



-AGENDA-

CHAD EDWARDS, MAYOR

June 13, 2022

7:00 P.M.

THE TOWN OF EVANSVILLE

Council Members:

Joseph Knop

Candace Machado

Michael Scott

Dacia Edwards

Town Attorney Williams, Porter, Day & Neville

Town Engineer - WLC, Inc.

Town Clerk Janelle Underwood

Town Treasurer Lexi Erickson

Chief of Police Mike Thompson

Fire Chief Leo Malsom

P.W. Director Robert Lewallen

**The meeting will be streamed live on YouTube.**

**YouTube link <https://www.youtube.com/channel/UCB0HNSulhIk51ixwxeh55w>**

Meeting called to order

Roll call

Pledge of Allegiance

Approval of Agenda

1) Consent Agenda

A. Approval of Minutes for Regular and Executive Session Meeting on May 9, 2022, and a Work Session May 16, 2022

B. Approval of Business Licenses – 5150 Roofing & Exteriors, Arizona Machinery, Bushnell Custom Hardwoods, Preferred Fire Protection, Skyline Construction, Sprecher Electric, Inc., and TA Truck Service

C. Approval of Bills

2) Logan & Simpson – Comprehensive Plan Update

3) Bid Award – 2022 or Newer ½ Ton Truck

4) Bid Award – 2022 or New Compact Roller

5) Appointment of Metropolitan Planning Organization Citizen Committee Member

6) Approval of Catering Permit – Hooch's Bar & Grill Summer Hits at Hat Six Event

7) Approval of Evansville Fire-EMS Scholarship Program

8) Ordinance #3-2022 - Fiscal Year 2021-2022 Budget Amendment  
(1<sup>st</sup> reading)

9) Ordinance #4-2022 – Fiscal Year 2022-2023 Budget  
(1<sup>st</sup> reading)

**P.O. DRAWER 158, EVANSVILLE, WYOMING 82636-0158**

**(307) 234-6530 • FAX: (307) 266-5109**

**www.townofevansville.org • EMAIL: townclerk@evansvillewy.com**

Page Two  
June 13, 2022, Agenda

- 10) Special Council Meeting June 20, 2022, for Public Hearing on Fiscal Year 2020-21 Budget Amendment and Fiscal Year 2022-23 Budget and approvals
- 11) Public Comments
- 12) Adjournment

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

## RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

May 9, 2022

The regular meeting of the Evansville Town Council of the Town of Evansville, County of Natrona, State of Wyoming, was held at 7:00 p.m. in the Council Chambers of the Town Hall.

The meeting was called to order by Mayor Chad Edwards at 7:00 p.m. and upon roll call the following were present: Council Members Candace Machado, Michael Scott, and Dacia Edwards, Town Attorney Scott Murray, Town Engineer Shane Porter, Town Treasurer Lexi Erickson, Chief of Police Mike Thompson, Fire Chief Leo Malsom, Public Works Director Robert Lewallen, Town Clerk Janelle Underwood, and interested citizens.

Council Member Joe Knop asked to be excused.

Mayor Chad Edwards led the Pledge of Allegiance.

APPROVAL OF AGENDA: Motion was made by Michael Scott and seconded by Dacia Edwards to approve the agenda. Motion carried.

APPROVAL OF CONSENT AGENDA:

A) Minutes for Regular Meeting April 25, 2022

B) Approval of Business Licenses – Alliance Electric, Greg Rothenhoefer, Hedlund Electric, and Wyoming Signs

C) Bills for Approval

Motion was made by Michael Scott and seconded by Dacia Edwards to approve the Consent Agenda. Motion carried.

DOG PARK ACCESS APPROACH – CONTRACTORS ESTIMATES: Town Engineer Shane Porter stated that he received a breakdown of cost and materials from Installation and Services for the Dog Park Access Approach and that Installation and Services Company was the lowest bid for the project.

