

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

The Torrington City Council met in regular session on Tuesday, May 5, 2020 in the City Council Chambers at 436 East 22nd Avenue and via Zoom Web Conferencing at 7:00 p.m. Present in the City Council Chambers via Zoom Web Conferencing: Mayor Adams and Deputy City Clerk Anaya. Present at Remote Locations via Zoom Web Conferencing: Council Members Hill, Kinney and Law, Clerk/Treasurer Strecker, Attorney Eddington, Director of Public Works Harkins, Interim Chief of Police Matthews and Building Official Estes.

Mayor Adams called the meeting to order. He announced that the Council meeting is being conducted via a Zoom Web Conferencing format and indicated that the meeting is also being broadcasted live by KGOS/KERM. Mayor Adams stated that he will ask for public comments, questions or concerns near the end of the meeting and at that time anyone wishing to address the Mayor and Council can do so by calling (307) 534-4790 or by utilizing the Zoom Question and Answer (Q&A) feature.

Councilwoman Hill led the Pledge of Allegiance.

Mayor Adams stated as a reminder that there is currently an open City Council seat. He indicated that anyone interested in running for the position should be aware that the sign-up window is May 14-29, 2020. Mayor Adams commented that forms are available at City Hall and can be e-mailed, mailed or can be picked up by calling City Hall with the request. He stated that anyone interested in the vacant seat can contact Council Members Hill, Kinney or Law or himself regarding any questions that they may have. Mayor Adams commented that the City of Torrington is looking for interested, committed and open-minded individuals who want to serve their community.

Mayor Adams indicated that more than likely everyone in the community has heard from numerous sources that there is a nationwide *opening up* movement going on and that it is happening locally in Torrington as well. He commented that as more and more businesses begin to *open up*, the City of Torrington wants to remind everyone that social distancing rules are still in place. Individuals should still practice the six feet social distancing guidelines, stay away from any group gathering of ten or more, wash their hands frequently and/or use hand sanitizer, sneeze or cough into their elbow, and wear a mask anytime while in a public place where social distancing might be compromised. Mayor Adams stated that the community as a whole has done a great job of being responsible and staying healthy. He encouraged the public to keep up the good work in order to hopefully prevent another COVID-19 case from showing up in the County. Mayor Adams commented that some exemptions to the orders set forth by the Governor, the State Health Department and the County Health Officials are in the process of making their way forward through an exemption process. He stated that the previously mentioned officials and department are looking forward to potentially relaxing some of the social distancing guidelines for churches, restaurants and bars. Mayor Adams commented that he will keep the public posted if any of that comes to fruition. He indicated that the City of Torrington has also made plans to *open up*. The City Parks, Cemetery, Maintenance, Museum, Golf and City Shop departments resumed normal hours and operations on May 4, 2020. Mayor Adams commented that those departments that have been designated as critical infrastructure are opening up at a later date. He stated that the Police, Ambulance and Fire departments are continuing with the personal protection plans that they currently have in place, and indicated that all of the departments are very cautious about protecting themselves and the public. Mayor Adams indicated that the City Water/Wastewater and Streets/Sanitation departments will open and resume normal operations on Monday, May 11, 2020. He stated that the Electrical, Purchasing, City Court and Engineering departments will open on May 18, 2020 with restricted access. Mayor Adams commented that the Lincoln Community Complex Center (City Hall) lobby will be open to the public on May 18, 2020 as well. He indicated that social restriction guidelines will be in place and that the public is reminded to protect themselves and others from any contamination. Mayor Adams urged the public to call City Hall with any questions regarding the City's *opening up* plans and schedules.

