

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

The Torrington City Council met in regular session on Tuesday, July 2, 2019 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, Engineer Harkins, Chief of Police Hurd, Building Official Estes and Deputy City Clerk Anaya.

Mayor Adams called the meeting to order.

Clerk/Treasurer Strecker led the Pledge of Allegiance.

Mayor Adams read a letter received on behalf of Rick Vonburg. The letter thanked the Mayor and Council and their spouses for their attendance at the Wyoming Association of Municipalities (WAM) Summer Convention that was held on June 12-14, 2019 in Sheridan. Mr. Vonburg stated that he is extremely appreciative of having received the Honorary Member Award and indicated that it was so nice to have had a large City of Torrington presence in support of former Mayor Michael Varney and himself. He wished the Mayor and Council all the best as they continue to serve the City.

Mayor Adams stated that he spoke to former Mayor Michael Varney and that he too is very grateful of having received the Honorary Member Award.

Mayor Adams announced that the City of Torrington is sponsoring a fireworks display on the Fourth of July. He stated that the Torrington Volunteer Fire Department (TVFD) would be setting the fireworks off on the south side of the overpass around 9:30 p.m. in the same manner as last year. Mayor Adams indicated that the TVFD anticipates no issues with parking for the fireworks display due to the current condition of Frontage Road; parking will be available, it just might be a little difficult to access at certain sections. Mayor Adams commented that he hopes the public enjoys a safe holiday and a safe trip home after the fireworks display.

Mayor Adams commented on the progress of the Frontage Road Reconstruction and Water Line Replacement Project. He stated that even though the road is well under construction, progress has been made with minimal corrective action that is required to take place. The contractor is having difficulty meeting City of Torrington and engineering project standards and is currently making plans to work through those complications. October 1, 2019 is still the anticipated substantial completion date for the project.

Mayor Adams stated that he received a message from the National League of Cities (NLC) indicating that July 2019 is National Small Cities Month. He commented that small Cities in the NLC regard is any City with a population less than 50,000, which in Wyoming would be every City or Town with the exception of Casper and Cheyenne. Mayor Adams stated that he used to serve on the NLC Steering Committee for small Cities. The group travels around the Country and advocates in the best interest of small Cities.

Mayor Adams summarized ambulance service response times provided on behalf of Emergency Medical Services (EMS) Executive Director Yates. He stated that reports are provided monthly and that it seems that every month EMS Director Yates and his staff set a new record for response time. The latest report provided the following statistics: 1. From time of receipt of call to boarding ambulance – 3 ½ minutes; 2. En route to scene – 4 minutes, 20 seconds; 3. Average time from receipt of call to arriving on scene – under 20 minutes; and 4. Average time from scene to final patient destination – around 30 minutes. Mayor Adams commented on the efficiency of the EMS crew and commended their professionalism and how well they do their job.

Councilman Kinney moved and Councilwoman Hill seconded to approve the consent agenda which includes the minutes from the 06-04-19 Council meeting as amended and the minutes from the 06-18-19 Council meeting as published and all actions therein be ratified. Motion carried unanimously.

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

Mayor Adams presented for approval the appointment of City Officials for the term 07-02-19 to 12-31-19. He stated that normally, City Officials are subject to appointment or re-appointment at the first Council meeting in January of the calendar year, but that due to the circumstance of his election as Mayor, all appointed staff remained in their positions for a six-month period. The six-month period allowed him, as the newly elected Mayor, to evaluate the working relationship with appointed staff. Councilwoman Hill moved and Councilman Mattis seconded to approve the appointments of James Eddington as City Attorney, Timothy Hurd as Chief of Police, Lance Petsch as Fire Chief, Lynette Strecker as City Clerk/Treasurer and Jeffrey Harkins as City Engineer. Motion carried unanimously.