After discussion, the Governing Body agreed that it was something that needed to be completed and that this would be just to construct the access approach to the Dog Park area. Motion was made by Michael Scott and seconded by Candace Machado to award the Dog Park Access Approach to Installation and Services for twenty-five thousand eight hundred twenty-two dollars (\$25,822.00). Motion carried.

RESOLUTION #5-2022: A Resolution Approving Variance to Allow Modified Setbacks – Aspen Park. Town Clerk Janelle Underwood summarized Resolution #5-2022 and advised that the proposed resolution was to formally approve the Variance Request made by the Aspen Park for modified setbacks on accessory structures.

Motion was made by Dacia Edwards and seconded by Michael Scott to approve Resolution #5-2022. Motion carried.

AUTHORIZATION FOR MAYOR TO EXECUTE EASEMENT AGREEMENT – MOUNTAIN WEST: Town Engineer Shane Porter advised that Mountain West Technologies needed an easement to run their fiber line from the back side of the Fire Hall through the park to Third Street.

Motion was made by Michael Scott and seconded by Candace Machado authorizing the Mayor to execute the Easement Agreement for Mountain West Technologies. Motion carried.

EXECUTIVE SESSION – W.S.S. 16-4-405 (iii) – LITIGATION: Motion was made by Michael Scott and seconded by Candace Machado to go into Executive Session. Motion carried.

Motion was made by Michael Scott and seconded by Dacia Edwards to go back into Regular Session at 8:02 p.m. Motion carried.

PUBLIC COMMENTS: There were no public comments.

**RECORD OF PROCEEDINGS**

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Meeting of the Evansville Town Council, Evansville, Wyoming

May 9, 2022

ADJOURNMENT: There being no further business, motion was made by Michael Scott and seconded by Dacia Edwards to adjourn at 8:02 p.m. Motion carried.

APPROVED: \_\_\_\_\_

  
Chad Edwards, Mayor

ATTESTED: \_\_\_\_\_

  
Janelle Underwood, Town Clerk

## RECORD OF PROCEEDINGS

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Evansville Town Council Meeting, Evansville, Wyoming

May 16, 2022

Work Session

A Work Session was held on March 21, 2022, at 5:15 p.m. Present were Mayor Chad Edwards, Council Members Michael Scott, and Dacia Edwards. Also present were Fire Chief Leo Malsom, Assistant Fire Chief Mark Cornett, Chief of Police Mike Thompson, Public Works Director Robert Lewallen, Municipal Court Judge Dave Drell, Municipal Court Clerk Vicky Closson, Water Treatment Plant Operator Jim Harrison, Town Treasurer Lexi Erickson, and Town Clerk Janelle Underwood.

Fiscal Year 2022-2023 Proposed Budgets: The purpose of the Work Session was to discuss the proposed Fiscal Year Budgets for all the Departments.

The Work Session was adjourned at 7:52 p.m. No action taken.

APPROVED:



Chad Edwards, Mayor

ATTESTED:

  
Janelle Underwood, Town Clerk

# APPLICATION FOR 24 HR MALT BEVERAGE/CATERING PERMIT

Licensing Authority: Town of Evansville

Name of Event: Summer Hits at Hat Six

Permit From: 6/25/2022 To: 6/25/2022 Local Permit Number: \_\_\_\_\_

Number of Days Permitted: 1 11:00a.m. - 10:00pm Fee per day: \$50 Total Fee: \$50

Applicant: Hooch's Bar & Grill D/B/A: \_\_\_\_\_

Contact Person: Megan Williams Phone: (307) 233-6813

Company Location: 6985 Nugget City: Evansville State: WY Zip: 82636

Mailing Address: P.O. Box 50490 City: Casper State: WY Zip: 82605

Business Phone: 307-233-6808 Residence Phone: \_\_\_\_\_

Location of Sales: Hat Six parking lot

**Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following:**

As an applicant for a 24 hour malt beverage or catering permit, are you:

A nonprofit corporation organized under the laws of this state; YES  NO

Qualified as a tax exempt organization under the Internal Revenue Code; YES  NO

And have been in continuous operation for not less than two (2) years. YES  NO

**FILING AS (CHOOSE ONLY ONE)**

INDIVIDUAL     PARTNERSHIP     CORPORATION     LLC     LLP

**NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.**

If a corporation, LLC or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address, Street, City, State & Zip	Residence Phone Number	No of years in corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, complete in identical form, on a separate piece of paper and attach to this application.)

