

**EVANSTON CITY COUNCIL
Second Regular Meeting
June 15th, 2021**

The official record of proceedings of the second regular meeting of the Evanston City Council for the month of June was held in the Council Chambers of City Hall on the above date. These proceedings were video recorded. The meeting was also streamed live.

Police Chief Jon Kirby led those in attendance in the Pledge of Allegiance to the Flag.

The roll was called and with a quorum being present, Mayor Kent Williams called the meeting to order at 5:30 p.m. and welcomed everyone present.

Those present from the governing body at the start of the meeting were: Mayor Williams; Council members Tim Lynch, Tib Ottley, Evan Perkes, David Welling, Mike Sellers and Mikal Welling.

Staff members present at the start of the meeting were: City Attorney, Dennis Boal; City Treasurer, Trudy Lym; City Engineer, Dean Barker; City Clerk, Diane Harris; Director of Parks and Recreation, Scott Ehlers; Police Chief, Jon Kirby; Police Lieutenant Mike Vranish; Information Technology Coordinator, Preston Sheets and Community Development Director, Rocco O'Neill; Public Works Director, Gordon Robinson was excused. A group of interested citizens were also present.

Approve Agenda

Council member Welling moved, Council member M. Welling seconded to approve the agenda with the name change of Darrell Norris Construction to Dave Norris Construction in the first Motion under New Business. The motion passed unanimously with 7 yes votes: Williams, Lynch, Ottley, Perkes, Welling, Sellers, M. Welling.

Approve Minutes

The official record of proceedings for the City Council Meeting held June 1st, 2021 and the City Council Work Session Meeting held June 8th, 2021 were approved as presented.

Bills

Council member Perkes moved, Council member Sellers seconded, to approve the following bills for payment:

June 02, 2021 to June 15, 2021

VENDOR	FOR	AMOUNT
AXA Equivest	Payroll	433.00
Beneficial Life	Payroll	293.34
Delta Dental	Payroll	8,366.65
Evanston Police Benevolent	Payroll	248.00
Flex Share	Payroll	2,684.56
IRS Tax Deposit	Payroll	43,338.15
NCPRS	Payroll	112.00
Orchard Trust	Payroll	1,093.32
Parks & Recreation	Payroll	146.38
The Hartford	Payroll	308.30
Vantage Point	Payroll	106.66
Vision Service Plan	Payroll	1,188.40
WEBT	Payroll	946.00
Wyoming Dept of Workforce Services	Payroll	5,578.59
Wyoming Retirement	Payroll	62,470.63
Payroll	Payroll	137,097.35
Adobe	License Renewal	3,902.08
American Equipment	Services	3,676.80
All West	Internet/Phones	2,347.75
Brownell's	Equipment	634.90
Dennis M. Boal	Services	3,222.00
Caselle	Support/Maintenance	1,694.00
Cazin's	Supplies	1,957.44
Century Equipment	Parts	918.47
City of Evanston	Utilities	12,220.28
Curtis Blue Line	Uniforms	2,744.31
CCI Network	Utilities	81.18
ESRI	Software	8,000.00
Energy Laboratories	Testing	266.00
Evanston Parks & Recreation	Reimbursement	56,459.57
First Bank	Visa	14,274.69
Fastenal	Parts	41.68