Mayor Adams commented that Streets/Sanitation Supervisor Hawley would like to remind everyone that Spring Clean-Up is scheduled for May 11-16, 2020. City resident customers can take items for disposal to the baler facility (Monday – Saturday) or to the landfill (Monday – Friday) at no charge. Proof of residency will be required. City non-resident customers can also take advantage of the clean-up week but will be charged for the service. Hours of operation for the Spring Clean-Up event will be Monday through Saturday from 7:00 a.m. to 3:30 p.m. No more than five tires will be accepted and no heavy commercial or truck tires will be allowed. Mayor Adams stated that this event is a great opportunity for all members of the community to clean-up their properties. He indicated that due to the fact that there will be fewer employees available on City crews, more help from the public will be necessary to keep the community beautified and clean. Mayor Adams commented that the extra effort being requested is greatly appreciated by the City of Torrington and the entire community.

Mayor Adams stated that the public will likely not see the City completing as many projects as it would like this summer nor the ability to complete projects as efficiently as accustomed. He indicated that manpower cuts across the departments will be visible throughout the summer months, especially as the City cuts back on spending. Mayor Adams commented that the City is asking for the public's patience and understanding as it attempts to navigate through this unpredictable time.

Mayor Adams indicated that there is plenty of evidence out there that people are working and investing to improve the community. He commented on the progress of various projects throughout the City: 1. East D Street is now open to traffic as the concrete work for that project has been completed. Those work crews have already moved to West C Street where two major water line projects are being completed prior to the reconstruction of West C Street from 21st to 25th Avenue. Work will continue on West C Street through most of the summer months. The City is pleading with the public for their caution and indulgence as it completes these highly necessary improvements. The total West C Street expenditure is around one million dollars; 2. Construction work has begun at the airport where a six million runway improvement project is underway. That project is 100% funded by the Federal Aviation Administration (FAA); 3. A major add-on continues at Community Hospital and crews are making rapid progress toward the completion of that project; 4. The Eastern Wyoming College ATEC Project construction is moving toward a late summer completion goal; 5. Work continues on the walking path on the east side of the City between 20th and 22nd Avenue and construction will soon begin on the West 15th Avenue walking path; and 6. Goshen County Construction and Bivens Construction have made rapid progress on the Evergreen Plaza Project. Grade work is nearing completion, and foundation and utility infrastructure work has begun. Mayor Adams stated that the current construction projects in Torrington total more than thirty million dollars. He indicated that those projects are funded by money that local investors, local banks, the State of Wyoming and the City of Torrington have invested in improving the community.

Councilwoman Hill moved and Councilman Kinney seconded to approve the consent agenda which includes the minutes from the 04-21-20 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 Liquor License Suspension due to Sales Tax Delinquency – Torrington Lodge #664 Loyal Order of Moose DBA Torrington Moose Lodge 664 to the Action Items List.

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

Mayor Adams presented for approval the appointment of Matthew Johnson as Chief of Police for the term of 06-15-20 to 12-31-20. Councilman Law moved and Councilman Kinney seconded to approve the appointment as presented. Motion carried unanimously. The Mayor and Council congratulated and welcomed Mr. Johnson aboard. Mr. Johnson, who was in attendance of the meeting at a remote location via Zoom Web Conferencing, thanked the Mayor and Council for the opportunity and stated that he is looking forward to joining the Torrington Police Department team.

Attorney Eddington read a proclamation declaring May 3-9, 2020 as Drinking Water Week. It urged each citizen of the City to help protect our source waters from pollution and practice water conservation, and stated that we are all stewards of the water infrastructure upon which future generations depend. Councilman Kinney moved and Councilman Law seconded to approve the proclamation as presented. Motion carried unanimously. Councilman Kinney thanked the City of Torrington Water Department for their efforts in making the City's water safe and stated that he appreciates everything that the department does.

