

RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

June 12, 2023

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, and Dacia Edwards, Town Engineer Shane Porter, Town Treasurer Lexi Erickson, Chief of Police Mike Thompson, Assistant Fire Chief Mark Cornett, Public Works Director Robert Lewallen, Town Clerk Janelle Underwood, and interested citizens.

Council Member Greg Flesvig, Town Attorney Scott Murray, and Fire Chief Leo Malsom asked to be excused. Mayor Edwards led the Pledge of Allegiance.

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

APPROVAL OF CONSENT AGENDA:

- a) Approval of Minutes for Regular Meeting May 22, 2023
- b) Approval of Business Licenses – BRT, Casper Pro CT, Hansen CT, Hedlund Electric, and Timothy Stevens
- c) Approval of Catering Permit – Mountain Hops Brewhouse, Oil City Beer Co., and The Ash Premium
- d) Approval of Bills

Motion was made by Candace Machado and seconded by Dacia Edwards to approve the Consent Agenda. Motion carried.

PUBLIC HEARING – COMMENTS ON 2022-2023 BUDGET AMENDMENT AND 2023-2024 PROPOSED BUDGET: Mayor Edwards asked for any public comments concerning the 2022-2023 Fiscal Year Budget Amendment and the 2023-2024 Fiscal Year Proposed Budget. There were no public comments. The Public Hearing was closed.

ORDINANCE #4-2023: An Ordinance Amending the 2022-2023 Fiscal Year Budget. Second reading. Town Clerk Janelle Underwood read Ordinance #4-2023 by title only.

Motion was made by Candace Machado and seconded by Dacia Edwards to approve Ordinance #4-2023 on second reading. Motion carried.

ORDINANCE #5-2023: An Ordinance Approving the 2023-2024 Fiscal Year Budget. Second reading. Town Clerk Janelle Underwood read Ordinance #5-2023 by title only.

Motion was made by Candace Machado and seconded by Dacia Edwards to approve Ordinance #5-2023 on second reading. Motion carried.

ACCEPTANCE OF MICHAEL SCOTT'S RESIGNATION AND DECLARE A VACANCY: Mayor Edwards stated that unfortunately, the Town must accept the resignation of Councilmember Michael Scott. He stated that he would like to thank him for the time and service that he has provided to the Town of Evansville. Mayor Edwards stated that the Town will take letters of interest for the vacant Council seat until the end of June and then hold a questions period at the first meeting in July and choose someone to fill the vacancy.

AMENDMENT TO CEDAR SPRINGS IV MEMORANDUM OF UNDERSTANDING: Town Clerk Janelle Underwood advised that she had an Amendment to the Cedar Springs IV Memorandum of Understanding for the Mayor to execute and that the amendment is to increase the dollar amount that Evansville is asking for.

Mayor Edwards stated that the increase in funding requests is due to the route that will be traveled which will be going right through Evansville.

RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

June 12, 2023

Motion was made by Dacia Edwards and seconded by Candace Machado authorizing the Mayor to execute the Amendment to the Cedar Springs IV Memorandum of Understanding. Motion carried.

RESOLUTION #5-2023: A Resolution Allowing Alcohol to Be Sold and Consumed at The Town of Evansville Reshaw Park During a Special Event. Town Clerk Janelle Underwood summarized Resolution #5-2023.

Motion was made by Candace Machado and seconded by Dacia Edwards to approve Resolution #5-2023. Motion carried.

RESOLUTION #6-2023: A Resolution Authorizing the Town of Evansville, State of Wyoming, To Lease, With an Option to Purchase Certain Equipment from Platte Valley Bank of Casper, Wyoming. Town Clerk Janelle Underwood summarized Resolution #6-2023.

Motion was made Candace Machado and seconded by Dacia Edwards to approve Resolution #6-2023. Motion carried.

ENGINEER'S REPORT: Town Engineer Shane Porter advised that he had for Council approval Site Plan 1-2023, a Site Plan for 6790 Sante Fe Circle, Lot 3, Cole Creek Industrial Park Town of Evansville, for Construction of three (3) exterior building additions of consisting of 3,500 SF to the north, 6,000 SF to the east, and 2,580 SF to the south, for a total addition to the existing building of 12,080 SF. He stated that the area is in Heavy Industrial (HI) Zoning District (Owner/Applicant: Granite Peak Properties, LLC).

Engineer Porter stated that at the May 25, 2023, the Planning and Zoning Commission met, and the Commission forwarded a "Do Pass" recommendation to the Town Council for approval of the Site Plan as presented. Engineer Porter advised that he had Resolution #7-2023 to construct the improvements as presented in the Site Plan, subject to the following conditions:

1. The Owner obtains all required building permits, and complies with all Evansville Code and inspection requirements, State, and Federal regulations.
2. That prior to the issuance of certificates of occupancy, all requirements shall be completed to the satisfaction of the Town Planner.