Attorney Eddington read by title AN ORDINANCE AMENDING AND RE-ENACTING SECTION 2.08.005 OF THE TORRINGTON MUNICIPAL CODE, 2019 REVISIONS, RELATING TO THE CITY OF TORRINGTON APPOINTEES. He stated as a reminder that the only alteration to the ordinance is the addition of Director of Public Works as an appointed position and indicated that the ordinance itself does not create the position; it merely defines the position as an appointed position in the instance of if

in the future the position is created and approved. Councilman Law moved and Councilman Kinney seconded to approve the ordinance on second reading as presented. Motion carried unanimously.

Marlane Borger requested approval of a special event permit for a Neighborhood Block Party to be held on July 15, 2019 from 5:00 p.m. to 9:00 p.m. She stated that it is a simple gathering organized by neighbors who reside in the Vistas. Essentially, it is a block party being hosted on Ancha Vista Road consisting of 3 to 4 blocks of neighbors that bring their own food, games, tables and chairs. Ms. Borger anticipates 50 to 100 people to be in attendance. She commented that they are requesting that the streets be blocked for the safety of the children that will be present at the event. Councilman Law gave kudos to Ms. Borger and her fellow block party organizers for taking the initiative to host a great event that promotes neighbors to come together. Ms. Borger indicated that the proposed event will be the second annual Neighborhood Block Party as a block party was held last year and was a huge success. The block party organizers anticipate the event to be an annual gathering with the intent of adding an additional block in the Vistas per year to be included. Councilman Law moved and Councilwoman Hill seconded to approve the special event permit as presented. Motion carried unanimously.

Kyle Rafferty requested approval of a special event permit for a Business After Hours/Ribbon Cutting to be held on July 3, 2019 from 12:00 p.m. to 6:00 p.m. Mayor Adams stated that the applicant is requesting that the special event permit fee be waived due to the fact that streets will not be blocked. Building Official Estes indicated that Mr. Rafferty would like to block off three to four parking stalls in front of Heartland Embroidery located at 2034 Main Street and the business directly to the south of it. He commented that the Business After Hours/Ribbon Cutting event will be held in conjunction to a retirement party for Deb and Allen Hunter, former owners of Heartland Embroidery. Councilman Kinney moved and Councilman Mattis seconded to approve the special event permit and to waive the special event permit fee as presented. Motion carried unanimously.

Eastern Wyoming College (EWC) requested approval of an agreement for use of the Torrington Municipal Golf Course as EWC's home course for the 2019-2020 golf program. Councilwoman Hill inquired if the agreement is the same agreement that is presented annually for approval. Mayor Adams confirmed yes. Councilman Law stated that EWC has been extremely cooperative and responsible for the well-being of the course in previous years and indicated that the golf program is well-established. He commented that it is great that the City is able to support that opportunity. Mayor Adams stated that the golf team scored very high this past year at the National Golf Tournament for Junior Colleges and commented that both Golf Pro Dent and EWC are exceptionally proud of that. Councilman Mattis moved and Councilman Kinney seconded to approve the EWC agreement as presented. Motion carried unanimously.