Attorney Eddington stated that the Wyoming Liquor Division notified the City of a Sales Tax Delinquency of Torrington Lodge #664 Loyal Order of Moose DBA Torrington Moose Lodge 664 and indicated that due to the delinquency, the entity had been placed on a Sales Tax Hold since May 1, 2020. He commented that Wyoming statute allows the local licensing authority to suspend any license if the licensee fails to pay sales tax. Councilwoman Hill moved and Councilman Law seconded to approve the liquor license suspension of Torrington Lodge #664 Loyal Order of Moose DBA Torrington Moose Lodge 664 as presented. Motion carried unanimously. Mayor Adams asked about the post Council meeting suspension procedure. Attorney Eddington replied that the notice will be served immediately following the conclusion of the Council meeting by the Torrington Police Department or as soon as contact with a manager or representative of the entity can be made.

Director of Public Works (DPW) Harkins presented for approval a Memorandum of Understanding (MOU) between the Wyoming Department of Transportation (WYDOT) and the City of Torrington for the reconstruction of West C Street. He stated that the responsibilities of the City include performing the design, letting, awards, contract administration and any testing certifications for the West C Street Project and indicated that WYDOT will pay the entire actual construction costs to the City for those services. DPW Harkins commented that the estimated cost of the project is \$596,359.50. Mayor Adams stated that the City has been in the process of attempting to get the reconstruction of West C Street accomplished for at least six months now. He commented that the latest correspondence that had been received from WYDOT indicated that the department had removed this specific project

from the list of projects that would be completed this Summer due to the complexity of the project. Mayor Adams stated that the City contended for several months to WYDOT that they needed to highly reconsider completing the project as the deterioration of the road surface and its condition was extremely concerning. He indicated that the City consistently argued its position on the project to WYDOT staff to get to this current juncture. At this point, the City has permission from WYDOT to complete both water line projects on West C Street that are currently in progress and to complete a reconstruction project as well, all of which are huge accomplishments. Councilwoman Hill inquired about the forty-five (45) day payment submission that is referenced in the agreement and in specific if that is standard. Attorney Eddington replied that the forty-five (45) day payment submission is pursuant to Wyoming Statute 16-6-602 and indicated that the statute is referenced in the payment sub-section of the agreement as well. Councilwoman Hill inquired about the sections of West C Street that are included in the project limits. DPW Harkins responded that the project limits include West C Street starting at Highway 26 and heading north to almost 26th Avenue. Councilwoman Hill moved and Councilman Kinney seconded to approve the Memorandum of Understanding (MOU) between the Wyoming Department of Transportation (WYDOT) and the City of Torrington for the reconstruction of West C Street as presented. Motion carried unanimously.

Director of Public Works (DPW) Harkins presented for approval Addendum No. 3 to the Agreement for Professional Services with M.C. Schaff and Associates, Inc. (MCS) in the “not-to-exceed” amount of \$14,670.00. He stated as a reminder that Addendum No. 3 is the agenda item that was tabled at the 04-21-20 Council meeting and that it consists of the design, bidding, acquisition and closeout services for snow removal equipment at the airport. DPW Harkins indicated that 90% of the \$14,670.00 engineering cost is reimbursable by the Wyoming Department of Transportation (WYDOT), therefore the City’s share would only be 10% or approximately \$1,467.00. He commented that all of the editorial changes requested to be made to the agreement were made by MCS and that all of the questions related to the Indirect Cost were answered to satisfaction, therefore the addendum to the agreement is ready for formal approval by the Mayor and Council. Councilman Kinney stated that he is very appreciative of the clarification that MCS provided regarding the Indirect Cost. Councilwoman Hill moved and Councilman Kinney seconded to remove from the table and reconsider Addendum No. 3 to the Agreement for Professional Services with M.C. Schaff and Associates, Inc. (MCS). Motion carried unanimously. Councilman Kinney moved and Councilman Law seconded to approve Addendum No. 3 to the Agreement for Professional Services with M.C. Schaff and Associates, Inc. (MCS) in the “not-to-exceed” amount of \$14,670.00 as presented. Motion carried unanimously.

The bills from 04-22-20 to 05-05-20 were presented for payment. Councilman Kinney moved and Councilwoman Hill seconded to approve the bills for payment as presented. Motion carried unanimously.