Motion was made by Dacia Edwards and seconded by Candace Machado to approve Resolution #7-2023. Motion carried.

Engineer Porter advised that he had Contractor Pay Estimate No.1 from Installation and Services Company for paving of Memorial Way less the 5% retainage in the amount of three hundred twenty-five thousand one hundred eighty-seven dollars and thirty-eight cents (\$325,187.38) and recommended approval of Contractor's Pay Estimate No. 1.

Motion was made by Dacia Edwards and seconded by Candace Machado to approve Contractor's Pay Estimate No. 1 in the amount of three hundred twenty-five thousand one hundred eighty-seven dollars and thirty-eight cents (\$325,187.38). Motion carried.

Engineer Porter advised that he had an invoice from Installation and Services for some additional work that the Town had done to pave a couple of pull-out areas for police officers to pull off Memorial Way. He stated that this additional work came to eleven thousand nine hundred ninety-five dollars (\$11,995.00) and was not eligible for grant funding. Engineer Porter recommended approval of the invoice for the additional work.

Motion was made by Candace Machado and seconded by Dacia Edwards to pay Installation and Services eleven thousand nine hundred ninety-five dollars (\$11,995.00) for the additional work on Memorial Way. Motion carried.

RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

June 12, 2023

Engineer Porter stated that he had a Certificate of Substantial Completion for Installation and Services for the completion of Memorial Way and asked for authorization for the Mayor to execute. He stated that the warranty period for this project will start May 31, 2023.

Motion was made by Candace Machado and seconded by Dacia Edwards authorizing the Mayor to sign the Certificate of Substantial Completion for Installation and Services. Motion carried.

Engineer Porter advised that he had Draw Down Request No. 4 for the Lathrop Road Pathway Project in the amount of nine thousand eight hundred eighty-three dollars and thirty-eight cents (\$9,883.38). He stated that he needed authorization for the Mayor to execute.

Motion was made by Candace Machado and seconded by Dacia Edwards authorizing the Mayor to execute Draw Down Request No. 4 for the Lathrop Road Pathway Project in the amount of nine thousand eight hundred eighty-three dollars and thirty-eight cents (\$9,883.38). Motion carried.

Engineer Porter stated that he had WCDA Draw Down Request No. 1 for the Evansville Sidewalks Project in the amount of six thousand five hundred forty-one dollars and sixteen cents (\$6,541.16). He needed authorization for the Mayor to execute Draw Down Request No. 1.

Motion was made by Candace Machado and seconded by Dacia Edwards authorizing the Mayor to execute the WCDA Draw Down Request No. 1 in the amount of six thousand five hundred forty-one dollars and sixteen cents (\$6,541.16). Motion carried.

Motion was made by Candace Machado and seconded by Dacia Edwards to approve the Engineer's report. Motion carried.

PUBLIC COMMENTS: During public comments, Phil Gierke asked if a contractor is responsible to put yards back the way they were if a utility company comes through to install utilities. He stated that he has not had any issues yet but has seen other people make comments on social media that some utility companies come through and do not put the yards back the way they were.

Mayor Edwards stated that if a utility company comes through and installs utilities, they are supposed to put the yard back the way it was prior to the utility installation.

Mr. Gierke stated that the Police Department recently conducted a welfare check on a neighbor and he really appreciated it.

Mr. Gierke stated that something needs to be done with the bank of mailboxes on Platte Park Road and all the potholes. He stated that the mailboxes on 7th Street are nice and paved and that it would be nice to see something like that for the ones on Platte Park Road or have them moved.

Mayor Edwards stated that the mailboxes on 7th Street are taken care of by the Homeowners Association. He stated that Public Works Director Robert Lewallen has been in contact with the Post Office about this issue and they are trying to figure out a good solution.

Alona Vigneault provided an update on the Community Garden and thanked everyone that came out and helped with the planting and stated that it is doing well. She did state that some plants have been pulled and some of the sprinkler heads have been pulled and asks that this does not take place because the Community Garden is for all the residents to enjoy.

Mayor Edwards stated that he would like to thank Alona Vigneault for all the hard work that she has put towards the Community Garden.

RECORD OF PROCEEDINGS

Meeting of the Evansville Town Council, Evansville, Wyoming

June 12, 2023

ADJOURNMENT: There being no further business, motion was made by Dacia Edwards and seconded by Candace Machado to adjourn at 7:37 p.m. Motion carried.

APPROVED: 
Chad Edwards, Mayor

ATTESTED: 
Janelle Underwood, Town Clerk