Freeway Tire	Tires	325.00
Great Basin Turf Products	Supplies	11,378.98
Murdochs	Supplies	912.95
Green Source	Supplies	1,140.00
Sports World	Supplies	1,768.36
Interwest Fire Protection	Services	1,408.24
J-Bar Trucking	Services	225.00
J-Bar Excavation	Supplies	308.66
Kallas Automotive	Parts	755.87
Amanda R. Kirby	Services	922.50
Kellerstrass	Fuel	14,108.38
Morcon Industrial	Parts	145.85
Mtn West Business Solutions	Service Agreement	526.18
Mountain Land Supply	Parts	981.11
MCI	Utilities	11.86
Nalco Company	Supplies	4,962.54
O'Reilly Auto Parts	Parts	86.02
Porter's Fireworks	4 th of July Fireworks	10,000.00
Pro-Vision Solutions	Equipment	6,245.92
Real Kleen Janitorial	Supplies	429.75
Rip's Grocery	Propane	28.04
Roto-Aire Sales & Service	Supplies	352.08
Smith's Food & Drug	Supplies	646.24
Site One Landscape Supply	Supplies	4,593.18
Standard Plumbing	Parts	40.23
Local Gov't Liability Pool	Insurance	34,258.00
Alsco	Laundry Services	373.55
Sirius XM Radio	Satellite Radio	176.67
Superior Rental	Equipment	80.00
TCF Equipment	Contract	4,445.39
Turf Equipment & Irrigation	Parts	1,530.46
Uinta County Herald	Public Notices	1,434.60
Uinta County Solid Waste	Landfill Fees	46,132.55
Century Link	Utilities	1,591.58
Rocky Mountain Power	Utilities	36,550.58
WalMart	Supplies	723.34
Wyoming Waste Systems	Dumpster Fees	278.75
XO Xtreme Marketing	Contract	51,324.00
Xylem Water Solutions	Parts	23,271.40
Westar Printing	Supplies	2757.00
Western Wyoming Beverages	Services	295.80
Wheeler Machinery	Equipment	112,399.00
The Lumberyard	Parts	291.02
Wyoming Law Enforcement Academy	Registration	550.00
One-Call of Wyoming	Tickets	119.25
Wyoming Dept of Revenue	Sales/Use Tax	1,378.68
Utah/Yamas Controls	Software/Data Support	3,558.00
NASRO	Registration	395.00
Highland Golf	Parts	182.41
Sherwin Williams	Supplies	2,440.78
Rotary Club of Evanston	Dues	112.50
JC Golf Accessories	Supplies	195.08
Vehicle Lighting Solutions	Equipment	8,561.85
Wyoming Dept of Transportation	Supplies	1,222.54
Uinta BOCES #1	Registration	600.00
The Bugnappers	Services	115.00
Gateway Mapping	Contract	2,544.10
Tiger Supplies	Equipment	151.43
Ronald Storey	Refund	100.00
Miguel Olivarez	Refund	100.00
Michelle or Juan Aragon	Refund	100.00
Tim or Lori Perkins	Reimbursement	290.00
Laura Bateman	Reimbursement	375.00
Brandi Arnell	Refund	50.00
Diego Archuleta	Refund	700.00
Bart Smith	Reimbursement	800.00
Arvig Enterprises	Reimbursement	600.00
Joleen Herman	Reimbursement	80.00
Allan Evans	Reimbursement	300.00
Arm Constructions	Reimbursement	1,000.00
Wright Express	Fuel	4,653.97
North Ridge Construction	Retainage Release	158,695.15

The motion passed unanimously with 7 yes votes: Williams, Lynch, Ottley, Perkes, Welling, Sellers, M. Welling.

Council Comments

The Mayor and Council members congratulated Police Chief Jon Kirby on his upcoming retirement. They thanked him and commented how great he was to work with and what an outstanding job he did as the Chief of Police. Council member Sellers recognized how good the Schofield building is looking downtown with all the work being done. He commented on how great the Renewal Ball Event was downtown. He thanked City Treasurer for all the hard work preparing the budget.

Public Hearing

Annual Budget 2021-2022

City Attorney, Dennis Boal conducted a public hearing to receive public information, input, comments, and concerns for the City of Evanston Fiscal Year 2021-2022 Annual Budget. City Treasurer, Trudy Lym, gave an overview and brief summary of the upcoming budget. A citizen, Cory Neilson expressed concerns about the boat dock at Sulpher Creek, hoping there is been money in the budget allocated for that expense. No one else addressed the issue and Mr. Boal closed the hearing.

Consent Agenda

Council member D. Welling moved, Council member M. Welling seconded, to approve the following Consent Agenda Item:

Street Closure Permit requested by Travis and Jennifer Wilson for a neighborhood 4th of July Party on Sunday, July 4, 2021 on Summit Street between 6th Street and 7th Street, from 4:00 pm to 11:30 pm.

