

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

The Torrington City Council met in regular session on Tuesday, January 21, 2020 in the City Council Chambers at 436 East 22<sup>nd</sup> Ave. at 7:00 p.m. Present: Mayor Adams, Council Members Hill, Kinney, Law and Mattis. Also Present: Clerk/Treasurer Strecker, Attorney Eddington, Director of Public Works Harkins, Assistant Chief of Police Matthews, Building Official Estes, Water/Wastewater Supervisor Troxel and Deputy City Clerk Anaya.

Mayor Adams called the meeting to order.

Assistant Chief of Police Matthews led the Pledge of Allegiance.

Mayor Adams announced that former Chief of Police Hurd was not re-appointed at the 01-07-20 Council meeting due to information that was presented to him that led to an internal investigation and ultimately the execution of a Separation Agreement. He commented that Assistant Chief of Police Matthews automatically assumed the department head role and indicated that the Council will hold an executive session later in the meeting to formally address the issue.

Mayor Adams stated that he and City staff met with Wyoming Department of Transportation (WYDOT) staff to discuss the deterioration of the road surface on West C Street. He commented that as he had announced previously, WYDOT had recently communicated to the City that the resurfacing project was removed from the list of projects to be completed due to the extent of work needing to be completed being too complex, time consuming and expensive. Mayor Adams stated that City staff presented a lot of valuable information to WYDOT staff during the meeting and that the conclusion of the meeting, though not promising, resulted in WYDOT indicating that they were uncertain as to if anything for this specific project would be completed this year or not. Therefore, the status of the project moving forward is essentially still up in the air.

Councilwoman Hill moved and Councilman Kinney seconded to approve the consent agenda which includes the minutes from the 01-07-20 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

Mayor Adams requested approval to amend the agenda as follows:

1. Add Brandi Hiser Catering Permit Request to the Action Items List.

Councilman Law moved and Councilman Mattis seconded to approve the agenda as amended. Motion carried unanimously.

Water/Wastewater Supervisor Troxel introduced Bruce Perryman with AVI Engineering to the Mayor and Council. Mr. Perryman stated that he would be presenting an update on the Level One Wyoming Water Development Commission (WWDC) Study and the firm's initial findings that will all be included in the recommendation section of the final report. He indicated that the study is about 70% complete and that the final report will be submitted to the City in May of 2020. As a recap, he commented that AVI Engineering completed a 2019 aerial imagery of the entire City and collected all of the City's water assets (i.e., tanks, valves, fire hydrants, booster stations, wells) that are involved in the distribution of potable water. Mr. Perryman stated that the firm then built a hydraulic model of the entire system and tested over twenty fire hydrants to help calibrate the model. The model is now suitable and the firm is able to very easily run several scenarios on how flows up to the City's tank by the hospital can be improved and determine where the bottle necks in the system are located. Mr. Perryman indicated that the model will also allow the firm to plug in a variety of demand scenarios. He stated that initial findings include the recommendation to upgrade and replace all four inch mains within the system due to the fact that residential fire flow requirements cannot be met off of that size of main. Mr. Perryman commented that the City has an abundant supply of ground water but that the one segment that the City is at risk on involves the twenty-four inch transmission line that goes out to the golf course wells. If there was ever a break on that transmission line, the City only has Well 15 that pumps directly into the distribution system. With the current demands that the City has, during winter months utilizing only Well 15 would not be problematic, but during a peak day in any given summer month the City would have to go to emergency procedures and would more than likely run out of water within a couple of days due to the fact that Well 15 would not be able to keep up with that type of high demand on its own. To remedy that, AVI is recommending that the City acquire an emergency well to be another municipal production well to be installed close to the treatment plant, near Pioneer Park or adjacent to Well 15. The emergency well could easily tie into the City's system and produce additional water in the event that the transmission line that goes out to the golf course wells is ever lost. Mr. Perryman indicated that having only Well 15 as the single source of backup is where the City's most vulnerability is. He stated that the WWDC recently received two million dollars to go towards the ground water grant program and commented that he has advised Water/Wastewater Supervisor Troxel to apply as it is a grant that is awarded as a 75%/25% split. The City would only be responsible for paying 25% of the total cost. Mr. Perryman commented that this particular program generally runs out of grant funds, therefore the sooner that an application is submitted the better the chances are for having favorable results. He indicated that more detailed recommendations will be included in the final report. Mayor

