



-AGENDA-

CHAD EDWARDS, MAYOR

October 24, 2022

7:00 P.M.

**THE TOWN OF EVANSVILLE**

Council Members:

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

YouTube Channel <https://www.youtube.com/channel/UCB0HNSulh1k51ixwxexh55w>

Meeting called to order

Roll call

Pledge of Allegiance

Approval of Agenda

1) Consent Agenda

a. Approval of Minutes for October 10, 2022

b. Approval of Business Licenses – Big Al's, Droptine Roofing, and Fire Protection Service

2) Public Hearing – 7:00 p.m. – Grant Application/Wyoming Community Development Authority CDBG and Grant Application/Wyoming Community Development Authority CDBG-CV

3) Engineer's Report – Grant Applications and Resolutions #9-2022 thru #12-2022

4) Award of Bid for Patrol Unit

5) Public Comments

6) Adjournment

**AGENDA SUBJECT TO CHANGE WITHOUT NOTICE**

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

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

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

## RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

October 10, 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 Treasurer Lexi Erickson, Fire Chief Leo Malsom, Public Works Director Robert Lewallen, Town Clerk Janelle Underwood, and interested citizens.

Chief of Police Mike Thompson asked to be excused.

Mayor 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) Approval of Minutes for Regular Meeting September 26, 2022
- b) Approval of Bills

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

DECLARE A VACANCY ON THE TOWN COUNCIL: Mayor Edwards said that with the passing of Council Member Joe Knop, that there was a vacancy on the Town Council. He stated that we need to declare the vacancy and said there are a couple of options on how to address it. He said that the Town can take letters of interest and conduct interviews to fill the seat until the end of the year. Mayor Edwards stated that another option since we are so close to the General Election would be to wait until after the election and then make an appointment of a candidate to finish out Joe Knop's term of office.

After discussion, motion was made by Michael Scott and seconded by Candace Machado to declare a vacancy on the Town Council and wait until after the election to appoint a person to fill the vacancy. Motion carried.

APPOINTMENT OF COUNCIL PRESIDENT: Mayor Edwards stated that Council Member Joe Knop was the President of the Town Council and acted as the presiding member in his absence and was an authorized signer on the Town's bank accounts. Mayor Edwards asked the Council Members if they were interested in taking over the position of Council President.

Council Member Candace Machado volunteered.

Motion was made by Michael Scott and seconded by Dacia Edwards to appoint Candace Machado as the Council President. Motion carried.

PUBLIC COMMENTS: There were no public comments.

ADJOURNMENT: There being no further business, motion was made by Michael Scott and seconded by Dacia Edwards to adjourn at 7:04 p.m. Motion carried.

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

Chad Edwards, Mayor

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

Janelle Underwood, Town Clerk

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FIRST PUBLIC HEARING NOTICE**

The Town of Evansville, Wyoming will hold a public hearing for the community's 2022 Community Development Block Grant (CDBG), with proposed funding made available from Wyoming Community Development Authority (WCDA) Neighborhood Development Program. The public hearing will be held:

Date and Time: **October 24, 2022 at 7:00 P.M.**

Place: **Town Hall, 235 Curtis St., Evansville, WY**

The purpose of the public hearing is to solicit public view, comments, and recommendations for potential sponsorship a grant applications for WCDA's CDBG-funded Neighborhood Development Program.

The Wyoming Community Development Authority will accept applications until **October 31, 2022**, at 5 p.m. WCDA expects to have approximately **\$7,570,880** available for housing related activities within the State of Wyoming. The maximum CDBG funding available to any one project is \$1,000,000. Eligible activities include acquisition, rehabilitation, publicly owned infrastructure, clearance of sites, improvements to public facilities, and planning only activities. At least 75% of activities must result in a direct benefit to low (50% of HUD's AMI) and moderate (80% of HUD's AMI) income persons.

Interested persons are invited to attend, participate in the process, comment on the program, and present potential applications seeking support. Comments may be submitted in writing prior to the meeting. Send comments to **Shane Porter, Town Engineer, P.O. Drawer 158, Evansville, WY 82636-158** or email **shanep@wlcwyo.com**.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify **Janelle Underwood, Town Clerk, (307) 234-6530** at least three days prior to the hearing to be attended.