By filing this application, I agree to operate in Wyoming under the requirements of **W.S.12-4-502** and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Hooch's Bar & Grill  
(Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer or LLC/LLP member.

**VERIFICATION OF APPLICATION**

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, **TWO (2)** Corporate Officers/Directors, or **TWO (2)** Club Officers.) W.S.12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Dated this 13<sup>th</sup> day of May 2022 [Signature]  
Applicant Director of Operations

\_\_\_\_\_  
Applicant

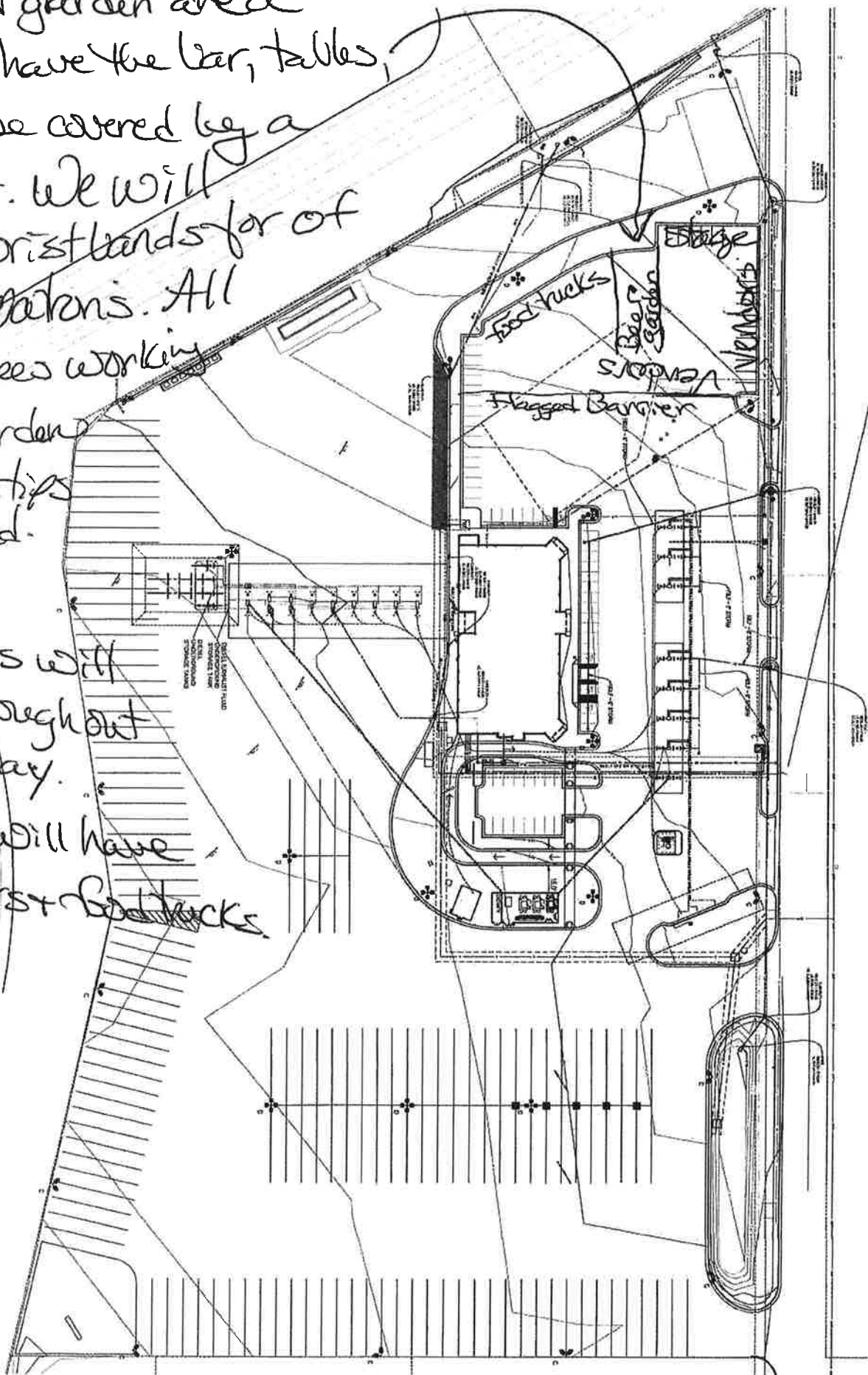
\_\_\_\_\_  
Signature of Licensing Authority Official

