

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

The Torrington City Council met in regular session on Tuesday, February 1, 2022 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, Buildings & Grounds Superintendent Estes, Electrical Supervisor Youtz and Deputy City Treasurer Haas.

Mayor Adams called the meeting to order.

Clerk/Treasurer Strecker led the Pledge of Allegiance.

Mayor Adams led the session with informational announcements on the following items: 1. Weather updates. Announcement that the City of Torrington appreciates the effort that citizens are making to keep their sidewalks clear of snow; 2. COVID-19 updates and recommendations; 3. COVID-19 vaccine updates; 4. American Recovery Act funds/project update; 5. Progress on projects within the City; 6. City of Torrington property annexation update; 7. City of Torrington commercial development update; 8. Announcement that training for the new aerial structure fire truck (ladder truck) took place from 01-20-22 through 01-22-22; 9. Announcement that the City of Torrington was designated the second safest City in Wyoming for 2022 by SafeWise; and 10. Prosperous New Year wishes on behalf of the City of Torrington.

Councilman Kelly moved and Councilwoman Steinbock seconded to approve the consent agenda which includes the minutes from the 01-18-22 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

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

Jan Harvey with BZ Hospitality, LLC requested approval of a catering permit for a Sagebrush & Roses VIP Reception that was held on 01-29-22 from 2:00 p.m. to 7:00 p.m. at 3401 West C Street (EWC ATEC Building). Chief of Police Johnson stated that a catering permit request was submitted to the County in error as it should have been submitted to the City being that the location where the event was scheduled to be held is in City limits. Mayor Adams indicated that the requested approval is a formality to ratify the catering permit that was approved by the Mayor and Council via e-mail on 01-25-22. Councilman Patterson moved and Councilman Kelly seconded to ratify the catering permit that was approved via e-mail on 01-25-22. Motion carried unanimously.

Attorney Eddington read Resolution No. 2022-03. Mayor Adams stated that the resolution supports the proposition for the one percent (1%) specific purpose excise tax in Goshen County. He indicated that the City of Torrington has a specific need for the replacement of the 50-year-old facility known as the Dale Jones Municipal Swimming Pool. Councilman Kinney moved and Councilman Kelly seconded to approve Resolution No. 2022-03 as presented. Motion carried unanimously.

Electrical Supervisor Youtz presented the bid results for the Cold Springs 15kV UG Distribution Line Material Project. He stated that EDM International, Inc. recommends awarding bid item numbers 1, 2, 5, 7, 8, 9, 10, 11 and 13 to Border States Industries, Inc. of Fargo, North Dakota in the amount of \$128,377.66 and bid item numbers 3, 4, 6 and 12 to WESCO Distribution, Inc. of Denver, Colorado in the amount of \$20,256.00 for a project total of \$148,633.66. Electrical Supervisor Youtz indicated that EDM evaluated each line item in the bids that were submitted and awarded the item numbers to vendors based on lowest cost and shortest lead time. Councilman Patterson moved and Councilwoman Steinbock seconded to award bid item numbers 1, 2, 5, 7, 8, 9, 10, 11 and 13 to Border States Industries, Inc. of Fargo, North Dakota in the amount of \$128,377.66 and bid item numbers 3, 4, 6 and 12 to WESCO Distribution, Inc. of Denver, Colorado in the amount of \$20,256.00 for a project total of \$148,633.66 as presented. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented the bid results for the FY2020 Wastewater Pre-Treatment Facility Project. He stated that all bids received exceeded the City of Torrington's available project funding. DPW Harkins indicated that due to the current construction material pricing volatility and the time required to obtain additional funding, Trihydro Corporation recommends rejecting all bids and re-bidding the project once additional project funding is secured. Councilman Kinney moved and Councilman Kelly seconded to reject the bids for the FY2020 Wastewater Pre-Treatment Facility Project as presented. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE ANNEXING WITHIN THE CORPORATE LIMITS OF THE CITY OF TORRINGTON, WYOMING, REAL PROPERTY TO BE KNOWN AS THE WEST AIRPORT ADDITION. He stated that the ordinance was modified to include the legal descriptions of all of the properties in this particular *West Airport* area that were purchased several years ago by the City that were never annexed. Attorney Eddington indicated that Exhibit A of the ordinance lists the legal descriptions of all of the pending properties with a specific reference to each individual deed's book and page number. Councilwoman Steinbock moved and Councilman Patterson seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Clerk/Treasurer Strecker presented for approval an amendment to the policy handbook in regard to the Emergency Shutdown of City Facilities – Procedures & Compensation Policy. She stated that the changes that were made to the policy include updating the Emergency Shutdown Calling Tree and clarifying essential versus non-essential departments, adding language to clarify that if a closure begins during the work day, non-essential employees will be granted shutdown hours to compensate for a maximum of 8 hours, and adding language to clarify that this policy will over-ride the *On-Call Policy* during the designated shutdown period. Councilman Kinney moved and Councilwoman Steinbock seconded to approve the amendment to the policy handbook in regard to the Emergency Shutdown of City Facilities – Procedures & Compensation Policy 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 Social Media Policy. He stated that the new policy was developed to establish protocols, safeguards and expectations for the use of social media platforms by the City of Torrington that facilitate better communication and engagement in the community. Chief of Police Johnson indicated that the new policy also sets expectations of conduct for City of Torrington staff in their use of social media during the course of their employment with the City of Torrington and with their personal social media accounts. Councilman Patterson moved and Councilwoman Steinbock seconded to approve the amendment to the policy handbook in regard to the creation of a Social Media Policy as presented. Motion carried unanimously.

