

PUBLIC NOTICE

REGULAR MEETING OF THE CITY COUNCIL OF WORLAND May 5 2020

A regular meeting of the City Council of Worland, Wyoming convened by Zoom Meeting and telephone at 7:00 p.m. on May 5, 2020. Mayor Jim Gill presided and the Councilmembers in attendance were Keith Gentzler, Mandy Horath, Caleb Vigil, Mike Neuffer, Kenneth Shearer, Kreg Lombard and Christy Schneider. Also present were: Chief of Police, Gabe Elliott; City Attorney, Kent Richins; Superintendent of Public Works, Brian Burky; Airport Manager, Lynn Murdoch; City Engineer Representative Mike Donnell and Clerk/Treasurer, Tracy Glanz. Councilmembers Kody DeMunbrun and Delayne Renner-Newton were absent.

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

Mayor Gill reminded everyone online to mute themselves when not speaking and requested that all Councilmembers state their name when making or seconding a motion.

Mayor Gill led the Council and Visitors in the Pledge of Allegiance.

Mayor Gill declared a Quorum present excusing Councilmember Kody DeMunbrun and asked for review and approval of the agenda.

Motion: to amend the agenda to include a discussion on overtime for city employees and approve the agenda as amended.
By: Councilmember Neuffer.
Second by: Councilmember Horath.
Vote: The motion passed unanimously.

The minutes of the April 21, 2020 regular meeting stand approved as published.

Councilmember Schneider arrived at the meeting.

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 May, before normal City Council approval on the first Tuesday of June and approve the Warrant Registers for April, 2020 and Payroll Vouchers for the periods ending April 19, 2020 and April 30, 2020; PAYROLL 4/19/2020 - \$66,023.05; PAYROLL 4/30/2020 - \$4,042.06.

CITY OF WORLAND/UTILITIES COMMISSION APRIL 2020

A & I Distributors, 55 Gallon Drum, \$944.67; Big Horn Basin Tire & Off Road, Tire Mount/Balance, \$1,979.28; Big Horn Co-op, Parts, \$38.47; Blair's, Ice/water, \$6.57; Bloedorn Lumber Co, Supplies, \$192.30; Bomgaars, Equipment/Supplies, \$587.44; Brown's Wester Appliance, Service, \$78.00; Buer Electric Inc, WWTP, \$65.00; Carquest Auto Parts, Parts, \$2,018.44; Cash-Clerk Treasurer, Postage/Filing Fees, \$7.52; Cloud Peak Veterinary Services, Contract, \$650.00; Copper Mountain Irrigation, Parts, \$1,788.96; Cutting Edge Equipmt., Radiator, \$313.39; Eagle Engineering & Surveying, Engineering, \$7,916.67; Energy Laboratories, Testing, \$1,892.00; Flyod's Truck Center, Parts, \$160.92; Frandson Safety Inc, Shipping/Supplies, \$297.21; Fremont Motors, Filters, \$195.20; Frigid Fluid, Cemetery Supplies, \$65.63; Frontier Tire, Backhoe, \$3,401.90; Golf Cart House Association, Rent, \$75.00; Hach, Ammonia, \$291.91; Hasco Industrial Supply, Supplies, \$2,222.48; Hawkins Inc, Demurrage, \$683.44; Intoximeters Inc, Supplies, \$1,866.50; Kennedy Ace Hardware, Hardware, \$1,174.02; Laird Sanitation, Service, \$75.00; McClellan & Macqueen, Road Grader, \$16,994.00; Motor Poer-Billings, KT Cap, \$67.47; Motor Supply, Inc., Parts, \$295.68; Murdoch Oil Co, Oil, \$1,039.99; Norco, Inc., Rental/Supplies, \$77.02; Normont Equipment, Wafer/Spacer, \$624.08; Northern Wyoming Daily News, Advertising, \$1,998.20; Northwest Pipe Fittings, Inc., Parts, \$38,492.77; On Target Ammunition Llc, Supplies, \$2,084.15; One-Call of Wyoming, March Tickets, \$41.25; Quill Corporation, Supplies, \$374.88; S & H Glass Inc, Plexiglass, \$450.00; Safariland, Ammunition, \$677.88; Serlkay Printing, Receipt books, \$134.00; Sigma Aldrich Inc, Chemicals, \$539.34; Signs Of Sutherland, Graphics- Ford Explorer, \$528.00; Stotz Equipment, Blade, \$669.73; Sunshine Office Products, Supplies, \$189.77; Stuntcams, Camera, \$5,040.00; Team Laboratory Chemical, Road Patch, \$862.50; The Locators, LLC, 101 Grace Ave, \$125.00; The Office Shop, Contract for Copier, \$247.75; The Outdoorsman, Rifle, \$449.99; Timberline Electric & Control, Tech Service, \$162.00; United Parcel Service, Shipping, \$34.81; United Rentals, Roller, \$9,995.00; Valli Information Systems Inc, Web Posting/Maint. Fee, \$232.15; Virile Electric, Service Call, \$433.00; WAMCO Lab, Testing, \$1,500.00; Wanco Inc, Touch Screen, \$155.50; Wash Co Weed/Pest Cont., Chemicals, \$1,157.13; Washakie County Treasurer, Juvenile/Salary, \$1,438.64; Worland Cleaners & Supply, Inc., Supplies, \$519.73; WY Test, Drug Testing, \$419.00; Wyoming Public Health Lab., Colilert, \$152.00.