\_\_\_\_\_  
Title / /  
Date

\* Beer garden area will have the bar, tables, and be covered by a tent. We will use wristbands for of age patrons. All employees working Beer garden will be tips certified.

\* Bands will play throughout the day.

\* We will have vendors + food trucks







## Evansville Fire-EMS

The following Contract for the Evansville Fire- EMS Scholarship Program (the "Contract") is entered into on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, by and between Leo Malsom, Department Head of the Evansville Fire Department of the Town of Evansville, and \_\_\_\_\_, a Student at \_\_\_\_\_. This Contract represents the formal agreement between the Evansville Fire-EMS Department and the Student regarding the Student's engagement in the Evansville Fire- EMS Scholarship Program.

### Terms and Conditions of the Contract

Student's Name:

1. Participant's minimum requirements:
  - A. Student must be at least 18 years of age.
  - B. Student must be enrolled in college.
  - C. Student must hold a current driver's license in compliance with Evansville Fire-EMS policies and pass a background check set by the Town of Evansville Policy.
  - D. Student must have personal means of transportation.
  - E. Student must attend Basic Firefighting 1 or show a certificate of completion of an equal training.
  - F. Student must pay for classes in advance and will be reimbursed by Evansville Fire-EMS upon completion of the semester and in the event all requirements are met.
  - G. Students must sign this written Contract with the Evansville Fire-EMS Department.
  
2. Student Responsibilities:
  - A. Student shall be assigned to a 48/96 shift at the Evansville Fire Station with crews.
  - B. If the student requires time off, student shall fill out a time off request form for prior approval by the Fire Chief or Assistant Fire Chief.
  - C. Student may swap time for coverage with another student during the year. A time swap form shall be filled out, signed by both parties and submitted to the Fire Chief of Assistant Fire Chief.
  - D. Student shall document coverage times at the station on the monthly call log sheet and submit the monthly call log sheet to the Fire Chief or Assistant Fire Chief before the 1<sup>st</sup> of the next month.
  - E. Student shall attend and be active in no less than 50% of the Evansville Fire-EMS Department's business meetings and department trainings.
  - F. Student shall assist crews with daily station duties.

- G. In the event of an illness, Student shall follow the Evansville Fire-EMS sick leave policy.
  - H. Student shall follow chain of command with any problems or concerns that may arise.
  - I. Student shall carry out any order given by a department officer while on the fire ground or medical scene.
  - J. Student shall be held responsible for learning the streets, businesses and hazards in the first due area.
  - K. Student shall maintain a GPA of 2.5 or higher and provide a copy of Student's transcript to the Evansville Fire-EMS Department Fire Chief or Assistant Fire Chief no more than one month after the end of the semester.
  - L. Student shall be a voted member on the department as a probationary firefighter as per Evansville Fire-EMS Policy and shall adhere to all Evansville Fire-EMS Policies.
3. Department Responsibilities:
- A. Department shall supply Student with duty uniforms and proper Personal Protective Equipment (PPE) for structure and wildland firefighting.
  - B. Department shall reimburse students for tuition and books up to the amount of \$2,000.00, per semester, upon completion of the semester and requirements of this contract are met.
4. Contract Life:
- A. This Contract shall be valid for up to four years, on a year by year basis, from the beginning of the fall semester to the beginning of the following fall semester, (approximately August to August), which shall include summers.