Engineer Harkins presented for approval Addendums No. 1 and No. 2 to the Agreement for Professional Services with M.C. Schaff and Associates, Inc. He stated that Addendum No. 1 is for the design, bidding services, construction oversight, closeout and material testing for the Torrington Airport Runway 2/20 Extension and Taxiway A/B Relocation Project and indicated that the Federal Aviation Administration (FAA) is funding the project at 100%. Due to the fact that engineering costs for the project exceeded the FAA \$100,000.00 threshold, an Independent Fee Estimate (IFE) was required, and Kirkham Michael & Associates (KMA) from Lincoln, Nebraska was contracted to provide the IFE. After the IFE from KMA was submitted to the City, negotiations with M.C. Schaff and Associates regarding the contract amount were conducted. The negotiations led to M.C. Schaff and Associates lowering their contract amount by \$13,100.00 resulting in a "not-to-exceed" contract amount of \$577,870.00 for Addendum No. 1. Engineer Harkins stated that Addendum No. 2 is for the design, bidding services, construction oversight, closeout and material testing for the Torrington Airport Runway 2/20 Pavement Rehabilitation. He indicated that since engineering costs for the rehabilitation project were under the FAA \$100,000.00 threshold, an IFE was not required and hence negotiations were not necessary, resulting in a "not-to-exceed" contract amount of \$70,680.00 for Addendum No. 2. Engineer Harkins commented that 90% of the \$70,680.00 is reimbursable by the FAA and 6% is reimbursable by the Wyoming Department of Transportation (WYDOT), therefore the City's share would only be 4% or approximately \$2,827.20. He stated that the project in its entirety, which includes the scope of work for Addendums No. 1 and No. 2, is anticipated to be completed over a period of two fiscal years, FY 2019-2020 and FY 2020-2021. Mayor Adams inquired about the status of the purchase of land that is essential in order to complete the range of work described under Addendums No. 1 and No. 2. Attorney Eddington responded that negotiations are still taking place and that it would be more prudent to meet and discuss those details in the days to come. Councilwoman Hill moved and Councilman Kinney seconded to approve Addendums No. 1 and No. 2 to the Agreement for Professional Services with M.C. Schaff and Associates, Inc. as presented. Motion carried unanimously. Councilman Law inquired if the project would yield work opportunity for local contractors. Engineer Harkins replied that the project qualifies to be a part of the Disadvantaged Business Enterprise Program (DBE). The DBE will give priority to local contractors to complete certain portions of the project up to a specific amount, therefore allowing for the opportunity for local benefit.

The bills from 06-19-19 to 07-02-19 were presented for payment. Councilman Mattis 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. None were heard.

Chief of Police Hurd introduced Police Officer Sandra Schultz to the Mayor and Council.

Councilman Kinney moved and Councilwoman Hill seconded to adjourn to executive session to discuss personnel. Councilwoman Hill urged the public to watch the Women's USA Soccer Team as they compete at the FIFA World Cup on Sunday, July 7, 2019. Motion carried unanimously.

Councilman Law reiterated that the City of Torrington is sponsoring a fireworks display on the Fourth of July to be held on the south side of the overpass at dusk.

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

Councilman Kinney moved and Councilman Law seconded to hire a Water System Operator at Step 13 as presented. Motion carried unanimously.

Councilman Kinney stated that he would like the Mayor and Council to consider getting rid of all of the traffic stop lights on Main Street, with the exception of those located on the City's emergency route, and reverting back to stop signs. This topic will be researched further.

Councilman Kinney stated that he would like the Mayor and Council to contemplate potential street closures. In particular, the street that is located west of the Fire Department that currently allows traffic to travel across West C Street to the highway. This issue will be examined further.

Councilman Kinney moved and Councilwoman Hill seconded that there being no further business to come before the Council to adjourn at 7:56 p.m. Motion carried unanimously.