Adams inquired if the final report will include a section referencing the Platte Alliance Water Supply (PAWS) Project. He stated that it is critical to the City to have a good recommendation from this level one study to indicate whether or not the City should continue to pursue participation in the PAWS Project or abandon it. Mr. Perryman replied that the final report will include a brief section in regards to the PAWS Project as that particular project is extremely massive. He commented that there are significant water rights issues between the states that have to be worked out and that based on the history of the Platte River water rights issues to date he does not anticipate this to be a short or easy solution. Mr. Perryman indicated that it is a wild card project at the moment as it depends not only on how soon it can be funded but also how soon the work can commence. He stated that realistically, he would predict it to be in the five to fifteen year range before anything actually initiates, and at that point in time it would have to be determined if it still makes sense to proceed with the project itself. Councilman Law moved and Councilman Kinney seconded to permit the Water Department to move forward with the submittal of a grant application to the Wyoming Water Development Commission as presented. Motion carried unanimously.

Brandi Hiser with Two Horse Hospitality requested approval of a catering permit for a Goshen County Hemp Forum Event to be held at 3200 West C Street (Eastern Wyoming College CTEC Building/ Room 101) on January 24, 2020 from 4:00 p.m. to 6:00 p.m. She stated that she was contacted by Goshen County Economic Development on Friday, January 17, 2020 in regards to catering the event and explained that that is why her request for a catering permit was submitted after the agenda had already been published. Ms. Hiser apologized for the last minute request and commented that she completely understands if the Mayor and Council deny her request and make an example out of this situation as she too typically likes at least six weeks to plan events. Mayor Adams indicated that the Council is primarily concerned with the catering permit requests that need to be ratified after the fact due to the event occurring prior to being presented for approval at a regularly scheduled Council meeting. Ms. Hiser stated that it will be a simple event that will include the catering of appetizers, beer and wine immediately following the conclusion of the Goshen County Hemp Forum. Councilwoman Hill moved and Councilman Kinney seconded to approve the catering permit as presented. Motion carried unanimously.

Mayor Adams presented for approval the following appointments: Information Technology Committee – MOU – Matthew Davis, Indefinite; Safety Committee – Tammy Cearns and Donald Cearns. Expiration of Terms: 12/31/2021; Wage Committee – Michael Matthews, Indefinite. Mayor Adams stated that there was a concern expressed at the 01-07-20 Council meeting in regards to Tammy Cearns and Donald Cearns, as husband and wife, serving on the same committee (Safety Committee). After further research and careful consideration, it was determined that the committee is simply an advisory committee and that both individuals served on that specific committee together for calendar year 2019, therefore the issue of husband and wife is irrelevant. Councilman Kinney moved and Councilman Mattis seconded to approve the Information Technology Committee – MOU, Safety Committee and Wage Committee appointments as presented. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented the bid results for the 2019 East D Street Water Improvements Project. He stated staff recommended awarding the bid to Paul Reed Construction of Gering, Nebraska in the amount of \$157,221.54 and reserve \$17,778.46 (11.3%) for contingency for a project total of \$175,000.00. DPW Harkins commented that the project consists of constructing 650 feet of 8" PVC water line and abandoning the existing 4" ductile iron water line in place. In addition, the project will reconnect existing appurtenances, resurface disturbed street sections, and replace damaged curb, gutter and sidewalk. DPW Harkins indicated that a bid opening was held on January 8, 2020 for the project and four contractors submitted bids in conformance with the bidding requirements. The low bid from Paul Reed Construction was \$75,018.46 (32.3%) under the engineer's estimate of \$232,240.00. Mayor Adams commented on the low bid amount and stated that it is a very favorable bid. DPW Harkins concurred. Councilman Kinney inquired about the replacement of damaged curb, gutter and sidewalk referenced in the project description, and in specific if the damaged sections will be completely replaced and newly reconstructed or if the damaged sections will merely be repaired. DPW Harkins replied that there are sections within the project scope that are in very bad disrepair that will be brought up to completely new standards. Councilman Law stated that he is happy that the low bid amount will generate savings for the City, but questioned if the low amount is feasible enough to adequately complete everything required of the project. DPW Harkins responded that the bid tabulation sheet indicates that the other contractors' bid tabs were more in conformance with the engineer's estimate. He commented that he does not know the reason as to why Paul Reed Construction bid as low as they did, but stated that they are a reputable construction company that has completed projects for the City in the past, hence why he is comfortable with proceeding with the low bid recommendation. Councilman Law moved and Councilwoman Hill seconded to award the bid to Paul Reed Construction of Gering, Nebraska in the amount of \$157,221.54 and reserve \$17,778.46 (11.3%) for contingency for a project total of \$175,000.00 as presented. Councilman Kinney inquired about the allotted time that the contractor is given to complete the project and in specific what the recourse will be if that substantial completion date is not met. DPW Harkins questioned if Councilman Kinney's inquiry is specific to days