This contract can be terminated by either party by either party giving two weeks notice of the intent to terminate, in writing, to the other party.

Evansville Fire-EMS can terminate this contract at any time without notice if the student is in violation of or non-compliant with the terms of this contract.

*Signatures to Follow*

My signature below indicates that I have read, understand, and agree to abide by the terms, conditions and responsibilities set forth in this Contract.

\_\_\_\_\_  
Students Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Fire Chief Signature  
Leo Malsom  
Evansville Fire-EMS Department Fire Chief, Department Head

\_\_\_\_\_  
Date

**ORDINANCE # 3-2022**

An Ordinance Providing for the Amendment of the Annual Budget for the Town of Evansville, Wyoming from July 1, 2021, through June 30, 2022.

Whereas, the Town Council has Adopted an Ordinance providing for such an Amendment; and

Whereas, the Town Council believes such an amendment is necessary to reflect unanticipated revenues and expenditures, to increase and decrease departmental expenditures, and to correct errors and omissions.

Be it further ordained by the Governing Body of the Town of Evansville, Wyoming as follows:

**SECTION I.** The following sums of money are anticipated as revenue for the General Fund, Enterprise Fund, Capital Improvement Fund, Debit Service, Trust & Agency Fund, June 30, 2022.

**GENERAL FUND:**

Taxes	\$	2,682,888
Fines and Forfeits		135,000
Ambulance		650,000
State Grants		0
Federal Fires		68,512
Special Revenues		203,213
Licenses and Permits		24,250
Pari-Mutual Commission		454,707
Interest		20,000
Miscellaneous		230,000
<b>TOTAL</b>	<b>\$</b>	<b>4,468,570</b>
Anticipated Carry-Forward in Working Capital & Designated		2,591,266
<b>TOTAL</b>	<b>\$</b>	<b>7,059,836</b>

**ENTERPRISE FUNDS:**

Water Charges	\$	857,375
Water Fill Station		35,000
Waste Water Charges		338,680
Sanitation Charges		419,238
Interest		26,000
<b>TOTAL</b>	<b>\$</b>	<b>1,676,293</b>
Anticipated Carry-Forward in Revenues & Designated		2,390,265
<b>TOTAL</b>	<b>\$</b>	<b>4,066,558</b>

**CAPITAL IMPROVEMENT FUND:**

Secondary Access Road		916,697
Comprehensive Plan		35,000
Transfer In		27,817
Interest		40,000
<b>TOTAL</b>	<b>\$</b>	<b>1,019,514</b>
Anticipated Carry-Forward in Revenues & Designated		2,175,343
<b>TOTAL</b>	<b>\$</b>	<b>3,194,857</b>

**SECTION II** There is Hereby Appropriated for Expenditures from the  
General Funds:

General Fund	\$	239,878
Mayor and Council		22,715
Town Clerk Department		52,783
Finance Department		63,306
Emergency Management		788
Legal Department		140,000
Engineer and Planning		64,000
Municipal Court		171,848
Community Building		34,468
Police Department		1,551,375
Fire Department		1,364,004
Public Works-General		103,948
Public Works Streets, Alleys		172,435
Parks		92,228
Transfer Out		
<b>TOTAL</b>	<b>\$</b>	<b><u>4,073,777</u></b>

**SECTION III:** There is Hereby Appropriated for Expenditures from the  
Enterprise Fund:

Waste Water	\$	401,229
Water Treatment		571,313
Water Distribution		263,114
Sanitation		316,178
<b>TOTAL</b>	<b>\$</b>	<b><u>1,551,834</u></b>

**SECTION IV:** There is Hereby Appropriated for Expenditures from the  
Capital Fund:

Parks		27,817
<b>TOTAL</b>	<b>\$</b>	<b><u>27,817</u></b>

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Passed on First Reading on The \_\_\_\_\_ Day of JUNE 13 , 2022 .