The Program Description and Application for the CDBG-funded Neighborhood Development Activities may be obtained by contacting WCDA at 155 North Beech Street or at [www.wyomingcda.com](http://www.wyomingcda.com).

Publication Date: **September 18, 2022**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FIRST PUBLIC HEARING NOTICE**

**The Town of Evansville, Wyoming** will hold a public hearing for the community's 2022 Community Development Block Grant Cares Act (CDBG-CV), with proposed funding made available from Wyoming Community Development Authority (WCDA) Neighborhood Development Program. The public hearing will be held:

Date and Time: **October 24, 2022 at 7:00 P.M.**

Place: **Town Hall, 235 Curtis St., Evansville, WY**

The purpose of the public hearing is to solicit public view, comments, and recommendations for potential sponsorship of a grant application for WCDA's CDBG-funded Neighborhood Development Program.

The Wyoming Community Development Authority will accept applications until **October 31, 2022**, at 5 p.m. WCDA expects to have approximately **\$4,422,686** available for CDBG-CV related projects within the State of Wyoming. Eligible activities include improvements to public facilities, projects to reduce homelessness, projects to increase vital public services, and projects to reduce food insecurities. At least 75% of activities must result in a direct benefit to low (50% of HUD's AMI) and moderate (80% of HUD's AMI) income persons.

Interested persons are invited to attend, participate in the process, comment on the program, and present potential applications seeking support. Comments may be submitted in writing prior to the meeting. Send comments to **Shane Porter, Town Engineer, P.O. Drawer 158, Evansville, WY 82636-158** or email **shanep@wlcwyo.com**.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify **Janelle Underwood, Town Clerk, (307) 234-6530** at least three days prior to the hearing to be attended.

The Program Description and Application for the CDBG-CV funded Neighborhood Development Activities may be obtained by contacting WCDA at 155 North Beech Street or at [www.wyomingcda.com](http://www.wyomingcda.com).

Publication Date: **September 18, 2022**

**RESOLUTION NO. 9-2022**

A RESOLUTION IDENTIFYING A LOCAL GOVERNMENT CITIZEN PARTICIPATION PLAN AS REQUIRED FOR APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING (CDBG) ADMINISTERED BY THE WYOMING COMMUNITY DEVELOPMENT AUTHORITY FOR THE TOWN OF EVANSVILLE FOR THE PURPOSES OF THE SIDEWALKS INSTALLATION PROJECT.

**WITNESSETH**

**WHEREAS**, the governing body for The Town of Evansville desires to apply for a Community Development Block Grant (CDBG) to assist in funding this project;

**WHEREAS**, the governing body for The Town of Evansville recognizes the need for the project;

**WHEREAS**, The Town of Evansville provided for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and/or of areas in which CDBG funds are proposed to be used;

**WHEREAS**, The Town of Evansville provided citizens with reasonable and timely access to local meetings, information, and records relating to the Town of Evansville's proposed and actual use of the funds;

**WHEREAS**, The Town of Evansville provided technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the Town of Evansville;

**WHEREAS**, The Town of Evansville provided public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development process, including at minimum, the development of needs, the review of proposed activities, and the review of program performance. Public hearings shall only be held after adequate notice of the times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped/disabled;

**WHEREAS**, The Town of Evansville provided a timely written answer to written complaints and grievances, within 15 working days where practicable; and

**WHEREAS**, The Town of Evansville identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. The Town of Evansville also identified how the needs of handicapped/disabled individuals will be met in the case of public hearings.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** for The Town of Evansville that a Local Government Citizen Participation Plan has been established.

**PASSED, APPROVED AND ADOPTED THIS 24th DAY OF OCTOBER, 2022.**

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

**ATTEST:**

\_\_\_\_\_  
Janelle Underwood, Town Clerk

**RESOLUTION NO. 10-2022**

A Resolution authorizing the submittal of a Community Development Block Grant (CDBG) application to the Wyoming Community Development Authority for the purpose of Sidewalk Installation.

**WHEREAS**, the Town of Evansville desires to install sidewalks to provide safe pedestrian walk ways within the neighborhood and;

**WHEREAS**, the Town of Evansville wishes to help finance the project with funding from a CDBG grant;

**NOW, THEREFORE, BE IT RESOLVED BY** Town of Evansville, that an infrastructure CDBG grant application in the amount of \$981,142 will be submitted to the Wyoming Community Development Authority. A local match is not required by the Town of Evansville.