that the contractor cannot work due to weather. Councilman Kinney confirmed yes. DPW Harkins replied that weather delays are incorporated into the contract and are sufficient enough of a reason to get extensions granted. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented the bid results for the 23<sup>rd</sup> to 25<sup>th</sup> Avenue Water Line Rehabilitation Project. He stated staff recommended awarding the bid to Paul Reed Construction of Gering, Nebraska in the amount of \$169,866.45 and reserve \$20,133.55 (11.9%) for contingency for a project total of \$190,000.00. DPW Harkins commented that the project consists of constructing 910 feet of 8" PVC water line and abandoning the existing 4" ductile iron water line in place. In addition, the project will reconnect existing appurtenances, resurface disturbed street sections, and replace damaged curb, gutter and sidewalk. DPW Harkins indicated that a bid opening was held on January 8, 2020 for the project and three contractors submitted bids in conformance with the bidding requirements. The low bid from Paul Reed Construction was \$169,866.45 (61.9%) under the engineer's estimate of \$275,000.00. Mayor Adams stated that this too is a very favorable bid. He commented that the two low bids presented thus far are both significantly under budget and inquired if the left over funds could potentially be utilized to complete more street restoration on West C Street other than just resurfacing disturbed street sections from 23<sup>rd</sup> to 25<sup>th</sup> Avenue due to the fact that it is certainly needed and WYDOT is uncertain as to whether they will address it this year or not. DPW Harkins responded that since the funding is budgeted and allocated under the Water Fund, the left over funds cannot be used to complete street construction and/or rehabilitation projects without a budget amendment. Councilman Mattis moved and Councilman Kinney seconded to award the bid to Paul Reed Construction of Gering, Nebraska in the amount of \$169,866.45 and reserve \$20,133.55 (11.9%) for contingency for a project total of \$190,000.00 as presented. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented for approval the Agreement for Professional Services with Trihydro Corporation. He stated that the agreement is to retain Trihydro Corporation of Laramie, Wyoming to perform engineering services for the design, preparation of plans and specifications and bidding services for the Wastewater Treatment Plant Improvements in the not to exceed amount of \$299,168.00. DPW Harkins commented that a request for qualifications was advertised by the City on July 10, 2019. In response to the request, five engineering firms submitted qualification statements by the August 20, 2019 due date. A review committee then went over the qualification statements submitted and selected three of the five firms to submit proposals to the City for consideration. Those three firms submitted their proposals by the December 15, 2019 due date. Lastly, the proposal submittals were reviewed and Trihydro Corporation was unanimously selected as the firm that was the most in line with providing the improvements that the City was requesting. DPW Harkins indicated that as a part of their submittal, Trihydro Corporation proposed to complete their design by the end of the 2020 calendar year and estimated the construction cost of the improvements to be \$2,700,539.00, which is significantly under what was previously being proposed by Western Research and Development. He stated that the FY 2020 Budget includes \$300,000.00 for the design of the Wastewater Treatment Plant Improvements. DPW Harkins introduced Michelle Sell, Trihydro Corporation Project Manager, to the Mayor and Council. Ms. Sell addressed the Mayor and Council. She thanked the Mayor and Council for the opportunity and stated that Trihydro Corporation is looking forward to working with the City of Torrington on the project. Ms. Sell commented that the firm did provide a preliminary design with the proposal that was submitted to the City. The firm will now go back and refine that design through an evaluation task after some initial testing and working with City staff to prepare options for consideration. Some of the major items that will be refined include initial costs, operation, maintenance and long term considerations that will benefit the system overall. Once that process is complete the firm will then work to provide the City a final design to be permitted. Councilwoman Hill stated that she is concerned about spending more money on something that has already been given a considerable amount. Attorney Eddington indicated that the matter that she is referring to is still pending and that more information will be provided to the Mayor and Council by the end of February 2020. Councilman Mattis moved and Councilman Law seconded to approve the Agreement for Professional Services with Trihydro Corporation in the not to exceed amount of \$299,168.00 as presented. Councilwoman Hill requested that the Mayor and Council be kept up to date on the project as it progresses to ensure that the adequate sharing of relevant information is taking place. DPW Harkins responded that that can definitely be arranged. Motion carried unanimously.