Passed on Second Reading on The \_\_\_\_\_ Day of JUNE 20 , 2022 .

Passed, Adopted and Approved This \_\_\_\_\_ Day of JUNE 27 , 2022 .

Approved \_\_\_\_\_  
Chad Edwards, Mayor

\_\_\_\_\_  
Councilman Scott

\_\_\_\_\_  
Councilman Machado

\_\_\_\_\_  
Councilman Knop

**ATTESTED** \_\_\_\_\_  
**TOWN CLERK**

\_\_\_\_\_  
Councilman Edwards

## REVENUE

	2021-2022 FUNDS ORDINANCE #4-2021	2021-2022 AMENDED FUNDS ORDINANCE #3-2022	DIFFERENCE
<b>GENERAL FUND:</b>			
Taxes	2,465,948	2,682,888	\$216,940
Fines and Forfeits	135,000	135,000	\$0
Ambulance	650,000	650,000	\$0
State Grants	0	0	\$0
Federal Fires	0	68,512	\$68,512
Special Revenues	203,213	203,213	\$0
Licenses and Permits	24,250	24,250	\$0
Pari-Mutual Commission	280,000	454,707	\$174,707
Interest	20,000	20,000	\$0
Miscellaneous	230,000	230,000	\$0
<b>TOTAL</b>	<b>\$4,008,411</b>	<b>\$4,468,570</b>	<b>\$460,159</b>

INCREASE IN GENERAL FUND  
REVENUE

## ENTERPRISE FUNDS:

Water Charges	857,375	857,375	\$0
Water Fill Station	35,000	35,000	\$0
Waste Water Charges	338,680	338,680	\$0
Sanitation Charges	419,238	419,238	\$0
Interest	26,000	26,000	\$0
<b>TOTAL</b>	<b>\$1,676,293</b>	<b>\$1,676,293</b>	<b>\$0</b>

## EXPENSES

	2021-2022 FUNDS ORDINANCE #4-2021	2021-2022 AMENDED FUNDS ORDINANCE #3-2022	DIFFERENCE
<b>GENERAL FUND:</b>			
General Fund	239,878	239,878	0
Mayor and Council	22,715	22,715	0
Town Clerk Department	46,971	52,783	5,813 Please reference notes at the bottom
Finance Department	59,306	63,306	4,000 Please reference notes at the bottom
Emergency Management	788	788	0
Legal Department	100,000	140,000	40,000 Please reference notes at the bottom
Engineer and Planning	64,000	64,000	0

Municipal Court	152,712	171,848	19,136	Please reference notes at the bottom
Community Building	34,468	34,468	0	
Police Department	1,551,375	1,551,375	0	
Fire Department	1,364,004	1,364,004	0	
Public Works-General	103,948	103,948	0	
Public Works Streets, Alleys	172,435	172,435	0	
Parks	85,921	92,228	6,307	Please reference notes at the bottom
Transfer Out				

**TOTAL**      **3,998,521.00**      **4,073,776.92**      **75,256**      **INCREASE IN GENERAL FUND EXPENSES**

**ENTERPRISE FUNDS:**

Waste Water	401,229	401,229	0.00
Water Treatment	571,313	571,313	0.00
Water Distribution	263,114	263,114	0.00
Sanitation	316,178	316,178	0.00
<b>TOTAL</b>	<b>1,551,833.52</b>	<b>1,551,833.52</b>	<b>0.00</b>

Town Clerk increase due to Payroll Expenses.