The motion passed unanimously with 7 yes votes: Williams, Lynch, Perkes, Ottley, D. Welling, Sellers, M. Welling.

Council member Ottley moved, Council member Lynch seconded, to approve the following Consent Agenda Item:

Street Closure Permit requested by Shawn Saban for a neighborhood 4th of July Party on Sunday, July 4, 2021 on Center Street between 2nd Street and 3rd Street, from 4:00 pm to 11:59 pm.

The motion passed unanimously with 7 yes votes: Williams, Lynch, Perkes, Ottley, D. Welling, Sellers, M. Welling.

Council member Sellers moved, Council member Welling seconded, to approve the following Consent Agenda Item:

Street Closure Permit requested by Eli Robinson for a neighborhood 4th of July Party on Sunday, July 4, 2021 on Sage Street between 4th Street and 5th Street, from 4:00 pm to 11:59 pm.

The motion passed unanimously with 6 yes votes: Williams, Lynch, Ottley, D. Welling, Sellers, M. Welling. Council member Perkes abstained.

Ordinance 21-04

Council member Lynch moved, Council member Ottley seconded, to pass Ordinance 21-04 on second reading.

AN ORDINANCE OF THE CITY OF EVANSTON, WYOMING, ANNEXING THE REAL PROPERTY MORE PARTICULARLY DESCRIBED HEREIN AS REQUESTED IN THE PETITION TO ANNEX SUBMITTED BY CASEY L. HARTZELL AND JANA L. HARTZELL.

WHEREAS, the governing body of the City of Evanston, Wyoming, did on the 4th day of May, 2021, pass a Resolution declaring the intention of the City to annex real property into the City of Evanston upon the Petition to Annex filed by Casey L. Hartzell and Jana L. Hartzell; and

WHEREAS, an annexation report as specified in W.S. §15-1-402 has been prepared for the subject property; and

WHEREAS, said Resolution set a hearing for the 1st day of June, 2021, at 5:30 p.m., at the City Council Chambers at City Hall of the City of Evanston, to receive comments from members of the public, to determine if the proposed annexation meets the conditions of W.S. 15-1-402 and if the required procedures have been met; and

WHEREAS, notice of the hearing and the annexation report has been published and provided to all landowners and public utilities as required by W.S. 15-1-402 and W.S. 15-1-405; and

WHEREAS, after considering the evidence presented at the hearing, the governing body for the City of Evanston finds the following:

(i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city;

(ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;

(iii) The area sought to be annexed is a logical and feasible addition to the city and the extension of basic and other services customarily available to residents of the city shall, within reason, be available to the area to be annexed;

(iv) The area sought to be annexed is contiguous with or adjacent to the city;

(v) the existing utility franchises are able to serve the proposed annexed area;

(vi) the terms and conditions of the Petition to Annex do exist;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING, as follows:

Section 1. The real property more particularly described below, is hereby annexed into the City of Evanston, Wyoming to-wit:

A tract of land in the NE ¼ NE ¼ of Section 34, T15N, R120W, 6TH P.M., Uinta County, Wyoming, said tract being more particularly described as follows:

COMMENCING at the Northeast corner of said Section 34, running thence S 89°22'22" W, 74.04 feet along the North line thereof; to the Easterly boundary of the Grass Valley Addition to the City of Evanston-Amended; thence S 24°35'02" E, 176.91 feet along said Easterly boundary; thence S 0°09'15" W, 107.98 feet along said Easterly boundary to the Southeast corner thereof; thence S 65°27'27" W, 305.51 feet along the Southerly boundary thereof to the **POINT OF BEGINNING**;

thence S 24°32'33" E, 30.00 feet;
thence S 65°27'27" W, 300.00 feet;
thence N 24°32'33" W, 80.00 feet;
thence N 65°27'27" E, 150.00 feet to the Westerly boundary of said Grass Valley Addition;
thence S 24°32'33" E, 50.00 feet along said Westerly Boundary to the Southwest corner thereof;
thence N 65°27'27" E, 150.00 feet along Southerly boundary to the **POINT OF BEGINNING**.

