

REGULAR MEETING OF THE CITY COUNCIL
OF WORLAND, WYOMING
May 20, 2014

A regular meeting of the City Council of Worland, Wyoming convened in the Council Chambers in City Hall at 7:00 p.m. on May 20, 2014. Mayor Dave Duffy presided and the Councilmembers in attendance were: Keith Gentzler, Bud Callaham, Jim Gill, Bob Nelsen, Marcus Sanchez, Dennis Koch, Michele Rideout and Lisa Fernandez. Also present were: Chief of Police, Gabe Elliott; Airport Manager/Superintendent of Public Works, Wayne Hill; City Attorney, Kent Richins; City Engineer Representative, Mike Donnell and Clerk/Treasurer, Tracy Glanz. Councilmember Mandy Horath was absent.

There were eighteen (18) visitors present for this meeting of the City Council.

Isabel Accurso, Victoria Shaffer, Madison White, Olivia Shaffer and Aurora Guthrie of Girl Scout Troops #1389 and #1251 led the Council and visitors in the Pledge of Allegiance.

Mayor Duffy declared a quorum present and asked for review and approval of the agenda.

Motion: to approve the agenda as presented.

By: Councilmember Callaham.

Second by: Councilmember Gill.

Vote: The motion passed unanimously.

The minutes of the May 6, 2014 regular meeting were approved as published.

Mayor Duffy requested approval of the consent agenda.

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 Consent Agenda with Payroll Voucher for period ending May 11, 2014 and Council Work Session Minutes of May 12, 2014; PAYROLL 05/11/14 - \$56,519.69.

By: Councilmember Callaham.

Second by: Councilmember Nelsen.

Vote: The motion passed unanimously.

City Attorney Kent Richins announced that it was the time and place to open bids for 1 ½ Yard and 3 Yard Refuse Containers.

COMPANY	QUANTITY	BID
Ameri-Tech Equipment Co.	30 - 1 ½ Yard Containers	\$14,522.10
	60 – 3 Yard Containers	<u>\$ 36,744.60</u>
	Total Cost	\$ 51,266.70

The bids were given to Airport Manager/Superintendent of Public Works Wayne Hill for review.

Teresa Seidel and Lori Nissen with Washakie Medical Center requested assistance and approval of the Color Me Pink Run/Walk on Saturday, August 9, 2014; it will follow the same path as last year. There were approximately 150 participants last year and the group received no complaints from residents. Chief of Police Gabe Elliott stated that the Department could assist as needed and applauded the group on the community involvement they have received.

Motion: to approve and provide assistance as needed for the Color Me Pink Run/Walk on Saturday, August 9, 2014.

By: Councilmember Callaham.

Second by: Councilmember Koch.

Vote: The motion passed unanimously.

Mayor Duffy presented the proposed projects for Consensus Funding and explained who is eligible and how the process works. The money can only be allocated for capital expenditures and construction projects, not operations and maintenance. The County put out a suggestion that all funding requests be based on an 85%/15% split; however, there is still room for negotiation. Discussion followed.

Motion: to approve the proposed projects for Consensus Funding.

By: Councilmember Callaham.

Second by: Councilmember Fernandez.

Vote: The motion passed unanimously.

Mayor Duffy presented Resolution #2014-3:

A RESOLUTION OF THE GOVERNING BODY OF THE CITY WORLAND, WYOMING, REPLACING THE CURRENT GRADE/STEP PAY SCALE WITH AN INCENTIVE BASED COMPENSATION PLAN FOR ALL FULLTIME EMPLOYEES.

WHEREAS, the City of Worland completed a Compensation Survey to determine the value of the current grade/step pay scale for the City of Worland; and

WHEREAS, a Compensation Committee was established to determine if a new pay scale was feasible and affordable; and

WHEREAS, the governing body of the City of Worland received a recommendation from the Compensation Committee to eliminate the current grade/step pay scale and replace it with an incentive based compensation plan;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WORLAND, WYOMING, that the incentive based compensation plan will be implemented in conjunction with passage of the 2014-2015 budget effective July 1, 2014;

BE IT FURTHER RESOLVED, that employee meetings will be held to explain the incentive based compensation plan to all fulltime employees and that sections in the Personnel Policy Manual referencing the grade/step pay scale will be removed.

