

## PUBLIC NOTICE

### REGULAR MEETING OF THE CITY COUNCIL OF WORLAND March 16, 2021

A regular meeting of the City Council of Worland, Wyoming convened in the Council Chambers in City Hall at 7:00 p.m. on March 16, 2021. Mayor Jim Gill presided and the Councilmembers in attendance were Kody DeMunbrun, Barbara Brookwell, Scott Schaeffer, Kreg Lombard, Wendy Fredricks, William Worley, Adam Martinez, Mike Neuffer and Christy Schneider. Also present were: Airport Manager, Lynn Murdoch; Chief of Police, Gabe Elliott; City Attorney, Kent Richins; City Engineer Representative, Mike Donnell; Streets & Sanitation Supervisor, Jeff Taylor and Clerk/Treasurer Tracy Glanz.

There were five (5) visitors present for this meeting of the City Council.

Clerk/Treasurer Tracy Glanz led the Council and Visitors in the Pledge of Allegiance.

Mayor Gill declared a Quorum and asked for approval of the agenda as presented.

Motion: to approve the agenda as presented.  
By: Councilmember DeMunbrun.  
Second by: Councilmember Martinez.  
Vote: The motion passed unanimously.

The minutes of the March 2, 2021 regular meeting stand approved as published.

Motion: To approve all vouchers and authorize payment for payroll, utility charges, refunds for City Services, recording fees, postage and other miscellaneous items, during the month of March, before normal City Council approval on the first Tuesday of April and approve the Consent Agenda with Council Work Session Minutes of March 8, 2021 and Payroll Voucher for the period ending March 7, 2021; PAYROLL 3/7/21 - \$59,613.89.  
By: Councilmember Lombard.  
Second by: Councilmember Schaeffer.  
Vote: The motion passed unanimously.

Fire Chief Chris Kocher presented information on a FireSmart opportunity in Washakie County. A Firewise grant was used last year to clear city owned land adjacent to Rotary Riverside Park removing fuels and providing beautification along the river. Directly across the river there is a five (5) acre section, as per the map, that could be done with the over-match of funding and remaining grant funds. This would allow us to put in a fire break on both sides of the river to help mitigate fuel issues and help stop a large moving wildfire on the riverbank. There is a second project out by the sewer lagoon, on the east side of the river of approximately 21.5 acres to mitigate fuel issues. There was sufficient over-match funding on the original project. Chief Kocher requested approval from the city; upon approval, a Request for Proposal (RFP) would be drawn up and forwarded to the City for review and advertised for bid. The city would be reimbursed for all costs once the projects were complete. Mayor Gill stated that the State Forester worked with the city before on the prior project and are enthused to continue mitigating fuel issues. Chief Kocher indicated that this grant is made possible through Wyoming State Forestry and the Western States Fire Grant. City Attorney Richins clarified that the City would advertise the bid and pay the contractor up front. Chief Kocher reminded the Council that the City is guaranteed reimbursement for all funds expended. Discussion followed; Chief Kocher indicated the project could be done under one bid or two. City Attorney Richins suggested breaking it into two (2) bids allowing opportunity for more contractors to bid on the work.

Motion: to approve the FireSmart project and advertise as two (2) projects; one by Rotary Riverside Park and the other by the lagoon.  
By: Councilmember Lombard.  
Second by: Councilmember Schneider.  
Vote: The motion passed unanimously.

Justin Smith and CJ Grimes with Ten Sleep Nowood Trailbreakers (TSNT) presented information on the proposed Rotary Riverside Park Expansion Plan and explained that TSNT is a non-profit organization. CJ Grimes indicated that the park has been opened up with the first FireSmart Project allowing for the possibility of a bike perimeter trail  $\frac{3}{4}$  of mile long. The surface of the trail would be a durable material, possibly crushed gravel, and other features would be added off to the side of the trail to allow for a family experience. This idea was presented last fall and the city suggested that TSNT contact the Rec District and Rotary; both organizations have offered to match our funding to start Phase 1. TSNT requested approval from the City to get started with the caveat that they will not be asking for any money from the city for any of the phases. Discussion followed. Councilmember Brookwell asked who would maintain the trail. TSNT would make sure that operation and maintenance on the trail is taken care of. City Attorney Richins asked about possible liability issues associated with the bike trail and featured equipment. TSNT indicated they would look into that issue, but stated that with proper maintenance of the equipment it should not become an issue. TSNT would like to start the project in June, 2021. TSNT will be looking for volunteers to help with the project and Councilmembers suggested contacting WBI, Wyoming Boys School or the Worland Elks for volunteers and/or a donation. It was noted that when features are added to an existing park, usage of the park increases by locals and tourists.