Section 2. A certified copy of this annexation ordinance and an annexation map prepared pursuant to W.S. 15-1-402 shall be filed with the County Clerk of Uinta County, Wyoming.

PASSED AND APPROVED on First Reading this 1st day of June, 2021.

CITY OF EVANSTON, WYOMING

Kent H. Williams, Mayor

ATTEST:

Diane Harris, City Clerk

The motion to pass Ordinance 21-04 on second reading passed unanimously with 7 yes votes: Williams, Lynch, Ottley, Perkes, D. Welling, Sellers, M. Welling.

Summer 2021 Street Overlay Project

Councilmember Sellers moved, Councilmember Ottley seconded, to accept the apparent low bid for the Summer 2021 Street Overlay Project to Dave Norris Construction. The motion passed unanimously with 7 yes votes: Williams, Lynch, Ottley, Perkes, D. Welling, Sellers, M. Welling.

Authorize Sale

Councilmember Lynch moved, Councilmember M. Welling seconded, to authorize the sale of a handgun to retiring Police Chief Jon Kirby for the price of \$300.00 The motion passed unanimously with 7 yes votes: Williams, Lynch, Ottley, Perkes, D. Welling, Sellers, M. Welling.

RESOLUTION 21-43

Council member Perkes introduced Resolution 21-43. Council member Perkes moved, Council member Welling seconded, to adopt Resolution 21-43.

RESOLUTION OF THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING, AUTHORIZING THE LOCATION OF A STAGING AREA WITHIN THE SUNSET CABINS PROPERTY FOR UNLOADING AND LOADING OFF-ROAD RECREATIONAL VEHICLES AS PART OF A WYOMING OFF-ROAD VEHICLE RECREATIONAL TRAIL SYSTEM.

WHEREAS, members of the community have been working with certain Wyoming State Agencies to develop a Wyoming Off-Road Vehicle Recreational Trail System within the City and Uinta County for the operation of Off-road Recreational vehicles pursuant to W.S. 31-5-1601; and

WHEREAS, to assist in the development of the Off-Road Vehicle Recreational Trail System, the City is willing to designate the Sunset Cabins Property as a staging area for the loading and unloading of Off-road Recreational vehicles;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The City of Evanston hereby authorizes and designates the Sunset Cabins property, as a staging area for the loading and unloading of Off-road Recreational vehicles upon the condition the staging area is integral to and part of a Wyoming Off-Road Vehicle Recreational Trail System created in conjunction with the State of Wyoming as provided by W.S. 31-5-1601.

Section 2: The exact size, location and configuration of the staging area within the Sunset Cabins property shall be determined later and shall be carried out in conjunction with other uses of the property as determined by the City.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2021.

Kent H. Williams, Mayor

ATTEST:

Diane Harris, City Clerk

The motion passed unanimously with 7 yes votes: Williams, Lynch, Perkes, Ottley, Welling, Sellers, M. Welling.

RESOLUTION 21-44

Council member M. Welling introduced Resolution 21-44. Council member M. Welling moved, Council member Ottley seconded, to adopt Resolution 21-44.

A RESOLUTION OF THE CITY OF EVANSTON AUTHORIZING THE SUBMISSION OF INFORMATION AND EXECUTION OF DOCUMENTS TO THE STATE OF WYOMING WHICH WILL ENABLE THE CITY TO BE ELIGIBLE TO RECEIVE FUNDS PROVIDED BY THE AMERICAN RESCUE PLAN ACT OF 2021.

WHEREAS, Congress has in enacted the American Rescue Plan Act of 2021, (ARPA), which in part provides funding for local governments to address the negative impacts caused by the coronavirus pandemic; and

WHEREAS, the governing body for the City of Evanston desires to obtain the City's share of ARPA funding which is to be distributed through the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Evanston, Wyoming as follows:

Section 1. The Mayor, City Clerk and City Treasurer are hereby authorized to submit information and executed documents to the State of Wyoming which will enable the City to be eligible to receive funds provided by the American Rescue Plan Act of 2021.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2021.

Kent H. Williams, Mayor

ATTEST:

Diane Harris, City Clerk

The motion passed unanimously with 7 yes votes: Williams, Lynch, Perkes, Ottley, Welling, Sellers, M. Welling.