PASSED, APPROVED AND ADOPTED this 20th day of May, 2014.

CITY OF WORLAND

David M. Duffy, Mayor

Attest:

Tracy A. Glanz, Clerk/Treasurer

Motion: to pass, approve and adopt Resolution #2014-3.

By: Councilmember Fernandez.

Second by: Councilmember Callaham.

Vote: The motion passed unanimously.

Mayor Duffy presented a Memorandum from the Culturefest organizers requesting assistance and approval to hang a banner at Pioneer Square, to provide alcohol in a beer garden with wristbands and supervision, and three (3) extra dumpsters for the event scheduled for June 7, 2014 at the Worland Community Center Complex. Discussion followed on the sign/banner issue.

Mayor Duffy contacted the Wyoming Department of Transportation (WYDOT) about the sign permit issue. WYDOT is doing an inventory of signs along highway right-of-way that hasn't been done since 1972 as required by the federal government. Signs that will require a permit with a fee are those that are "off premise" signs or signs that advertise a business or entity that is not located in the proximity of the sign and signs that are larger than permitted in statute. The regulations do allow non-profits (i.e. churches) to have "off premise" signs without permit as long as the sign does not exceed a certain size. WYDOT regulations also stipulate that banners (within highway right-of-way) advertising events cannot have a commercial logo printed on them; this affects the banners placed in Pioneer Square. The Newell Sargent Foundation is not comfortable with commercial advertising in Pioneer Square either and funding could become an issue. Discussion followed; it was suggested that a future date be set to discontinue the use of commercial logos on banners in Pioneer Square due to WYDOT's regulations. The city does need to find a better way to hang the banners if we are going to allow them at all.

Motion: to approve and provide assistance to the Culturfest organizers for their event on June 7, 2014 at the Worland Community Center Complex.

By: Councilmember Callaham.

Second by: Councilmember Koch.

Vote: The motion passed unanimously.

Mayor Duffy presented the proposed personnel policy manual for review and possible approval. Discussion was held about what changes were made. The city will not have to compensate employees for any changes since we are not adding an "at will" statement to the manual. Discussion followed; no decision was made.

Clerk/Treasurer Tracy Glanz presented the Preliminary Budget and Budget Summary for fiscal year 2014-2015 for second reading:

GENERAL FUND	
Revenues	\$ 3,958,455.00
Estimated Cash on Hand	\$ 725,544.00
Expenditures	\$ 4,258,999.00
Cash Reserve	\$ 425,000.00
Total Budget	\$ 4,683,999.00
CAPITAL PROJECTS FUND	
Revenues	\$ 581,111.00
Expenses	\$ 581,111.00
Total Budget	\$ 581,111.00
EXPENDABLE TRUST FUND	
Revenues	\$ 17,213.00
Estimated Cash on Hand	\$ 282,787.00
Expenditures	\$ 300,000.00
Total Budget	\$ 300,000.00
AGENCY FUND	
Revenues	\$ 21,000.00
Expenditures	\$ 21,000.00
Total Budget	\$ 21,000.00
WATER FUND	
Revenues	\$ 2,990,441.00
Estimated Cash on Hand	\$ 444,984.00
Expenditures	\$ 3,435,425.00
Total Budget	\$ 3,435,425.00
SEWER FUND	
Revenues	\$ 1,093,851.00
Estimated Cash on Hand	\$ 348,252.00
Expenditures	\$ 1,442,103.00
Total Budget	\$ 1,442,103.00
SANITATION FUND	
Revenues	\$ 617,293.00
Estimated Cash on Hand	\$ 19,733.00
Expenditures	\$ 637,026.00
Total Budget	\$ 637,026.00

There was some discussion about the funding included in the budget for an HR position and if that would be a contract or an employee position. The intent is to hire on a contract basis for a short period of time as the city can rely on the Local Government Liability Pool and

Associated Employers for assistance as well. Clerk/Treasurer Glanz explained that there will be budget amendments presented at the next council meeting with a new budget summary with the amendments included for review and approval by the Council.

Motion: to approve the preliminary budget for fiscal year 2014-2015 on second reading.
By: Councilmember Gentzler.
Second by: Councilmember Callaham.
Vote: The motion passed unanimously.