The bills from 01-08-20 to 01-21-20 were presented for payment. Councilman Law moved and Councilwoman Hill seconded to approve the bills for payment as presented. Motion carried unanimously.

Councilman Kinney moved and Councilwoman Hill seconded to adjourn to executive session to discuss personnel. Motion carried unanimously.

Councilman Law moved and Councilman Mattis seconded to return the Council to regular session. Motion carried unanimously.

Mayor Adams presented for approval the appointment of Michael Matthews as Interim Chief of Police for calendar year 2020. Councilman Kinney moved and Councilman Mattis seconded to approve the appointment as presented. Motion carried unanimously.

Councilman Kinney stated that he had a constituent address him and inquire what the City of Torrington was doing for individuals in the community that are homeless. He commented that he honestly did not know how to respond to the question so he wanted to bring the matter to a Council meeting setting to discuss openly. Councilman Kinney reflected on the power outage event that occurred the weekend following the Thanksgiving 2019 holiday. He indicated that had the power remained out for much longer than what it did, he and his family would have had to search for a warmer place to move to, and stated that the question of what is available in the community is an extremely valid inquiry. Councilman Kinney commented that he would be attending the next Goshen HELP meeting as a representative of the City Council to ask the same question regarding assistance that is available for homeless individuals within the community. Councilman Law stated that he is certainly aware of the fact that there may be individuals in need and indicated that the 2019 Thanksgiving weekend power outage event urged the proper agencies to begin working on the appropriate solutions to the issues that were illuminated during that specific occurrence. He commented that he hopes that key individuals like the City and County Emergency Management Coordinators will report to the Mayor and Council on any progress that is made with this topic of interest at the appropriate time and ask for assistance at that moment in time if they deem necessary. Mayor Adams reiterated the fact that the post-Thanksgiving 2019 holiday storm illuminated several problems that the City did not know existed and discussed the largest issue that arose which is in regards to the lack of designated shelters within the City that are heated. There are no issues in terms of short-term shelters as they are readily available, the issue lies with the availability of long-term shelters. In plain words, there are none available. Mayor Adams concurred with Councilman Law's statements in regards to the appropriate agencies currently doing the necessary research and work required to remedy the problematic issues that were illuminated and commented that it will definitely be an issue that will continue to be discussed as time goes on. He indicated that Goshen HELP will be conducting a survey from sundown on the 23<sup>rd</sup> to sunrise on the 24<sup>th</sup> to get an accurate count as to how many individuals within the community are homeless. Mayor Adams commented that it is unfortunately a condition that exists in the community and stated that hopefully the community as a whole can make some progress on the issue overall. Councilman Kinney stated that the definition of homeless is very intricate as it may not always be as obvious as what the term indicates; homeless can mean a variety of things that may not be visible. Mayor Adams indicated that he is anticipating for Goshen HELP to share the results of the survey with the City once the data is interpreted and analyzed fully. In specific, he is hoping that the data will reveal what direction the community needs to take in terms of attempting to remedy any issues that are existing and/or discovered from the survey itself.

Councilwoman Hill moved and Councilman Kinney seconded that there being no further business to come before the Mayor and Council to adjourn at 8:03 p.m. Motion carried unanimously.