RESOLUTION 21-45

Council member Sellers introduced Resolution 21-45. Council member Sellers moved, Council member Welling seconded, to adopt Resolution 21-45.

A RESOLUTION OF THE CITY OF EVANSTON, WYOMING, PROVIDING INCOME NECESSARY TO FINANCE THE BUDGET AND PROVIDE FOR AND AUTHORIZE ANNUAL APPROPRIATION OF FUNDS FOR FISCAL YEAR 2022.

WHEREAS, on the 5th day of May 2021, the Treasurer of the City of Evanston, Wyoming, prepared from the Department Administrators and the Mayor and submitted to the City Council, a city budget for the 2022 fiscal year, beginning the 1st day of July 2021, and ending the 30th day of June 2022; and

WHEREAS, the governing body has reviewed this budget in detail, and discussed with the Departmental Administrators concerning their individual budget requests and base budgets; and

WHEREAS, a copy thereof was made available for public inspection at the office of the City Treasurer; and

WHEREAS, notice of a public hearing, as required by Wyoming State Statute, on said budget, together with the summary of said budget, was published in the Uinta County Herald, a legal newspaper, of general circulation in the City of Evanston, on the 4th day of June 2021; and

WHEREAS, a public hearing was held on such Budget at the time and place specified in said notice, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, the governing body has adopted the following overall mission statements to guide the execution of the budget:

- (1) To ensure that all rules and regulations set forth by Evanston City Government are appropriate and pertinent to the quality of life of the residents of Evanston, Wyoming.
- (2) To expect a strong sense of accountability and dedication by all City employees to the people of Evanston, and to officially recognize those employees whose service to the citizens of Evanston reflect this goal.
- (3) To improve the overall communication and line of communication within the City.
- (4) To recognize and cultivate the importance of small businesses within Evanston, as well as to encourage industry to explore the resources in our community.
- (5) To stimulate proper management techniques so that the infra-structure of our City is functioning at the highest level of productivity.

WHEREAS, the governing body has adopted a budget approach which encourages city employees to provide services more efficiently and cost effectively, allowing department heads discretion to transfer operational budget allocations within a division.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:

Section 1: The City Budget, as so revised and altered, be adopted as the official City Budget for the fiscal year ending June 30, 2022.

Section 2: The following appropriations as provided for by General Property Taxation **8 mills** (approximately equal to \$450,000) and other revenues, be made for the fiscal year ending June 30, 2022, and that the expenditures of each Department, Division, or program be limited to the amount herein appropriated

The following Department budget allocations shall be distributed to the various divisions by the department head, pursuant to Section 7 of this resolution:

CITY COUNCIL	
CITY COUNCIL-ADMINISTRATION	\$202,650.00
EMERGENCY RESERVE	\$72,000.00
TOTAL	\$274,650.00
JUDICIAL	
JUDICIAL - ADMINISTRATION	\$159,000.00
EXECUTIVE	
EXECUTIVE - ADMINISTRATION	\$141,075.00
ATTORNEY	\$155,115.00
MAYOR'S CONTINGENCY	\$10,000.00
YOUTH CLUB FOR BOYS AND GIRLS	\$21,500.00
TOTAL	\$327,690.00
PLANNING/ENGINEERING	
PLANNING/ENGINEERING	\$297,950.00
TREASURY	
TREASURY	\$457,600.00
CLERK	
CLERK	\$154,800.00
COMMUNITY DEVELOPMENT	
URBAN RENEWAL	\$134,125.00
GENERAL SERVICES	\$1,135,125.00
COMMUNITY DEVELOPMENT	\$241,550.00
TOTAL	\$1,510,800.00
PARKS & RECREATION	
PARKS & REC ADMINISTRATION	\$2,289,384.00
GOLF COURSE	\$970,312.00
CEMETERY	\$277,787.00
TOTAL	\$3,537,483.00
POLICE	
POLICE - ADMINISTRATION	\$484,925.00
IT	\$350,080.00
INVESTIGATION	\$736,750.00
PATROL	\$1,879,250.00
SUPPORT	\$507,260.00
VOCA/VAWA/POLICE - GRANTS	\$169,253.57
TOTAL	\$4,127,518.57
PUBLIC WORKS	
PUBLIC WORKS - ADMINISTRATION	\$165,630.00
STREETS	\$1,341,900.00
WATER	\$2,323,250.00
WASTE WATER	\$1,258,850.00
ENVIRONMENTAL SERVICES/SANI	\$1,631,525.00
MV/SHOP	\$82,500.00
TOTAL	\$6,803,655.00
ECONOMIC REINVESTMENT	
ECONOMIC REINVEST EXPENSES	\$40,000.00
LODGING TAX	
LODGING TAX EXPENDITURES	\$351,250.00
CAPITAL OUTLAY	
GENERAL FUND CAPITAL OUTLAY	\$682,742.75

