:08 p.m. Motion carried unanimously.

The following bills were approved for payment: 71999 TOUCHTONE COMMUNICATIONS long distance 2.02;72000 WYRULEC CO Landfill Electric 183.66;72001 NCPERS GROUP LIFE INS payroll withholding 144.00;72002 CIRCUIT COURT OF GOSHEN CO payroll withholding 72.57;72003 CITY OF TORRINGTON payroll withholding 729.06;72004 DENT, DAVID A. Golf Pro Payable 1055.35;72005 FAMILY SUPPORT REGISTRY payroll withholding 217.82;72006 GOSHEN CO DISTRICT COURT CLERK payroll withholding 100.00;72007 GREAT-WEST TRUST CO LLC payroll withholding 2675.00;72008 NEW YORK LIFE payroll withholding 359.37;72009 WASHINGTON NATIONAL INSURANCE CO payroll

withholding 32.70;72010 PRO AGG INVESTMENT II LLC deposit refund 135.83;72011 GEORGE, WHITNEY credit refund 54.62;72012 MARTIN, JENNY refund-proof of rabies vaccine & accidental charge of care/ impound 100.00;72013 WHITE, JESSY reimb-proof of rabies vaccines 100.00;72014 MORTON, SANDRA deposit refund 179.25;72015 BALDRIDGE, CYNTHIA deposit refund 105.20;72016 TRAINER, DALE & DONNA credit refund 200.00;72017 AJS SODA SHOP birthday gift cards 200.00;72018 AT&T MOBILITY cardiac monitor transmission fee 33.46;72019 ATCO INTERNATIONAL heaven scent 525.00;72020 AVI PC Potable Ground Water-Well #16 Project 11914.85;72021 BACKFLOW PREVENTION SUPPLY INC. calibration test kit 101.06;72022 BLACKBURN MANUFACTURING CO stake chaser whiskers 125.84;72023 CAPITAL ONE TRADE CREDIT tool set 350.55;72024 BOMGAARS SUPPLY INC. canvas tarps 193.98;72025 BROWN CO chainsaw parts,solenoid,air filter 332.23;72026 BROWN, KENNETH T. Court Appointed Attorney 190.00;72027 CANON FINANCIAL SERVICES INC. copier contract 180.00;72028 CASPER COLLEGE WAMCAT Fall Virtual Sessions 249.00;72029 CASPER MANUFACTURING snow plow 126933.00; 72030 CITY OF TORRINGTON c/o FIRST STATE BANK optional sales tax 99489.98;72031 CJ DEMOS INC. Christmas party entertainment 1750.00;72032 ALYSSA MARIE COULSON Court Appointed Attorney 130.00;72033 KEYHOLE OUTDOOR LIVING outdoor furniture-pool 5593.00;72034 DANA KEPNER CO INC. meter washers,gaskets,connectors,ci-plugs 187.00;72035 DIVERSIFIED SERVICES INC. cleaning services 400.00;72036 DOOLEY OIL INC. oil 193.96;72037 ECI LLC partial billing-transfer switch install, underground electrical & concrete slab 27775.00;72038 ENERGY LABORATORIES INC. lab testing 263.00; 72039 FERGUSON ENTERPRISES LLC #3326 swing sampler,leak detector,cable/pipe locator,anti-seize lubricant 544.45;72040 FERGUSON US HOLDINGS valve box bottom sect doms 709.00;72041 FRITZLER, LARRY & DEBORAH pump septic tanks 303.00;72042 FUEL MANAGEMENT SOLUTIONS reprogramming/ maintenance to Veeder Root,CP testing & meter calibrated 1714.58;72043 PRO QUALITY PEST CONTROL rodent control 130.00;72044 GOSHEN CO ECONOMIC ¼ cent sales tax,monthly contribution 27372.88; 72045 GOSHEN CO TREASURER water right assessments 4528.48;72046 GREATAMERICA FINANCIAL SERVICES CORP copier leases 294.00;72047 GREATAMERICA FINANCIAL SERVICES CORP copier lease 63.00;72048 HONNEN EQUIPMENT dozer rental-cell 13 closure 6960.00;72049 HOTLINE ELECTRICAL SALES & SERVICE LLC electric meters 6600.00;72050 IDEAL LINEN/BLUFFS FACILITY SOLUTION mats,sam dust,scrapers,coveralls,sam garment,energy fees,towels,sam linen,mops 651.62;72051 INBERG-MILLER ENGINEERS landfill