Mayor Adams asked for public comments, questions or concerns. He stated as a reminder that anyone wishing to address the Mayor and Council can do so by calling (307) 534-4790 or by utilizing the Zoom Question and Answer (Q&A) feature.

Tom Milstead addressed the Mayor and Council. He stated that he read the press release regarding newly appointed Chief of Police Matthew Johnson and indicated that it appears from the release that Mr. Johnson is very skilled and experienced. Mr. Milstead asked Mayor Adams to comment on the qualities that Mr. Johnson possesses that makes him a good fit for the Chief of Police position. Mayor Adams commented that Mr. Johnson has incredible qualifications, great experience and levels of education that surpass any applicant that has ever applied for the Chief of Police position previously. He indicated that Mr. Johnson holds a Master’s Degree in Business Administration, that he has FBI training endorsements and that he holds an instructor’s position at Regis University. Mayor Adams stated that Mr. Johnson seems to work extremely well with his staff in Fort Collins, Colorado and that he was highly recommended by that staff. He indicated that the City of Torrington is eager to have Mr. Johnson join the Torrington Police Department.

Councilman Law commended City staff for their dedication and commitment towards staying safe while adapting to all of the changes that the COVID-19 virus has created in the work environment.

Councilwoman Hill inquired when Council meetings will resume to normal operations. Mayor Adams replied that the 05-19-20 Council meeting will be conducted via a Zoom Web Conferencing format and that it will also be broadcasted live by KGOS/KERM, and stated that if everything goes well and as anticipated, normal operations will resume at the 06-02-20 Council meeting.

Councilman Kinney thanked Ryan Kath and KGOS/KERM for their efforts and cooperation in making the live broadcast work for the benefit of the public and for all that they continue to do to keep the public informed. Mayor Adams concurred with Councilman Kinney’s statements.

Councilman Law moved and Councilman Kinney seconded that there being no further business to come before the Mayor and Council to adjourn at 7:34 p.m. Motion carried unanimously.

The following bills were approved for payment: 68315 CIRCUIT COURT OF GOSHEN CO payroll withholding 369.81;68316 CITY OF TORRINGTON payroll withholding 398.87;68317 DENT, DAVID A. Golf Pro Payable 132.14;68318 FAMILY SUPPORT REGISTRY payroll withholding 235.97;68319 GREAT-WEST TRUST CO LLC payroll withholding 2536.00;68320 NEW YORK LIFE payroll withholding 369.37;68321