COM DEV CAPITAL OUTLAY	\$72,550.00
PARKS & REC CAPITAL OUTLAY	\$250,000.00
PWORKS CAPITAL OUTLAY	\$250,000.00
COMMUNITY GRANTS	\$670,185.00
COMMUNITY CONTRACTS	\$195,552.00
AIRPORT JPB	\$75,000.00
EQUIPMENT LEASE	11,000.00
WATER FUND CAPITAL	\$1,196,417.04
WASTE WATER FUND CAPITAL	\$168,270.00
ENVIRONMENTAL SERVICES CAPITAL	\$513,500.00
GOLF COURSE CAPITAL	\$.00
CEMETERY CAPITAL	\$30,000.00
ECONOMIC REINVESTMENT CAPITAL	\$5,485,252.00
TOTAL	\$9,600,468.79
SUMMARY	
GENERAL FUND	\$13,313,952.32
WATER FUND	\$3,519,667.04
WASTEWATER FUND	\$1,427,120.00
ENVIRONMENTAL SERVICES FUND	\$2,145,025.00
CEMETERY FUND	\$307,787.00
GOLF FUND	\$970,312.00
MOTOR VEHICLE FUND/INTERNAL SVC	\$82,500.00
ECONOMIC REINVESTMENT FUND	5,525,252.00
LODGING TAX FUND	\$351,250.00
TOTAL	\$27,642,865.36

Section 3: All operational and capital expenditures shall be made in conformance to the budget and the intent expressed by the governing body during the budget adoption process.

Section 4: Pursuant to the policy established by the governing body, the Treasurer shall maintain uniform standard budget classifications governing expenditures incurred and revenues received by the City and its several departments.

Section 5: Upon the adoption of this resolution the Treasurer shall, pursuant to the policy established by the governing body, provide to each department instructions specifying the method and form of reallocating their budgets in conformance to the standard classification system and pursuant to the appropriations authorized.

Section 6: (a) Pursuant to the policy established by the Mayor, it shall be the duty of the Mayor to review all requisitions and other requests for expenditures submitted by a Department or agent of the City. After said review, the Treasurer shall at the minimum ensure that:

- (1) The request conforms to the approved budget and corresponding appropriations.
- (2) Funds are available to defray the requested expenditure.
- (3) The request is proper, legal and is in accord with City Policy and Procedures.

(b) The Treasurer is further authorized to administer procedures established by the governing body governing the form and processing of interim budget revisions provided they conform to the following criteria:

- (1) The department head may elect to transfer budget allocations within a division without prior approval.
- (2) The department head may elect to transfer budget allocations between divisions with prior approval of the mayor.
- (3) The department head may elect to transfer budget allocations from one department to another with the prior approval of the governing body.
- (4) Increases or decreases in budget allocations for personnel services require the prior approval of the Mayor.
- (5) Inter-departmental transfers, changes in Capital Outlay Budgets and inter-fund transfers require the prior approval of the governing body.
- (6) No transfer shall be made which has the effect of increasing any series, class, object or budget unless accompanied by a corresponding reduction in another series, class, object or budget.
- (7) Irrespective of amounts appropriated for personnel services, the governing body shall approve, by specific motion, the creation of any new permanent positions. This subparagraph does not apply to the hiring of seasonal, temporary, or intermittent employees working part-time or full-time. However, seasonal, temporary, or

intermittent employees working more than 120 calendar days must be approved by the governing body.