TOTAL REGULARS \$117,190.33

AFLAC, Premium, \$735.62; AT & T, Long Distance, \$1,744.27; AT & T Mobility, Cell Phones, \$493.95; Big Horn Co-op Marketing Assn., Gasoline/Diesel, \$1,566.68; Big Horn Reg. Joint Powers Board, Monthly EDU, \$33,392.64; Big Horn Rural Electric Co., Electrical Charges, \$47.52; Big Horn Water, Rental/Water, \$127.50; Blue Cross Blue Shield, Insurance, \$71,879.54; Dearborn National, Ass/Life, \$140.51; Delatorre, Leslie, Deposit Refund, \$155.70; Eagle Engineering & Survey, Services, \$9,587.40; Fascorp, Deferred Comp, \$6,900.00; Fort Dearborn Life Ins. Co., Disability Insurance, \$382.36; Gill, Jim, Phone Expense, \$40.00; Gill, Jim, Mileage Reimbursement, \$100.05; High Plains Power, Inc., Power, \$1,611.79; Hughes Truss Company, New Building, \$3,560.15; Interstate Powersystems, Parts, \$5,459.10; Internal Revenue Service, Payroll Tax, \$44,352.66; Laird Sanitation, Propeer Golf Management, \$2,145.00; Kenco Security & Technology, Alarm Monitoring, \$104.00; Midland Implement Co, Parts, \$2,737.54; Murdoch Oil, Inc., Gasoline/Diesel, \$10,856.11; NCPERS Group Life Ins., Life Insurance, \$112.00; Pinnacle Bank, Expenses, \$2,391.83; Richardson, Hallie & Jake French, Deposit Refund, \$113.61; Rocky Mountain Power, Electricity, \$20,945.43; Ron's Sanitation, Pioneer Square, \$1,900.00; RT Communications, Phone Service, \$1,411.75; Sagebrush Sports, LLC, GC Contract, \$22,000.00; Smith, Ray, Restitution, \$50.00; T-O Engineers, St of WY AWRL13B, \$121.81; Triple R Welding Inc, Services, \$409.50; U.S. Postmaster, Apr Billing, \$799.62; Verizon Wireless, Cell Phone Service, \$961.53; Washakie County Circuit Court, Garnishment, \$495.66; Washakie County Clerk, Filing Fee, \$12.00; Washakie County Clerk of Court, Child Support, \$860.07; Washakie Co. Solid Waste, March 2019/ General, \$24,240.60; Washakie County Treasurer, Comm. Center/Criminal Facility, \$22,400.96; Washakie County Treasurer, General Purpose Tax - State, \$65,432.76; Workman, Joyce, Deposit Refund, \$119.08; Worland Health Club, Membership, \$65.00; Worland

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Police Dept., Drug Investigation, \$500.00; Wyoming Airport Opt. Assn., Membership, \$100.00; Wyoming Dept of Workforce, Workers Comp, \$10,919.13; Wyoming Dept of Workforce, 4/1/2019, \$5.30; Wyoming Gas Company, Services, \$2,159.56; Wyoming Retirement System, Retirement, \$30,383.05; Wyoming State Supreme Court, March Tech Fee, \$250.00.

TOTAL SPECIALS \$407,280.34
GRAND TOTAL..... \$524,470.67
\$355,345.07

By: Councilmember Lombard.
Second by: Councilmember Vigil.
Vote: The motion passed unanimously.

Donnie Bjorhus with Sagebrush Sports, LLC gave the Council an update on the Golf Course for the last month. The maintenance staff has been working on getting the irrigation pumps working as there were issues with the pumps automatically pressuring up; the staff is applying fertilizer to the greens. Get Golf Ready program for beginning golfers is full, seven (7) of the eight (8) participants are completely new to golf. The Saturday clinic series started in April and there has been good participation. Nine (9) new members signed up in the month of April. There were 884 rounds of golf in April even with weather issues; by comparison last year there were 559 rounds played. We received word that the Cowboy Joe Scramble has been cancelled this year. The first big tournament if things progress with the COVID-19 restrictions is the Debonya Tournament scheduled for late June. Everything is going well and Mr. Bjorhus is looking to keep the momentum going.