The following bills were approved for payment: 65954 Void;66045 WY DEPT OF TRANSPORTATION CDL driving test 80.00;66046 DIVERSIFIED SERVICES INC. recycle crew,cleaning visits 4164.00;66047 NCPERS GROUP LIFE INS payroll withholding 160.00;66048 CIRCUIT COURT OF GOSHEN CO payroll withholding 412.56;66049 CITY OF TORRINGTON payroll withholding 700.46;66050 DENT, DAVID A. Golf Pro Payable 1748.16;66051 FAMILY SUPPORT REGISTRY payroll withholding 235.97;66052 GREAT-WEST TRUST CO LLC payroll withholding 1591.00;66053 MERITAIN HEALTH INC. premium-ins/life admin 31488.84;66054 MERIDIAN TRUST FEDERAL CREDIT UNION payroll withholding 2123.00;66055 NEW YORK LIFE payroll withholding 369.37;66056 CITY OF TORRINGTON c/o PINNACLE BANK health reserve non-insured employer premium 11184.94;66057 REGIONAL CARE INC. select flex admin 93.50; 66058 STANDARD INSURANCE CO premium-long term disability 1964.32;66059 TORRINGTON EMPLOYEES INSURANCE premium 89526.35;66060 TRANE U.S. INC. recomm bms wylite energy grant 10655.00;66061 WY CHILD SUPPORT ENFORCEMENT payroll withholding 202.45;66062 WY CHILD SUPPORT ENFORCEMENT payroll withholding 262.61;66063 WY DEPT OF REVENUE sales/use tax 14230.76;66064 COOK, DAN final bill-deposit return 115.88;66065 KIRCHNER, GARY L. & JERRA L. final bill-deposit return 280.75;66066 RUSS, NICKALOS final bill-deposit return 12.87;66067 HAMILTON, DARRELL & CAROL final bill-deposit return 38.97;66068 CENTURY 21 BELL REAL ESTATE final bill-deposit return 382.44;66069 DAWKINS, LINDA final bill-credit return 87.37;66070 SMITH JR., ROZELLE final bill-deposit return 196.51;66071 CORNERSTONE MARKETING & SALES refund-hangar rental 95.00;66072 ANAYA, ROMAN head shot 40.00;66073 BELL PARK TOWER final bill-deposit refund 34.80;66074 ACTION COMMUNICATIONS INC. batteries-sirens 1850.00;66075 ADAMS, RANDY travel reimb-mileage/meals 351.39;66076 ALLEN, JAMES R. backflow tests 480.00;66077 ALTEC INDUSTRIES INC. burndy w style die, w-o burndy pn 343.96;66078 ARBOR DAY FOUNDATION arbor day annual membership 15.00;66079 ARIZONA MACHINERY Ventrac Edger,blades 3819.68;66080 AT&T MOBILITY transmission fees-cardiac monitor 33.46;66081 B & B VALLEY SCALE SERVICE & SALES lighting/scale repair-labor/travel expense 1930.55;66082 BACKFLOW PREVENTION SUPPLY INC. bonnets for backflows 131.41;66083 BARCO MUNICIPAL PRODUCTS INC. square posts,street signs 1322.10;66084 BENCHMARK OF TORRINGTON P.C. Frontage Road-repl design/Water Line Replacement 26235.89;66085 BIVENS CONSTRUCTION INC. mobilize job/haul clay,labor-drive furnished truck 6655.00;66086 BLOEDORN LUMBER CO-TORRINGTON mortar cartridge,utility knife,rakes,shovel,bulbs,spray primer/paint,finish putty,connector boxes,top rail, cable,screws,push caps,washers,fiberglass switch box,nipples,lags,threaded rods,pipe,elbow inserts, bushings,lumber,plywood,rope,screwdriver,adapters,couplings,pvc T's,tape,play sand,term ring,chain, clevis grab hook,elbows,clamps,fitting,poly film,gal nat trans stn,brush,primer,OFF spray,acrylic mortar patch,mouse traps,tarp,side panels,joint compound,flag pole attachment,lifter wallboard,caulk 1832.44; 66087 BLUFFS SANITARY SUPPLY INC. liners,paper towels,bowl cleaner/brushes,husky tuberculocidal, hand cleaner,soda ash 1013.16;66088 BOMGAARS SUPPLY INC. hoses,pressure/utv sprayer,nozzles, spray bottle,shovels,knives,drills/primers,marking flags,brushes,safety glasses,gloves, valve,hndgn,hs barb,pipe,clamps,elbow,no flat tires-spray,insect killer,animal trap,hog panels,cat litter,paint/trays,roller covers,boot,steering wheel knob,red cedar chips,combo kit,slingshots,white marble rock,rubber handle ratchet straps,grinding wheel,loaded ball mount,repellent,floor jack,gas can 3218.12;66089 BORDER STATES INDUSTRIES INC. credit,wire,caution tape,silicone spray,meter bases,entrance caps,breakers, machine bolts,connectors,light,klein-kurve,hard hats,screwdriver,wire holder,function testing,fr clothing 2553.80;66090 BOUND TREE MEDICAL go-paps w/ BiTrac ED w/ nebulizers 294.87;66091 BROWN,