The bills from 01-19-22 to 02-01-22 were presented for payment. Councilman Kinney moved and Councilman Kelly seconded to approve the bills for payment as presented. Motion carried unanimously.

Mayor Adams asked for public comments, questions or concerns.

Fire Chief Petsch gave a brief update on the aerial structure fire truck (ladder truck) training that took place from 01-20-22 through 01-22-22.

Councilman Kelly moved and Councilwoman Steinbock seconded to adjourn to executive session to discuss personnel. Motion carried unanimously.

Councilman Kinney moved and Councilman Kelly seconded to return the Mayor and Council to regular session. Motion carried unanimously.

Councilwoman Steinbock moved and Councilman Patterson seconded to approve paying 50% of the proposed Goshen County IT Salary Budget increase as presented. Motion carried unanimously.

Councilman Kinney moved and Councilman Kelly seconded that there being no further business to come before the Mayor and Council to adjourn at 8:24 p.m. Motion carried unanimously.

The following bills were approved for payment: 72735 AT&T MOBILITY cardiac monitor transmission fee 33.66;72736 MERITAIN HEALTH INC. premium-ins/life admin 43899.06;72737 VIAERO WIRELESS wireless unlimited hot spot plans 570.29;72738 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured PR employee premium/MT positions 10420.00;72739 REGIONAL CARE INC. select flex admin 96.00;72740 STANDARD INSURANCE CO premium-long term disability 2193.04;72741 TORRINGTON EMPLOYEES INSURANCE premium,select flex contributions 89602.96;72742 WY DEPT OF REVENUE sales tax 19124.38;72743 WY STATE FIREMEN'S ASSOC 2022 WSFA dues 75.00;72744 PALMETTO GBA LLC refund-ambulance overpayment 403.42;72745 SIMON, HANNAH deposit refund 118.75;72746 HERDT, KIMBERLY refund-ambulance overpayment 100.00;72747 REQUEJO, MARISSA N. credit refund 47.00;72748 CONSERVATORSHIP OF BILL STOEGER deposit refund 118.49;72749 MASTEC refund hydrant meter deposit less costs/fees 1751.72;72750 WY ASSOCIATION OF FIRE MARSHALS 2022 membership dues 35.00;72751 ARROW ELECTRIC OF TORRINGTON transfer thermometer to inside wall 544.00;72752 A1 SUPER SIGN INC. install decals 200.00;72753 ABSOLUTE SOLUTIONS install equipment/radio programming 4838.58;72754 ASSOCIATION-PUBLIC SAFETY COMMUNICATION 2022 APCO membership dues 258.75;72755 ATCO INTERNATIONAL suppress for dumpsters 470.00;72756 BLOEDORN LUMBER CO-TORRINGTON btr,stepladder,throcrete patch,wire connector,masking tape, roller covers,spray paint,impact bits,drywall trowel,wall base,base adhesive,v-notch sprdr,wax bowl gasket,liquid tite connector/conduit,treated lumber,cotton mop 948.39;72757 BLOEDORN LUMBER CO-TORRINGTON triple ground tap,extension cord 32.18;72758 BOMGAARS SUPPLY INC. turnbuckles, return,diesel can,chain,sawzall blades,grinding/cutting wheels,sawzall,self-drill screws,pump up sprayer, work boots 603.81;72759 iPROMOTEu reflective numbers,letters,auto plate 247.90;72760 BORDER STATES INDUSTRIES INC. polywater lubricant,wire holders,conduit,cutout,various wire,meter socket, uniform clothing 6470.76;72761 CLARKE, JOSEPH A. urinal repair 325.69;72762 DALE'S TIRE & RETREADING retread bdm bandags 1525.28;72763 DANA KEPNER CO INC. water meters 4169.04;72764 DOOLEY ENTERPRISES INC. ammunition 1828.87;72765 ENERGY LABORATORIES INC. lab testing 696.50; 72766 FASTENAL CO sweep compound,nylock Z,simple green,bleach,gloves,oil absorbing pads 534.77; 72767 G & L CONCRETE concrete 525.00;72768 PRO QUALITY PEST CONTROL rodent control 130.00; 72769 PROFESSIONAL DISPATCH MANAGEMENT dispatch supervisor management/leadership training 300.00;72770 GREATAMERICA FINANCIAL SERVICES CORP copier 2021 property tax 47.22;72771 HAWKINS INC. sodium hydrox 50% diaphragm 2920.10;72772 HIGHWAY IMPROVEMENT INC. FY22 Crack Fill Project 7890.00;72773 HIGH WEST COMMUNICATION INC. generator starter motor 161.36;72774 IDEAL LINEN/BLUFFS FACILITY SOLUTION rags,trash bags,paper towels,urinal screens 401.36;72775