The following bills were approved for payment: 67576 CITY OF TORRINGTON payroll withholding 942.66;67577 FAMILY SUPPORT REGISTRY payroll withholding 235.97;67578 GREAT-WEST TRUST CO LLC payroll withholding 2086.00;67579 MERIDIAN TRUST FEDERAL CREDIT UNION payroll withholding 2023.00;67580 NEW YORK LIFE payroll withholding 369.37;67581 WY CHILD SUPPORT ENFORCEMENT payroll withholding 202.45;67582 WY CHILD SUPPORT ENFORCEMENT payroll withholding 262.61;67583 WYRULEC CO Landfill Electric 499.83;67584 ARLEIGH SIMMONS final bill-deposit return 135.36;67585 KYLE C. WALKER final bill-deposit return 79.35;67586 MAD MANAGEMENT LLC final bill-deposit return 110.68;67587 GARY RICKARD final bill-deposit return 128.90;67588 SETH BANHAM final bill-deposit return 29.14;67589 CARLY McELDOWNEY final bill-deposit return 72.52;67590 KATHRYN GRIGGS final bill-deposit return 62.64;67591 BELL PARK TOWER final bill-deposit return 50.95;67592 ARROW ELECTRIC OF TORRINGTON heaters,fixture chain,s-hooks,cable 2086.00;67593 AED EVERYWHERE INC. battery 332.90;67594 ARIZONA MACHINERY bushings,nuts,rollers,springs 1737.24;67595 AT&T MOBILITY cardiac monitor transfer fee 33.86;67596 BLACK HILLS ENERGY utilities-gas 5548.78;67597 CANON FINANCIAL SERVICES INC. copier contracts 839.00;67598 CITYSERVICEVALCON LLC Phillips 66 terminal maint fee 16.00;67599 CITY OF TORRINGTON travel expense-meals,recording fee,postage 45.87;67600 CO CHAPTER ICC OF THE registration fees-2020 Code training 400.00;67601 CO STATE UNIVERSITY registration fees-Rocky Mountain Meter School 2972.00;67602 CONNECTING POINT copier service contracts/monthly charges 550.26;67603 DIVERSIFIED SERVICES INC. cleaning services 345.00; 67604 DOWL LLC Water Rehab Project Area B2 4633.87;67605 DPC INDUSTRIES INC. sodium hypo 2584.76;67606 EFURNITUREMAX LLC office chairs 639.98;67607 EJS SUPPLY LLC elgin pelican main sweeper broom 610.10;67608 EMERGENCY MEDICAL PRODUCTS INC. ambulance supplies 204.01;67609 ENERGY LABORATORIES INC. lab testing 1822.00;67610 ESTES, DENNIS tax form purchase reimb 149.79; 67611 GALLS LLC lawpro custom engraved badge 62.82;67612 GOSHEN CO ECONOMIC monthly contribution 2500.00;67613 GOSHEN CO ECONOMIC non-use of Pony Express Room kitchen-refund 160.00;67614 GOSHEN DIESEL SERVICE brake valve 250.00;67615 GREATAMERICA FINANCIAL SERVICES CORP copier leases 448.00;67616 HELLUS JR., DAVID M. ice machine repair 48.75;67617 HIGH POINTE ELECTRIC INC. repl heater/ceiling sensors,remove/repl exit signs 1911.47;67618 HONNEN EQUIPMENT CO resistor 91.26;67619 IDEAL LINEN/BLUFFS FACILITY SOLUTION mats,scrapers,sam dust/energy fees, garments,sam garment fees,sam linen,pants/shirts,mops,towels 1113.96;67620 J - BUILT HOMES INC.