Motion: to approve the Rotary Riverside Park Expansion Plan.  
By: Councilmember Lombard.  
Second by: Councilmember Brookwell.  
Vote: The motion passed unanimously.

Mayor Gill appointed Councilmembers Scott Schaeffer, Adam

## PUBLIC NOTICE

Martinez and William Worley to the Budget Committee for fiscal year ending June 30, 2022. Councilmember Schneider asked that it be put in the record that she did not like how the appointments were handled. Mayor Gill stated that has the authority to appoint committee members without motion by Council.

Mayor Gill appointed Councilmembers Barbara Brookwell, Christy Schneider and Kreg Lombard to the Selection Review Committee for the Public Works Superintendent position.

Clerk/Treasurer Glanz informed the Council that Washakie County proposed to use funds from the Dispatch Reserve fund to pay for additional labor costs to complete major technology projects. The current balance in the fund is \$260,520.00 with a minimum balance requirement of \$100,000.00. The amount requested is up to \$20,000.00 to pay for several IT projects including the design, testing and implementation of the new mobile data terminals (laptops) for the Police Department.

Motion: to approve the use of up to \$20,000.00 from the Dispatch Reserve Fund for IT projects.  
By: Councilmember Lombard.  
Second by: Councilmember Brookwell.  
Vote: The motion passed unanimously.

City Attorney Richins presented the Chain of Command policy that will be inserted into the employee handbook upon approval by the Mayor, Council and employees. This policy has been reviewed and revised over the years and details how communication between the governing body, Mayor, Department Heads and Employees works and what disciplinary actions can be taken if the policy is not followed. As per the flowchart presented, Councilmembers would approach the Mayor with any issues first and he would then funnel that down to the Department Head who would then take it to an employee as necessary. All municipalities have these types of flowcharts. A new category of Human Resources was added (currently the Clerk/Treasurer) who would interact with the Mayor and City Attorney and be on the same level as Department Heads. Discussion followed on the type of disciplinary actions that would be taken against Councilmembers. City Attorney Richins explained that it could be public or private censor or removal, but that would be an extreme case. Normally any issues could be handled through executive session. The violations usually occur when a Councilmember visits with an employee or vice versa instead of the Department Head. Discussion continued on how and when the flowchart had changed. Mayor Gill stated that it does not help when a Councilmember goes around the Mayor negotiating on behalf of the city. Councilmember Fredricks thought that there should be more communication between the Mayor and Council and that if Councilmembers were not allowed to talk to anyone then they did not need to be here. City Attorney Richins confirmed that the Council is here for their constituents and reiterated that this policy deals with matters that are within the scope of employment (communication directly between Councilmembers and employees). Councilmember DeMunbrun expressed concern about disciplinary actions against Councilmembers. City Attorney Richins stated that anyone involved in a disciplinary action would have due process. Councilmember Neuffer stated that he was not a fan of micro-management tools such as this. Councilmember Worley thought that this should be addressed in the Municipal Charter. City Attorney Richins acknowledged that the Chain of Command flowchart does not solve all issues. Mayor Gill asked for a motion to approve the Chain of Command.

Motion: to approve the Chain of Command policy.  
By: Councilmember Lombard

The motion died for lack of a second. City Attorney Richins asked that Councilmembers bring questions for further discussion; this chain of command is standard for other First Class Cities.

City Attorney Richins presented Ordinance #857 for third and final reading:

AN ORDINANCE OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING, INCREASING THE CITY OF WORLAND SEWER RATES FOR THE WYOMING BOYS SCHOOL TO ESTABLISH DEPRECIATION RESERVE FOR FUTURE LINE MAINTENANCE AND REPLACEMENT BY SUPPLEMENTING SECTION 23-63 BY ADDING A NEW SUBSECTION "D" OF THE WORLAND CITY CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

City Attorney Richins noted that the city has not heard from the Wyoming Boys School. Councilmember Worley stated that he read where the Boys School may be in jeopardy of being closed due to budgetary constraints by the State of Wyoming and is concerned that passage of this ordinance would not help the situation. There could be a lot of jobs lost in Worland. City Attorney Richins stated that the Council could change the ordinance, but did not recommend it. Mayor Gill informed the Council that other penal institutions in the State pay much more for water and/or sewer services as those charges include a depreciation reserve. Mayor Gill reiterated that this is about protecting the citizens of Worland. Discussion followed on if a future Council could stop the sewer reserve charge. City Attorney Richins stated that future Councils could stop the charge once enough money is set aside for reserves.