KENNETH T. Court Appointed Attorney 210.00;66092 CITY OF TORRINGTON fuel,meal,record lien 50.93; 66093 THERMALROLL.COM credit card paper rolls 59.80;66094 CONTRACTORS MATERIALS INC. fire hoses 168.50;66095 CRESCENT ELECTRIC SUPPLY CO bypasses,breakers 730.80;66096 CRONK, MORRIS D. repair a/c tractor 788.00;66097 DANA KEPNER CO INC. clamps 397.16;66098 COTTONWOOD CATERING board meeting-open house 171.84;66099 DIETZLER CONSTRUCTION CORPORATION Frontage Road Project 147643.07;66100 DOBY, HERBERT K. fill in judge-Municipal Court 100.00;66101 NORTHERN EXPOSURE COMPUTER CENTER toners 1760.00;66102 EJS SUPPLY LLC dumpster lids 2068.06;66103 ENERGY LABORATORIES INC. lab testing 239.00;66104 ESTES, DENNIS travel expense-mileage 174.00; 66105 FASTENAL CO lubricant,batteries,sand,hex nuts,screws,uniform shirts/sweatshirt,measuring wheel,bleach,washers,safety goggles 276.33;66106 FLYING PHOENIX INTERSTATE DISPLAY CORP fireworks display 10000.00;66107 G & L CONCRETE cement 420.00;66108 GALLS LLC uniforms,usb battery dual usb cords,holster,belt 2086.11;66109 GOSHEN DIESEL SERVICE air spring,slack adjuster, signal switch/harness 408.00;66110 GOSHEN GRAVEL LLC river rock 421.50;66111 GREAT GARDENS INC. perennials,mums 114.86;66112 HAWKEYE DIGGING & HAULING LLC hauled loads of hard pan 6630.00; 66113 HAWKINS INC. sodium hydroxide,diaphragm 2215.85;66114 USABLUEBOOK traceable conductivity standard,reagent refill free chlorine 206.27;66115 HICKEY & EVANS LLP complaint,irp filing 433.00;66116 HORIZON WEST INC. service kit 70.20;66117 HORIZON WEST INC. hub,bearing 188.05; 66118 INBERG-MILLER ENGINEERS new cell design/permit renewal 20655.08;66119 JWC ENVIRONMENTAL Grinder-Wastewater Treatment Plant 27354.00;66120 POWERPLAN temperature gauge 58.33;66121 KAUFMAN, LARRY A. install windshield 210.00;66122 L N CURTIS & SONS fire hooks/ elevator keys 221.85;66123 LEAD DOG TRUCKING LLC hauled hard pan/city pit to stockpile 2160.00; 66124 DANA J LENT LAW OFFICE Court Appointed Attorney 520.00;66125 LONG, DEREK J II tree spraying 2120.00;66126 LUJAN CLEANING SERVICE LLC cleaning>window cleaning 237.00;66127 LUCKY GATE CO LLC dump truck hauling 2040.00;66128 MATHESON TRI-GAS INC. medical oxygen 119.25;66129 MCCRANIE, BRENDA reimb-java jar/inventory 18.74;66130 MCI A VERIZON CO long distance/911 call backs 27.31;66131 THE METAL SHOP ar plate,angle iron 64.00;66132 MOOREHOUSE INC. rock-delivered, pipe,tee,bushings,couplers,swing joint,spring snow,Canada reds,planting 2773.00;66133 MUNICIPAL CODE CORPORATION codification fees,ordinance bank 1927.30;66134 MWC dumpster lids,hinge pins 1064.88;66135 NATIONAL TELEPHONE MESSAGE CORP ad special-drinkware/bags 1071.00;66136 NE MUNICIPAL POWER POOL membership dues 2465.29;66137 NEWMAN SIGNS INC. street signs-repl inventory 1829.32;66138 NMC EXCHANGE LLC seal-o-rings,hose assys 305.17;66139 NORTHWEST PIPE FITTINGS INC. coupling,compression fittings 239.26;66140 OFFICE OF STATE LANDS & INVEST DWSRF loan payments 49644.42;66141 OLSON TIRE CO tires,install tube,hd