Mayor Duffy presented Ordinance #815 for second reading:

AN ORDINANCE OF THE CITY OF WORLAND, WASHAKIE COUNTY, WYOMING, GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL ELECTRIC EASEMENT TO ROCKY MOUNTAIN POWER. SAID ORDINANCE REPEALS ORDINANCE NO. 726 AND ORDINANCE 789 IN THEIR ENTIRETY AND REPLACES THEM WITH THIS ORDINANCE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

Motion: to approve Ordinance #815 on second reading.
By: Councilmember Callaham.
Second by: Councilmember Nelsen.
Vote: The motion passed unanimously.

Mayor Duffy presented a summary of the eight (8) proposed WAM Resolutions for review and possible approval at the WAM Convention in June. Discussion followed; the Resolutions will be considered at the next council meeting.

Mayor Duffy stated that there is a notice from the Bureau of Reclamation in the council packet which forecasts the inflow into Boysen Reservoir at 140% of the 30 year average. Mayor Duffy spoke with Homeland Security Director Kimball Croft about the sandbags in Riverside Park; Mr. Croft would like to wait until next week to remove the sandbags.

Airport Manager/Superintendent of Public Works Wayne Hill recommended the approval of the bid of Ameri-Tech in the amount of \$51,266.70 for 30-1 ½ yard containers and 60-3 yard containers.

Motion: to approve the bid of Ameri-Tech in the amount of \$51,266.70 for refuse containers.
By: Councilmember Callaham.
Second by: Councilmember Nelsen.
Vote: The motion passed unanimously.

Discussion followed on the size and costs of dumpsters and the use of roll-out containers.

Airport Manager/Superintendent of Public Works Hill informed the Council that he will be at (Airport Rescue Fire Fighting) ARFF training in Casper the first week of June. The lights for the Worland entrance signs are being installed and work on the wayside horn project should begin this week weather permitting.

Chief of Police Gabe Elliott requested that the Council reconsider approval of the proposed personnel policy manual since the new compensation plan has been approved by Resolution for implementation. The Department Heads have planned meetings for next week to discuss the compensation plan and the changes to the manual. Mayor Duffy suggested that that discussion continue in executive session at the end of the meeting.

Clerk/Treasurer Glanz informed the Council that Councilmembers Lisa Fernandez, Ward 1; Bud Callaham, Ward 2; Bob Nelsen and Michele Rideout in Ward 3 will be up for re-election. The filing date runs through May 30, 2014.

City Engineer Representative Mike Donnell reported that WYDOT will be doing another project on West River Road and there is a conflict with the drainage ditch depth and the water line feeding the West Tank. Hopefully the water line will not have to be moved. Big Horn Regional will be reviewing the bids for Well #2 project tomorrow night.

Councilmember Sanchez stated that his is still not comfortable with the banner issue and feels that the city should be more accommodating to the groups that ask to place a banner in Pioneer Square. Councilmember Sanchez informed the Council that Michael Sanchez will be attending the WAM Convention as a teen delegate for the City of Worland and that he would like to see Council meetings televised; discussion followed.

Councilmember Gill congratulated the graduates from Worland High School and encouraged them to continue their education and take advantage of the Hathaway Scholarship.

Councilmember Koch noticed that there are a couple of manhole covers that rattle especially the one on the corner of Gregg and South 23rd Street; Airport Manager/Superintendent of Public Works Hill will check into it.

Councilmember Nelsen passed out a copy of the state statutes regarding signage on highway right-of-way.

Motion: to enter into executive session at 8:15 p.m. to discuss personnel, wage and benefits.

By: Councilmember Callaham.

Second by: Councilmember Nelsen.

Vote: The motion passed unanimously.

Motion: to leave executive session at 8:42 p.m.

By: Councilmember Gill

Second by: Councilmember Nelsen.

Vote: The motion passed unanimously.

Motion: to approve the proposed personnel policy manual.

By: Councilmember Sanchez.

Second by: Councilmember Callaham.

Vote: The motion passed unanimously.

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

Motion: to adjourn the council meeting at 8:43 p.m.

By: Councilmember Callaham.

Second by: Councilmember Fernandez.

Vote: The motion passed unanimously.

David M. Duffy, Mayor

ATTEST:

Tracy A. Glanz, Clerk/Treasurer