**NOW, THEREFORE, BE IT RESOLVED** that project cost overruns will be paid for with Town funds; however, overruns are not expected as the project will be scaled back if necessary to maintain the original project budget.

**BE IT FURTHER RESOLVED** that the Mayor as the chief elected official will be the authorized representative of the Town of Evansville to act on matters relating to this grant application.

**PASSED, APPROVED AND ADOPTED THIS 24th DAY OF OCTOBER, 2022.**

By:

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

ATTEST:

\_\_\_\_\_  
Janelle Underwood, Town Clerk

CERTIFICATE

I, Janelle Underwood, hereby certify that the foregoing Resolution was adopted by the Town of Evansville at a public meeting held on October 24, 2022, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the records of the Town of Evansville.

\_\_\_\_\_

**RESOLUTION NO. 11-2022**

A RESOLUTION IDENTIFYING A LOCAL GOVERNMENT CITIZEN PARTICIPATION PLAN AS REQUIRED FOR APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT CORONA VIRUS FUNDING (CDBG-CV) ADMINISTERED BY THE WYOMING COMMUNITY DEVELOPMENT AUTHORITY FOR THE TOWN OF EVANSVILLE FOR THE PURPOSES OF THE NEW PARK PROJECT.

**WITNESSETH**

**WHEREAS**, the governing body for The Town of Evansville desires to apply for a Community Development Block Grant-CV (CDBG-CV) to assist in funding this project;

**WHEREAS**, the governing body for The Town of Evansville recognizes the need for the project;

**WHEREAS**, The Town of Evansville provided for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and/or of areas in which CDBG funds are proposed to be used;

**WHEREAS**, The Town of Evansville provided citizens with reasonable and timely access to local meetings, information, and records relating to the Town of Evansville's proposed and actual use of the funds;

**WHEREAS**, The Town of Evansville provided technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the Town of Evansville;

**WHEREAS**, The Town of Evansville provided public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development process, including at minimum, the development of needs, the review of proposed activities, and the review of program performance. Public hearings shall only be held after adequate notice of the times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped/disabled;

**WHEREAS**, The Town of Evansville provided a timely written answer to written complaints and grievances, within 15 working days where practicable; and

**WHEREAS**, The Town of Evansville identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. The Town of Evansville also identified how the needs of handicapped/disabled individuals will be met in the case of public hearings.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** for The Town of Evansville that a Local Government Citizen Participation Plan has been established.

**PASSED, APPROVED AND ADOPTED THIS 24th DAY OF OCTOBER, 2022.**

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

**ATTEST:**

\_\_\_\_\_  
Janelle Underwood, Town Clerk

**RESOLUTION NO. 12-2022**

A Resolution authorizing the submittal of a Community Development Block Grant – Corona Virus (CDBG-CV) application to the Wyoming Community Development Authority for the purpose of Sidewalk Installation.

**WHEREAS**, the Town of Evansville desires to install sidewalks to provide safe pedestrian walk ways within the neighborhood and;

**WHEREAS**, the Town of Evansville wishes to help finance the project with funding from a CDBG grant;

**NOW, THEREFORE, BE IT RESOLVED BY** Town of Evansville, that an infrastructure CDBG grant application in the amount of \$1,068,566 will be submitted to the Wyoming Community Development Authority. A local match is not required by the Town of Evansville.

**NOW, THEREFORE, BE IT RESOLVED** that project cost overruns will be paid for with Town funds; however, overruns are not expected as the project will be scaled back if necessary to maintain the original project budget.

**BE IT FURTHER RESOLVED** that the Mayor as the chief elected official will be the authorized representative of the Town of Evansville to act on matters relating to this grant application.

**PASSED, APPROVED AND ADOPTED THIS 24th DAY OF OCTOBER, 2022.**

By:

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

ATTEST:

\_\_\_\_\_  
Janelle Underwood, Town Clerk

CERTIFICATE

I, Janelle Underwood, hereby certify that the foregoing Resolution was adopted by the Town of Evansville at a public meeting held on October 24, 2022, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the records of the Town of Evansville.

\_\_\_\_\_