SOUTH TORRINGTON WATER & SEWER DISTRICT museum-water/sewer 62.98;68322 WY CHILD SUPPORT ENFORCEMENT payroll withholding 262.61;68323 WY DEPT OF REVENUE sales tax 15619.07; 68324 WY RETIREMENT SYSTEMS Torr Vol EMT Pension 45.00;68325 DOUG THOUTT final bill-deposit return 24.37;68326 TAMI GRAYBILL final bill-deposit return 265.92;68327 ARROW ELECTRIC OF TORRINGTON handibox/cover,duplex receptacle,pigtails/cord cap-outlet on generator,nipple/locknut, connector,wirenuts,wire,labor,transfer switch-manual/non-fused 591.00;68328 ACTION COMMUNICATIONS INC. repeater replacement,siren repair,materials 6405.49;68329 ALLEN, JAMES R. plumbing parts/work 920.00;68330 AT&T MOBILITY cardiac monitor transmission fee 66.92;68331 BENCHMARK OF TORRINGTON P.C. Frontage Road Reconstruction 2957.84;68332 BLACK HILLS ENERGY utilities-gas 409.57;68333 BLOEDORN LUMBER CO-TORRINGTON credit-return,enamel,poly brush,fuel hammer drills,galv roll valley,circ cut snips,sanding respirators,hex drill bit set,plastic clamp,bulk self-tappers,flags,door bottom,duct tape,pvc tees,elbows,pipe,dogs,toilet express,hem firs/btr,brass plug, bushing,vinyl tubings 745.09;68334 BOMGAARS SUPPLY INC. combo kits/batteries,pry bar set, screwdriver set,hydraulic fluid,safety kits,adaptor,protective coveralls,dust masks,chain,earth anchor, work boots,roundup sprayer,hose nozzle,blank tip 1524.22;68335 BORDER STATES INDUSTRIES INC. jackets,shirts,wire,credit,fuses,stinger covers,pants,tie wire,pullover,led dome w/ glass/guard,ground rods,conduit/strap,meter bases,hubs,led light bulbs 4071.36;68336 BROWN CO pulley cover,hex nuts 28.50;68337 CNA SURETY bond-judicial position 100.00;68338 C H GUERNSEY & CO CBA filing 1782.50; 68339 CASELLE INC. contract support & maint 1990.00;68340 SARGENT DRILLING CO booster pumps-removal,repair/reinstallation 23704.00;68341 CENTURY LUMBER CENTER shower spray,roof cement, chip brushes,filters,porch/floor oil gloss enamel,tray set,grout,plywood,fence rails,screws,bolts,tamper proof fuses,drill bits,unions,mop bucket,rectorseal,nipples,s hooks,light bulbs,roller cover,paint tray liner,sprinkler valve,adapters,clamps,bushings,tees,concrete,shovel handle,cleaner,buckets,elbows/ inserts,caulk,door stops,doorbell chime,tubing cutter,couplings,junction box,paint,brush set,plastic liners,pine,ball valves,pipe cleaner,cement 956.39;68342 CROSS, PAIGE face masks 83.25;68343 CULLIGAN WATER OF TORRINGTON water dispenser rentals,misc parts 102.00;68344 DANA KEPNER CO INC. insert stiffeners 367.50;68345 DECKER, STEVE grass seed 1040.00;68346 DH PACE CO INC. batteries 161.12;68347 NORTHERN EXPOSURE COMPUTER CENTER usb to serial computer cable 24.99;68348 ELECTRO-TEST & MAINT INC. recloser service call-curtis substation 2352.99;68349 EMERGENCY MEDICAL PRODUCTS INC. bci finger probe,quikclot gauze,cloth tape,cynch-loks 315.59;68350 ENERGY LABORATORIES INC. lab testing 180.00;68351 FASTENAL CO credit-returns,hand soap,bleach,bolts, supplies/cap screws,washers,filters 200.62;68352 FEDERAL EXPRESS CORPORATION shipping 20.00; 68353 FLOYD'S TRUCK CENTER INC. exhaust pipe/muffler insulator 75.36;68354 FRITZLER, LARRY & DEBORAH pump septic tanks 303.00;68355 FRONT RANGE FIRE APPARATUS Engine 6 electrical equipment repairs 1468.50;68356 G & L CONCRETE thrust blocks 160.00;68357 GOSHEN CO CLERK recording fees 92.00;68358 GREENLINE PRODUCTS INC. cleaning product-garbage trucks 598.50;68359 HACH CO spec color std,chlorine,pocket colorimeter,bulk dispenser/powder 737.83;68360 HORIZON WEST INC. cutter blades-mower 389.83;68361 HOWE ELECTRIC LLC electrical work for shop generator 1310.00;68362 IDEAL LINEN/BLUFFS FACILITY SOLUTION foam hand wash,broom handles,lambswool applicators,brushes,wheel kits,gloves,aerosol,urinal screens,bowl cleaner,husky cleaner,steriphene cleaner 727.35;68363 INDUSTRIAL DISTRIBUTORS gloves,brakleen,washers,hex nuts,lysol spray,bolts 182.66;68364 INSIGHT PRECISION ARMS LLC sniper rifle being re-built 3500.00;68365 JERRY'S ELECTRIC new transformer-blower building 7925.00;68366 FRANK PARTS CO belt,batteries,toggle switch,drill bits, alum rivets,air filters,wires,metal clamp,connector,split poly loom,cable ties,adh screw mt base,oil,core deposits,brass toggle/switch 346.62;68367 LONG BUILDING TECHNOLOGIES INC. fireside inspection kit, gas valve,labor 2485.84;68368 LONG II, DEREK J. tree spray/pioneer park-boring insect prevention 418.00;68369 LUJAN CLEANING SERVICE LLC cleaning>window cleaning 273.75;68370 CHAMP'S EXTERIORS gutter/downspout installation at city park 1500.00;68371 MCMASTER-CARR SUPPLY CO wire rope for lifting,high strength steel 356.26;68372 MOTOROLA SOLUTIONS INC. portable radios w/ add-ons 13802.01;68373 O'REILLY AUTO ENTERPRISES LLC power steering filter/fluid,stoplight sw,air/oil filters,headlight,headlight restore 143.06;68374 ENVIRO SERVICES INC. lab analysis 90.00;68375 THE L L JOHNSON DIST CO sign,safety cups,hose assy,rubber bushings,flanges,lever pumps,friction whl assys 902.03;68376 PRINT EXPRESS INC. signs,accident report forms,ups 1000.95;68377 PRO-VISION SOLUTIONS LLC HD body cameras 5584.00;68378 GALETON INC. safety glasses 93.60;68379 SAM'S CLUB/SYCHRONY BANK plastic forks/spoons,paper towels 76.88;68380 VALLEY MOTOR SUPPLY air/fuel/ oil filters,brake pads,wiper blades,u joint,water pump,hydraulics,brake control,maintainer,adhesive spray,quick disconnect,hydraulic fittings/hoses,masking tape,ice liquid wax,lube,air refreshener, evaporator/duct cleaner,steering stabilizer-return/exchange,heater hoses 833.18;68381 QUILL LLC desk 904.99;68382 TELEDYNE INSTRUMENTS INC. series plotter paper roll 847.68;68383 TIMBERLINE ELECTRIC & CONTROL CORP digital display-radio repeater 811.00;68384 TORRINGTON OFFICE SUPPLY legal pads/file labels,folders,envelopes,flash drives,project file jackets,disposable cups,toner cartridge, keyboard,power dusters,binder clips,staplers,framed cork board,fingertip moistner,usb-c to hdmi adapter,pens,bleach germicidal wipes,clorox wipe refill,disinfectant spray,picture hanging strips,foam board,paper,scissors,dbl sided 1552.58;68385 TRANS-WEST INC. mud flaps 45.49;68386 TRIHYDRO