INDUSTRIAL SEALING & LUBRICATION INC. synfilm oil 266.74;72776 INTERNATIONAL ASSOC OF CHIEFS OF POLICE 2022 membership dues 190.00;72777 L N CURTIS & SONS short sleeve polo shirts 296.00; 72778 MATHESON TRI-GAS INC. medical oxygen 100.95;72779 METAL SHOP flat iron,square tubing 25.00;72780 MOTOROLA SOLUTIONS INC. all band hp mobile equip,desktop chargers 3203.61;72781 NATIONAL FIRE PROTECTION ASSOCIATION annual membership 175.00;72782 MEDICARE PART B medicare overpayment 695.59;72783 OFFICE OF STATE LANDS & INVEST DWSRF loan payments 112265.88;72784 ORR ALIGNMENT & LUBE LLC upper ball joint/truck alignment 613.58;72785 COMPLETE WIRELESS TECHNOLOGIES batteries,belt clips 127.10;72786 ENVIRO SERVICES INC. lab analysis 111.00;72787 THE L L JOHNSON DIST CO starter assy,fairway reels/bearings,blade 1760.33; 72788 PETERBILT OF WY radiator for garbage truck 2033.55;72789 PETROLEUM TESTERS LLC class A & B ust operator training 225.00;72790 POSTEN, REECE BENJAMIN ice machine cleaning 294.66;72791 PRINT EXPRESS INC. business cards,transformer data books,black/white copies,ups 573.36;72792 RICHEY, MICHAEL Airport Operator Contract 1666.67;72793 TEAM CHEVROLET seat belt kits 285.00;72794 EASTERN WY EYE CLINIC safety glasses 430.00;72795 SMITTY'S REPAIR SERVICE flat iron 67.53;72796 SNELL SERVICES INC. install water heater,replace expansion tank 18731.00;72797 SOUTH TORRINGTON WATER & SEWER DISTRICT museum-water/sewer 69.62;72798 STUART C IRBY CO new gloves,glove testing,sleeve testing 1325.04;72799 SWIFT COMPLY yearly software maintenance 1424.00;72800 TORRINGTON FIRE DEPT professional services 800.00;72801 CENTURYLINK data lines 2240.94;72802 VALLEY MERCANTILE CO INC. tire valve stems 5.66;72803 VERIZON WIRELESS cell phones 506.34;72804 GRAINGER carpeted runner,solenoid valves,pressure regulator,linear fluorescent bulbs 504.44;72805 WAGGIN' TAILS SHELTER new dog kennels reimb 2210.00;72806 WY DEPT OF TRANSPORTATION license plate transfer 2.00;72807 WY RETIREMENT SYSTEMS retirement 73234.30;72808 WY RETIREMENT SYSTEMS Torr Vol EMT Pension 37.50;72809 WY WATER QUALITY & POLLUTION CNTRL WWQ & PCA membership 270.00;72810 DEPARTMENT OF WORKFORCE SERVICES workers compensation 11489.36; 72811 GARY RICKARD deposit refund 332.75;72812 ESTES, RHONDA tax form purchase reimb 168.99; 72813 ELEVATED HOME SOLUTIONS LLC credit refund 249.48;72814 DUNCAN, ERIC & SHELLY credit refund 129.52