Walking Path Extension 1395.50;67621 JAMES A. EDDINGTON PC City Attorney 6666.00;67622 LOFINK, TERRY G. snow removal 450.00;67623 MAGID GLOVE & SAFETY MANUFACTURING LLC gas monitor 446.25;67624 MATHESON TRI-GAS INC. oxygen refill 53.95;67625 MCI A VERIZON CO long distance/911 call backs 22.28;67626 MERITAIN HEALTH INC. premium-ins/life admin 37551.50;67627 MOTOROLA SOLUTIONS dispatch service contract 4761.45;67628 MUNICIPAL ENERGY AGENCY OF NE wholesale power 446710.57;67629 NATIONAL SAFETY COUNCIL annual membership renewal 495.00;67630 NE SAFETY AND FIRE EQUIPMENT INC. repl fire extinguishers,batteries,fire alarm/extinguisher/range hood exhaust inspections,fusible link,test cartridge 838.00;67631 NEWMAN SIGNS INC. signs 408.53;67632 NORMONT EQUIPMENT CO star anchors 481.40;67633 O'REILLY AUTO ENTERPRISES LLC air filter, ceramic pad,brake rotors 97.81;67634 ONE CALL OF WY greens roller w/ trailer,tickets for CDC code TRG 1558.75;67635 PANHANDLE COOP breakfast-training,fuel,diesel,propane,tank rental 1964.54;67636 ENVIRO SERVICES INC. lab analysis 120.00;67637 PATRICK, JOHN B. Municipal Court Judge 2000.00; 67638 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured employer premium 8581.78;67639 PINNACLE BANK travel expenses-meals/lodging/baggage fees/parking garage fees/ boarding upgrade fees/transportation-cab/monorail,breakfast-streets crew,recertification,cpr masks, safety/work boots,marking whiskers,lemonade-meetings,phone screen protectors,led flashlights, refunds,usb,Christmas party gifts,work coats,safety meeting-brunch,dog food,breakfast/lunch/dinner-crime scene,registration fees 4729.00;67640 PROBEWELL LAB INC. 3 phase meter tester 10850.00;67641 RAILROAD MANAGEMENT CO III. LLC license fees 439.23;67642 REGANIS AUTO CENTER INC. repair power steering wiring 314.30;67643 REGIONAL CARE INC. select flex admin 88.00;67644 VANDEL DRUG battery 5.99;67645 SAM'S CLUB/SYCHRONY BANK work desk,coffee 87.17;67646 SCOTTS BLUFF COUNTRY CLUB greens roller w/ trailer 1500.00;67647 SNELL SERVICES INC. museum-wiring/receptacles work 2510.00;67648 SNOW CREST CHEMICALS LLC closed system treatment,citric acid solution 513.85; 67649 SOUTH TORRINGTON WATER & SEWER DISTRICT museum-water/sewer 69.28;67650 STARR TOOLS vehicle diagnostic tool-Solus edge scanbay 549.01;67651 STUART C IRBY CO green plastic enclosure for wiring 282.00;67652 SUEZ WTS USA INC. monthly chemical management 7748.79;67653 TIMBERLINE ELECTRIC & CONTROL CORP annual renewal-phone power license 270.00;67654 TORRINGTON EMPLOYEES INSURANCE premium 89331.55;67655 TROXEL, TOM mileage reimb 98.60; 67656 U S POSTMASTER credit for postage 850.00;67657 VERIZON WIRELESS TVFD cell phones 96.37; 67658 W A M-WCCA energy lease-Lincoln CC/Museum 3150.00;67659 GRAINGER commercial garbage disposal,warning flags 1259.30;67660 WEST WINDS TREE SERVICE tree trimming line clearance 10000.00;67661 WY DEPT OF AGRICULTURE landfill scale license renewal 25.00;67662 WY DEPT OF TRANSPORTATION license plate transfer 2.00;67663 RESPOND FIRST AID SYSTEMS OF WY 1<sup>st</sup> aid kit supplies 58.06;67664 WY SECURITY SYSTEMS INC. install new control,keypad,cell module,battery,smoke detectors,wireless door 1297.00;67665 WY WATER QUALITY & POLLUTION CNTRL WWQ & PCA memberships 240.00;67666 Z & W MILL work boots 97.00;67667 DOG WASTE DEPOT dog waste bags 50.08;67668 AFLAC payroll withholding 439.92;67669 NCPERS GROUP LIFE INS payroll withholding 160.00;67670 CITY OF TORRINGTON payroll withholding 181.58;67671 DENT, DAVID A. Golf Pro Payable 1034.16;67672 FAMILY SUPPORT REGISTRY payroll withholding 235.97;67673 GREAT-WEST TRUST CO LLC payroll withholding 2086.00;67674 MERIDIAN TRUST FEDERAL CREDIT UNION payroll withholding 900.00;67675 NEW YORK LIFE payroll withholding 369.37;67676 WASHINGTON NATIONAL INSURANCE CO payroll withholding 32.70;67677 WY CHILD SUPPORT ENFORCEMENT payroll withholding 262.61