Kara Anderson updated the Council on the proposed Graduation Parade scheduled for May 17, 2020 at 2:00 p.m. A copy of the WYDOT permit was provided for the Council. Participants will start lining up by the Middle School and the parade will start on South 20th Street and follow the usual parade route. There will be an ad in the newspaper stating that social distancing is required, parking legally on Big Horn Avenue. The School Board approved the idea and asked that the group continue with planning. The radio station should start broadcasting at approximately 1:45 p.m. on 96.1FM. Chief of Police Gabe Elliott stated that he had been involved in the meetings and had no issues or concerns, encouraging approval by the Council.

Motion: to approve the Graduation Parade scheduled for May 17, 2020 at 2:00 p.m.
By: Councilmember Lombard.
Second by: Councilmember Shearer
Vote: The motion passed unanimously.

Mayor Gill asked for discussion on the overtime issue for city employees. Councilmember Neuffer stated that after working on the new budget and reviewing the overtime over the last few months the budget committee feels that the overtime should be trimmed down. If employees have to work outside their regular hours then they need to take time off during the week. Councilmember Horath agreed stating that all overtime should cease unless it is for health and safety of the community. Councilmember Horath stated that law enforcement will have overtime, this would affect regular employees only. If there is a major water or sewer break then overtime may be necessary. Discussion followed. Councilmember Horath stated, "The city has been very fortunate in the last few years but this has been implemented in the past and needs to be done due to the uncertainty of the economy." Airport Manager Lynn Murdoch stated that she is mandated by the FAA to do runway inspections but will try and shorten up the time to do the inspections. Councilmember Horath asked that the airport employees be given time off during the week to cover the inspection time. Airport Manager Murdoch stated that snow removal may lead to overtime that cannot be eliminated. Councilmember Horath and Councilmember Neuffer asked for a motion to eliminate all overtime for regular city employees. City Attorney Kent Richins stated that a restriction on overtime should be made by motion and voted on; however, there are emergencies that would require overtime. Councilmember Lombard stated that during winter, overtime for snow removal will need to be considered. The city can look at reviewing the motion to eliminate overtime during the winter months if necessary. Councilmember Neuffer stated that the budget committee is trying to avoid laying someone off and keep everyone working. There would be no overtime unless absolutely necessary. Clerk/Treasurer Tracy Glanz asked if this is something the Council could leave to the Department Head's discretion instead of a motion to eliminate all overtime? Discussion continued; Council is not comfortable leaving it at the discretion of Department Heads. Mayor Gill noted that going around the system becomes troublesome and asked that the Council be respectful of the existing protocol.

Motion: to mandate a halt to all foreseeable overtime.
By: Councilmember Shearer.
Second by: Councilmember Neuffer.
Vote: The motion passed unanimously.

Mayor Gill thanked the committee that met about the ordinance regarding trailers parking on city streets and asked Councilmember Schneider to report to the Council. The committee wanted to come up with additions to the ordinance that just allows trailers, used for business, to park on the street in front of their own residence. These business owners can get a permit from the city so that law enforcement could enforce the ordinance. This needs to be as simple as it can be for business owners. City Attorney Richins stated that the list of items to add to the ordinance is good and that he can work on a draft ordinance for first reading at the next Council meeting. Discussion followed as to the number of trailers allowed on the street and what is allowed in a construction site. City Attorney Richins recommended that the Council discuss the weight restrictions recommended of 6,000 lbs. Mayor Gill stated that the line of site at an intersection needs to be made part of the ordinance; Chief of Police Elliott agreed. Mayor Gill thanked the committee of Councilmembers Schneider, Lombard and Renner-Newton. Councilmember Lombard indicated that there are several motorhomes parked on the city street that have been there for a long time. Chief of Police Elliott clarified that motorhomes are only allowed on a city street for up to seven (7) days per calendar month.

Clerk/Treasurer Glanz presented information on the health insurance renewal with WAM/JPIC for fiscal year ending June 30, 2021. There was a 0% increase to the medical premium this year; the renewal includes health, dental and vision insurance. Clerk/Treasurer Glanz recommended approval at the current \$2,000 deductible plan.

Motion: to renew health/dental/vision insurance coverage with WAM/JPIC at the current \$2000 deductible plan.
By: Councilmember Lombard.
Second by: Councilmember Shearer.
Vote: The motion passed unanimously.

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Clerk/Treasurer Glanz presented a Limited Infrastructure Loan Application in the amount of \$6,562.00 to replace curb, gutter and sidewalk at 712 Grace Avenue and recommended approval.

Motion: to approve the Limited Infrastructure Loan Application to remove and replace curb, gutter and sidewalk at 712 Grace Avenue.
By: Councilmember Lombard.
Second by: Councilmember Horath.
Vote: The motion pass unanimously.