CORP WWTP pre-treat design 17862.53;68387 CENTURYLINK TVFD phone,data lines 2881.60;68388 VERIZON WIRELESS cell phones,data-tablets/laptops,cameras 1441.05;68389 GRAINGER picnic tables, food grade anti-seize,bi-metal dial thermometer for soil 1166.84;68390 WAMCO LAB INC. full chronic toxicity test,ceripdaphnia/fathead minnow survival & growth 2100.00;68391 WYO-BRASKA ENTERPRISES INC. sterilant-esplande & makaze 3648.00;68392 WY MACHINERY pins/retainer assy,vent,element, sensor,travel,labor 1369.42;68393 WY RETIREMENT SYSTEMS retirement 89416.14;68394 WY SECURITY SYSTEMS INC. museum alarm monitoring 480.00;68395 STATE OF WY-DEPT OF WORKFORCE workers compensation 22696.52;68396 TORRINGTON TRAILBLAZERS AMUMNI ASSOC rental fee refund-Pony Express Room 75.00;68397 BAKER, JAMES C. final bill-deposit return 68.10;68398 CHILDS, JENNIFER ANN final bill-deposit return 176.97;68399 DALTON, PATRICIA JEAN final bill-deposit return 66.01;68400 ROSCHEWSKI, CRIS final bill-credit return 127.80;68401 BONFIRE ENGINEERING refund of meter deposit less fees/water used 1985.50