Motion: to approve Ordinance #857 on third and final reading.  
By: Councilmember Lombard.  
Second by: Councilmember DeMunbrun.  
Vote: Members voting AYE: DeMunbrun, Schaeffer, Lombard, Fredricks, Martinez, Gill, Schneider, Brookwell, Worley; Members voting NAY: Neuffer; Members ABSTAINING: None; the motion passed by a vote of 9-1-0.

City Attorney Richins presented Ordinance #858 for first reading:

## PUBLIC NOTICE

AN ORDINANCE OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING, PERTAINING TO SUBDIVISIONS WITHIN THE CITY OF WORLAND BY REPEALING CHAPTER 20 OF THE WORLAND CITY CODE AND REPLACING IT WITH A NEW CHAPTER 20. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

City Attorney Richins noted that there a lot of little changes and instead of changing the ordinance throughout the document, the entire ordinance will be replaced. Discussion followed on the requirements of a developer for installation of infrastructure, infrastructure inspections after developed, grandfathering issues and subdivision approval within a one (1) mile radius of the city.

Motion: to approve Ordinance #858 on first reading.  
By: Councilmember Neuffer.  
Second by: Councilmember Lombard.  
Vote: The motion passed unanimously.

City Attorney Richins presented Ordinance #859 for first reading:

AN ORDINANCE OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING, PERTAINING TO CERTAIN MOTOR VEHICLE AND TRAFFIC REGULATIONS BY REPEALING, AMENDING AND SUPPLEMENTING PORTIONS OF CHAPTER 14 OF THE WORLAND CITY CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

City Attorney Richins reminded the Council that this ordinance was discussed at the last Council Work Session.

Motion: to approve Ordinance #859 on first reading.  
By: Councilmember Neuffer.  
Second by: Councilmember Lombard.  
Vote: The motion passed unanimously.

Mayor Gill noted that the Board of Adjustment & Planning Commission (BAPC) minutes are in the council packet for review.

Streets and Sanitation Supervisor Jeff Taylor informed the Council that the crew is working on tree trimming and potholing around town. The crew has also been upgrading several water mainline risers in town. There is a sinkhole at the sewer lagoon that will have to be fixed. The restrooms at Newell Sargent Park will be open soon as the High School Girls Softball team have started their inaugural season with practice. Streets & Sanitation Supervisor Taylor stated that he hoped to get the streetsweeper out next week, weather permitting. Mayor Gill commended the City Crew on fixing the artesian line leaks and fixing water line breaks around town.

City Engineer Representative Mike Donnell reported that the Contractor on the water line replacement behind ACE Hardware burst approximately 600 feet of line. The project is going well. The WWTP Pump and Sewer Outfall Upgrade Project will be advertised this week with bid opening scheduled for the April 6, 2021 Council meeting. The bids will be reviewed and a recommendation made at the April 20, 2021 meeting. The Big Horn Regional Joint Powers Board meeting is tomorrow night where the Burlington Project and the rate increase will be discussed. There is a Level 2 Study scheduled with Wyoming Water Development Commission (WWDC) with the City of Worland, Washakie Rural and Big Horn Regional as joint parties to the study. This would improve the flows for water out to the Airport for the City of Worland as well as increase flows for the other two (2) entities south of town. This study is paid 100% by the State and currently the WWDC provides grant funding at 67% for construction.

Mayor Gill thanked the Department Heads and employees for working with local business owners to help with the cost of cementing the alley behind ACE Hardware.

Clerk/Treasurer Glanz stated that the new tablets will be used at the next Council meeting and asked the Budget Committee members to stay after the meeting to discuss meeting dates in April.

Chief of Police Elliott informed the Council that the individual offered the conditional offer of employment for a police officer position did not pass the background investigation. Chief of Police Elliott is looking at the second candidate and hopes to move forward with a conditional offer of employment. "It is a long tedious process but we want to make sure we get the right individual for the job". There was an incident involving a foot pursuit of suspects and one of our Officers was hurt; he is out on leave currently.

Airport Manager Lynn Murdoch reported that the city will be going out to bid for an Airport Engineering firm as required by the FAA. This is required every five (5) years. A committee will need to be appointed to review the bids received and select an Engineering firm.

There being no further business to come before the Council, Mayor Gill asked for a motion to adjourn.

Motion: to adjourn the meeting at 8:20 p.m.  
By: Councilmember Lombard.  
Second by: Councilmember Neuffer.  
Vote: The motion passed unanimously.

James R. Gill, Mayor

ATTEST:  
Tracy A. Glanz, Clerk/Treasurer

March 25, 2021