frm tube,clean wheel,tire repair, patch 4595.93;66142 PANHANDLE COOP refreshments/snacks 49.95;66143 ENVIRO SERVICES INC. lab analysis 30.00;66144 PANHANDLE GEOTECH & ENVIRO INC. concrete testing,pick up concrete cylinder, concrete cylinder break 324.00;66145 PAUL REED CONSTRUCTION & SUPPL INC. crushed concrete 34999.00;66146 THE L L JOHNSON DIST CO tap heads 260.35;66147 PLATTE VALLEY BANK lease purchase payments 13538.61;66148 PRESENTATION SOLUTIONS INC. sign making machine items 2358.75;66149 PRINT EXPRESS INC. water meter test records,business cards,ups 439.42;66150 EMERGENCY REPORTING annual fire package subscription 327.00;66151 SAM'S CLUB/SYCHRONY BANK ziploc bags,paper plates,assorted snacks-pool vending machine,furniture spray 428.18;66152 VALLEY MOTOR SUPPLY mini bulbs,screws,hoses,batteries,gear oil,alum fas-weld,brake cleaner,air/oil filters, pumps,belts,rotor,brake pad set,nozzle-single sprayer,valve-can,flap disc,fittings,oxygen sensors,ext serv straight ga,wiper arm/blades,fuses,brake kits/drum,plug tap,leak detector,air fresheners,rubber plugs/rf hub seal,red grease,lube,fuse test/pul auto kit,coupler,grease gun,tubing,seafoam 2599.68;66153 SIMON EAST REGION NE rock-airport 331.94;66154 SMITTY'S REPAIR SERVICE valve/tee surf 465.61; 66155 DBC IRRIGATION SUPPLY solenoids,adjustable bubbler,controller 804.34;66156 SOUTH TORRINGTON WATER & SEWER DISTRICT museum-water/sewer 239.40;66157 SUN RIDGE SYSTEMS INC. annual support services-RIMS 7170.00;66158 T D S COLLECTIONS SERVICE INC. road base 891.26;66159 TIP TOP TREE SERVICE removal-branch/trim 225.00;66160 TORRINGTON EMPLOYEES INSURANCE select flex contributions,scrap metal rev 6052.96;66161 TORRINGTON FIRE DEPT professional services 800.00; 66162 TORRINGTON LITTLE LEAGUE special block color match 1200.00;66163 TORRINGTON OFFICE SUPPLY cartridge,binding spines,admit one tickets,post-it flags,toner,envelopes,conference table, chairmats,memory cards,dry erase markers,cleaning towelettes 1387.76;66164 TORRINGTON SOD FARMS credit,kentucky blue grass 67.50;66165 TRANSWEST FORD LLC valve assy 79.97;66166 U S POSTMASTER postage 90.96;66167 CENTURYLINK data lines 2602.37;66168 VERIZON WIRELESS cell phones,data-tablets/hotspot/EM 1329.22;66169 AC ELECTRIC MOTOR SERVICE labor/repair-baldor 247.37;66170 GRAINGER dressing kit,building wire,insect repellent 136.05;66171 WYO-BRASKA IRRIGATION & SUPPLY LLC coupling,nipple,elbow,sealant 48.42;66172 WY LOCAL GOVERNMENT LIABILITY POOL FY2020 Membership Renewal 48765.00;66173 WY MACHINERY pins,tip ripper,nut,bolt, hose assy,compress kit,hydro advans,link system,access drive,hydr cont valve-repair 1061.50;66174 WY RETIREMENT SYSTEMS retirement 58896.47;66175 WY DEPT OF WORKFORCE SERVICES workers compensation 16529.42;66176 YOUNGER, TOD M. museum ground maint 250.00;66177 Z & W MILL steel toe boots 124.00;66178 RADFORD, REO Wastewater Treatment Plant Level 1 Exam 100.00;66179

KENYON, CHUCK reimb-meals/mileage 285.74;66180 WY BUSINESS COUNCIL refund-overpayment grant  
10410.50