- (8) No expenditure shall be made from a contingency account for Capital Outlay without the express prior approval of the governing body.

Section 7: Any unspent budget allocation and all capital outlay shall not be carried over to the following budget year. Any unspent merit pay shall not be carried over.

Section 8: Pursuant to the policy established by the governing body the treasurer shall monitor revenues received and expenditures made by the City to determine the City's cash needs. When the Treasurer determines that aggregate City expenditures will exceed the total of revenues expected in any yearly, quarterly, or monthly fiscal period the Treasurer shall, to prevent a deficit cash situation from arising, institute a proportional reduction in expenditure authorized for each department to the level of expected revenues. In placing such restriction in effect, the Treasurer shall, consider as priority expenditures to preserve:

- (1) Commitments involving City bonded and loan indebtedness.
- (2) Obligations to Federal and State authorities.
- (3) Contractual arrangements to which the City is a party.
- (4) Personnel Service costs for wages and benefits.

The Treasurer shall advise the governing body at its next scheduled meeting of any reductions ordered and the reasons prompting that action.

Section 9: Projects, activities and programs authorized for which grants from the United States of America, State of Wyoming, Uinta County, or any other source are to be used for payment of all or a portion of the project, activity or program are conditioned upon the receipt of the appropriated grant. In the event a grant is not received the project, program or activity shall not be undertaken, unless specifically approved by the governing body.

Section 10: By order of the governing body and for the execution and administration of the budget for this fiscal year the following policy directions shall prevail.

(A) The City will pay, on behalf of its full-time permanent employees, **13.44** percent (13.44%) of their gross salary to a Deferred Compensation Program or Wyoming Retirement Program.

(B) Each employee covered by the terms and conditions of the health/medical, dental, and optical insurance policy shall be required to contribute through a payroll deduction, an amount equal to 8.2 percent of the monthly insurance premium. Qualified Retiree employees who receive the retirement health insurance option shall be required to pay 80% of insurance premium as per the Personnel Policy.

(C) The City will not participate financially in the payment of membership dues or fees on behalf of any employee unless the membership is granted in the name of the City of Evanston. The City will not contribute financially to the payment of any personal memberships.

(D) Where statutory or job description provisions specify that certain occupational certification or professional status is required as a condition to or of employment, the City will reimburse travel and associated costs related to attendance at schools, seminars, or conferences when such attendance is for maintaining or advancing professional status or occupational certification.

(E) The City will reimburse employees up to \$150 for protective footwear, as determined by the Department Administrator.

Section 11: **Attachment A** is the fee schedule for the Fiscal Year beginning July 1, 2021 and is hereby adopted and made part of the budget resolution.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2021.

Kent H. Williams, Mayor

ATTEST:

Diane Harris, City Clerk

The motion passed unanimously with 7 yes votes: Williams, Lynch, Perkes, Ottley, Welling, Sellers, M. Welling.

Department Comments

Police Chief Jon Kirby expressed gratitude to the City of Evanston, leaders, co workers and community for supporting him during his employment with the Evanston Police Department. He stated that it had been a pleasure and he will miss it.

Each one of the Department Heads commented on what an outstanding job Jon did and how everyone enjoyed working with him. Everyone expressed how much he will be missed.

Director of Parks and Rec, Scott Ehlers thanked the Mayor and Council for trusting him with the responsibilities of the Parks and Recreation Department.

Public Participation

Paul Albert, a thirty year citizen of Evanston and Cory Neilsen a concerned citizen commented on the boat dock at Sulpher Creek. They stated that they hope there is something that can be done to get the dock functional.

Kayne Pyatt mentioned that she had the honor of interviewing Chief Jon Kirby for the Uinta County Herald for Friday's edition and she hopes everyone will read it.

Adjournment

With no further business to be conducted at this time Mayor Williams adjourned the meeting at 6:20 p.m.

Kent H. Williams, Mayor

Diane Harris, City Clerk