Finance Department increase due to Professional Services & Equipment Expenses.

Legal Department increase due to policy changes and other legal issues that arose throughout the year.

Municipal Court increase due to Software costs and jail fees.

Parks increase due to higher than anticipated payroll expenses.



**ORDINANCE # 4-2022**

An Ordinance Appropriating an Amount of Money Necessary to Defray all Expenses and Liabilities of the Town of Evansville, for the fiscal Year of July 1, 2022, Through June 30, 2023.

Be It Ordained by the Governing body of the Town of Evansville, Wyo as follows:

**SECTION I:** The Following Sums of Money are Anticipated as Revenue for the General Fund, Capital Improvements Fund, Debt Service Fund, and Trust & Agency Fund, June 30, 2023.

**GENERAL FUND:**

Taxes	\$	2,726,325
Fines and Forfeits		135,000
Ambulance		650,000
Federal Fires		50,000
Special Revenues		279,002
Licenses and Permits		24,600
Pari-Mutual Commission		450,000
Interest		15,000
Miscellaneous		205,000
<b>TOTAL</b>	<b>\$</b>	<b>4,534,927</b>
Anticipated Carry-Forward in Working Capital & Designated		3,321,128
<b>TOTAL</b>	<b>\$</b>	<b>7,856,055</b>

**ENTERPRISE FUNDS:**

Water Charges	\$	898,619
Water Fill Station		35,000
Waste Water Charges		348,725
Sanitation Charges		450,286
Interest		17,000
<b>TOTAL</b>	<b>\$</b>	<b>1,749,630</b>
Anticipated Carry-Forward in Revenues & Designated		2,392,908
<b>TOTAL</b>	<b>\$</b>	<b>4,142,538</b>

**CAPITAL IMPROVEMENT FUND:**

Transfer In		93,000
Interest		40,000
<b>TOTAL</b>	<b>\$</b>	<b>133,000</b>
Anticipated Carry-Forward in Revenues & Designated		2,147,718
<b>TOTAL</b>	<b>\$</b>	<b>2,280,718</b>

**SECTION II** There is Hereby Appropriated for Expenditures from the  
General Funds:

General Fund	\$	279,347
Mayor and Council		22,715
Town Clerk Department		54,867
Finance Department		63,333
Emergency Management		788
Legal Department		140,000
Engineer and Planning		61,000
Municipal Court		176,083
Community Building		34,415
Police Department		1,674,166
Fire Department		1,459,742
Public Works-General		95,067
Public Works Streets, Alleys		158,694
Parks		89,575
Transfer Out		
<b>TOTAL</b>	<b>\$</b>	<b><u>4,309,792</u></b>

**SECTION III:** There is Hereby Appropriated for Expenditures from the  
Enterprise Fund:

Waste Water	\$	376,061
Water Treatment		605,039
Water Distribution		226,211
Sanitation		341,100
<b>TOTAL</b>	<b>\$</b>	<b><u>1,548,411</u></b>

**SECTION IV:** There is Hereby Appropriated for Expenditures from the  
Capital Fund:

Fire Department		93,000
<b>TOTAL</b>	<b>\$</b>	<b><u>93,000</u></b>

**PAGE 3**

Passed on First Reading on The \_\_\_\_\_ Day of JUNE 13 , 2022 .

Passed on Second Reading on The \_\_\_\_\_ Day of JUNE 20 , 2022 .

Passed, Adopted and Approved This \_\_\_\_\_ Day of JUNE 27 , 2022 .

Approved \_\_\_\_\_  
Chad Edwards, Mayor

\_\_\_\_\_  
Councilman Scott

\_\_\_\_\_  
Councilman Machado

\_\_\_\_\_  
Councilman Knop

**ATTESTED** \_\_\_\_\_  
**TOWN CLERK**

\_\_\_\_\_  
Councilman Edwards