Mayor Gill thanked Clerk/Treasurer Glanz and the budget committee members during this challenging time. "There is a lot of ambiguity in what is going to happen with revenues and if revenue will be forthcoming to cover costs associated with COVID-19". Clerk/Treasurer Glanz presented the proposed preliminary budget for fiscal year 2020-2021 highlighting a few items including the Cash on Hand needed to balance the budget. The first reading of the budget will be at the next Council meeting. Clerk/Treasurer Glanz informed the Council that the revenues were reduced from 15% to 25% across the funds with the General Fund revenues reduced by 25% due to economic uncertainty. Councilmembers Gentzler, Neuffer and Horath thanked Clerk/Treasurer Glanz for her work on the budget. Councilmember Horath stated that this was the hardest budget in recent years and it was reviewed line item by line item. Clerk/Treasurer Glanz informed the Council that all equipment requests were removed except the new Sanitation truck. The only projects included are the projects under SLIB funding requests, including the Culbertson Avenue Project, Wastewater Treatment Plant Project and the water main replacement project behind the new Ace Hardware building since it was approved by the DEQ. There are no raises included in the budget. Once the budget is presented for first reading, any changes to the budget will have to be done by amendment.

Mayor Gill stated that all city parks and playground equipment will be open for public use on May 8, 2020. The public is reminded that no more than ten (10) people are allowed to gather in a park area and social distancing is required until the orders are lifted. No park reservations will be taken at this time. "Have fun and be safe Worland!" Mayor Gill informed the Council that a variance was submitted by the County to the State Public Health Officer requesting that restaurants, health clubs and bars be allowed to open with restrictions in place. This variance was approved.

Superintendent of Public Works Brian Burky reported that volunteers are working on the new restroom at the Golf Course; it should be done in two to three weeks. The Parks staff is cleaning bathrooms and getting everything ready for the park opening on Friday. The city crew repaired a leak on the artesian line today, the pipeline is filling and the water is expected to be turned on tomorrow afternoon. Crews are also prepping roads for patching later this month. We will have compost ready to give away on the 15th of this month. Residents can drop off compost material on Thursday afternoons from 1:00 to 3:00 p.m. and Saturday mornings from 9:00 a.m. to noon. Councilmember Gentzler asked if the city could program the traffic safety signs to celebrate the graduating class? Councilmembers thought it was good idea. Superintendent of Public Works Burky will see that the signs are up and is waiting for a call to help put up the senior banners on the light poles.

City Attorney Kent Richins informed the Council that he will be presenting the changes to the trailer Ordinance at the next meeting. City Attorney Richins is also working on a lease agreement with the BLM to lease the terminal. An ordinance will be presented at the next meeting increasing the court automation fee from \$25.00 to \$40.00 effective July 1, 2020. This fee is paid monthly to the Supreme Court for use of the court software. A lease agreement is being drafted for the new water crane placement.

City Engineer Representative Mike Donnell updated the Council on the Culbertson Avenue Project. All the paperwork has been received and all agreements signed. The pre-construction meeting is scheduled for Tuesday, May 12, 2020 at 2:00 p.m. at the Engineer's office.

Chief of Police Gabe Elliott reported that a Highway Traffic Safety Grant Event starts this month. All law enforcement across the nation puts in additional traffic enforcement from May 14 thru June 1, 2020.

Airport Manager Lynn Murdoch requested approval and authorization of the Mayor to sign the Contract and the Notice to Proceed with 71 Construction for the Widen Taxilane C Project. The contractor is expected to start the project the middle of July.

Motion: to approve and authorize the Mayor to sign the Contract and Notice to Proceed with 71 Construction for the Widen Taxilane C Project.
By: Councilmember Horath.
Second by: Councilmember Gentzler.
Vote: The motion passed unanimously.

Airport Manager Murdoch stated that BLM personnel should be moving in at the terminal starting next week. The BLM is looking at a six (6) month lease currently.

Clerk/Treasurer Glanz informed the Council that the plexiglass is up at City Hall; Aaron Honn and Jeff Taylor did a great job on the construction. We are allowing for social distancing and closing the office at 4:30 p.m. daily to do extra cleaning. The office is also closed at noon until 1:00 p.m. until June 1, 2020 to help staff deal with children being at home instead of at school. The primary election is coming up on August 18, 2020 and the candidate filing period is May 14 through May 29, 2020. The primary nomination forms can be picked up at City Hall and returned with a \$25.00 filing fee.

Mayor Gill reminded the Council to review the Building Permit Summary for April, 2020.

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

Motion: to adjourn the meeting at 8:00 p.m.
By: Councilmember Neuffer.
Second by: Councilmember Shearer.
Vote: The motion passed unanimously.

ATTEST:
Tracy A. Glanz, Clerk/Treasurer

May 14, 2020

James R. Gill, Mayor