new cell design/permit renewal 6539.23;72052 INLAND TRUCK PARTS & SERVICE switch 324.22;72053 INTERNATIONAL INSTITUTE-MUNICIPAL CLERKS IIMC annual membership fee 175.00;72054 JAMES A. EDDINGTON PC City Attorney 9187.50;72055 KJH CONSULTING LLC canvas signs, foam board signs 950.62;72056 FRANK PARTS CO connector,brake pads/rotor,abs speed sensor,belts, shackle straps/bolts,bushing,air freshener,grab hook,tandem equalizer bar-belt,a/t transhift cable,oil, def,air filter,lamp,exactfit bea (wip)-roll off 1197.70;72057 WY TRAILERS dump trailer 9700.00;72058 MCI A VERIZON CO long distance/911 call backs 17.53;72059 M.C. SCHAFF & ASSOCIATES INC. Airport Runway Project 4919.85;72060 MEDICAL AIR SERVICES ASSOCIATION medical air transport insurance 1615.00;72061 MENARDS cottages,cottage skinny shiplaps 195.73;72062 MERITAIN HEALTH INC. premium-ins/life admin 41212.84;72063 METROPOLITAN COMPOUNDS INC. ETC 478.60;72064 MIRACLE RECREATION gravity rail replacement parts 466.05;72065 MUNICIPAL CODE CORPORATION online code hosting 900.00;72066 MUNICIPAL ENERGY AGENCY OF NE wholesale power 411787.84;72067 NEWMAN SIGNS INC. traffic signs 1354.94;72068 OLSON TIRE CO tubes,tires 4922.40;72069 ONE CALL OF WY tickets for CDC code TRG 105.75;72070 ENVIRO SERVICES INC. lab analysis 150.00;72071 PATRICK, JOHN B. Municipal Court Judge 2000.00;72072 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured PR employee premium/MT positions 9569.28;72073 PINNACLE BANK stamps,registration fee, travel expenses-fuel/meals/lodging/bag check,rental car,WAMCAT party,van repairs/towing fees,mop pad refills,workshop cleaning set,cash drawer,usb cable,dog waste bags,certification,combo sewer cleaner,soil sampler probe,subscription,disposable cups,plastic ice bags,hose nozzles,fire prevention at schools 3250.62;72074 PORT-A-POTS BY TDS INC. stationary port-a-pots 307.25;72075 QUADIANT FINANCE USA INC. neopost postage 533.83;72076 RAILROAD MANAGEMENT CO license fee 146.41; 72077 RAILROAD MANAGEMENT CO III LLC land lease 1297.71;72078 REGIONAL CARE INC. select flex admin 102.00;72079 RICHEY, MICHAEL Airport Operator Contract 1666.66;72080 SNOW CREST CHEMICALS LLC cooling water treatments,aquacar515 water treatment microbe 2197.13;72081 DBC IRRIGATION SUPPLY sprinkler system valve 126.79;72082 SUEZ WTS USA INC. monthly chemical management 7769.04;72083 TITAN MACHINERY-GILLETTE filter,oil seals,radiator 3007.01;72084 TORRINGTON EMPLOYEES INSURANCE premium 90623.83;72085 TORRINGTON ROTARY CLUB dues, meeting attended,youth program,paul harris fund 208.00;72086 U S POSTMASTER credit for postage 200.00;72087 U S POSTMASTER credit for postage 850.00;72088 VERIZON WIRELESS TVFD cell phones 96.81;72089 WAMCO LAB INC. full effluent toxicity test-2 specie,NPDES (DMRQA) study 41 380.00; 72090 WEGLIN, EDWARD H. mow/trim 220.00;72091 WESTCO power transmission fluid,antifreeze, sinclair iso,aluminum phosphate,hose,dyed premium diesel,unleaded gas 21827.59;72092 DFPES training books from the state fire academy 209.21;72093 OFFICE OF EMERGENCY MEDICAL SERVICES ambulance business license 20.00;72094 WY MACHINERY filters,air cleaner,plate assy 501.01;72095 ZELL HEATING & COOLING LLC complete rough-in plumbing-animal shelter addition 2653.60;72096 MEDICARE PART B ambulance overpayment refund 346.63