

**EVANSTON CITY COUNCIL**  
**Second Regular Meeting**  
**June 18, 2013**

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.

Debbie Terech led those in attendance in the pledge of allegiance to the Flag.

The roll was called and with a quorum being present, Mayor Joy Bell 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 Bell; Councilmembers Tim Lynch, Curtis Rex, Evan Perkes, David Welling, Saundra Meyer, and Wendy Schuler.

Staff members present at the start of the meeting were: Director of Administrative Services/City Clerk, Jim Davis; Director of Public Works/City Engineer, Brian Honey; City Treasurer, Kathy Defa; Director of Planning & Development, Paul Knopf; Director of Parks and Recreation, Dennis Poppinga; Public Works Superintendent, Oop Hansen; Accountant, Trudy Lym; Police Lieutenant, Ken Pearson; Police Lieutenant, Bill Jeffers; Police Sergeant, Rhett Groll; Community Service Officer, Jeff Schneider; and Community Service Officer, Sylvia Moore. City Attorney, Dennis Boal; Police Chief, Jon Kirby; and Deputy City Clerk, Nancy Stevenson were excused. A group of interested citizens were also present.

**Approve Agenda**

**Councilmember Schuler moved, Councilmember Welling seconded, to approve the agenda.** The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

**Approve Minutes**

**The official record of proceedings for the City Council Meeting held June 4, 2013, and a Work Session Meeting held June 11, 2013 were approved as presented.**

**Bills**

**Councilmember Lynch moved, Councilmember Meyer seconded, to approve the following bills for payment:**

June 5, 2013 to June 18, 2013

VENDOR	FOR	AMOUNT
AXA Equivest	Payroll	1,959.64
Beneficial Life	Payroll	269.68
Blue Cross/Blue Shield	Payroll	108,555.36
Delta Dental	Payroll	5,737.00
FlexShare	Payroll	2,687.00
ING Life Insurance	Payroll	29.20
NCPERS	Payroll	80.00
Orchard Trust	Payroll	583.36
Parks and Recreation	Payroll	140.98
The Hartford	Payroll	160.30
Uinta County Court	Payroll	100.36
Vantage Point	Payroll	1,366.92
Vision Service Plan	Payroll	1,792.95
WEBT	Payroll	979.00
Wyoming Child Support	Payroll	770.05
Payroll	Payroll	110,041.62
EFTPS	Payroll	38,475.89
Associated Brigham Contractors	Contract	34,102.86
Choice Point	Testing	83.55
All West	Internet	719.06
Brownell's	Supplies	147.92
Dennis M. Boal	Services	11,956.00
Calibration Tech & Supply	Supplies	128.95
Caselle	Services	523.67
Cowboy Motor Co	Parts	152.55
Cazin's	Supplies	1,078.91
CD's Electric	Electrical	634.40
Cassidy's Critter Control	Services	115.00
City of Evanston	Utilities	14,934.09
Boot Barn	Safety Boots	129.99
Course Trends	Website	295.00
Cook Brothers Broadcasting	Ads	300.00
Cummins Rocky Mountain	Repairs	3,139.84

Norco	Supplies	86.35
Deru's Glass	Supplies	61.44
Ellingford's	Supplies	2,217.25
Energy Laboratories	Testing	1,561.00
Entenmann-Rovin Company	Badge	138.50
Evanston Parks & Rec	City Subsidy	77,771.00
Evanston Renewal Agency	Promotional	1,300.00
Fife Welding	Top Soil	1,860.00
First Bank	Visa	10,730.69
Freeway Tire	Tires	1,580.84
Golf Scorecards	Supplies	895.00
Murdoch's	Supplies	529.94
Natalie Albrecht Green	Contract	180.00
Greenhorn	Plant	30.00
Harris Law Firm	Services	4,000.00
Nicholas Earl Horton	Contract	160.00
Hutchinson Oil	Supplies	3,054.36
Sports World	Supplies	3,695.00
Evanston Regional Hospital	Testing	58.78
ICORR Technologies	Maintenance	3,439.20
Jack's Truck & Equipment	Parts	35.03
J-Bar Trucking	Freight	2,276.26
J-Bar Excavation	Sand	4,552.52
Kallas Automotive	Parts	1,090.20
Keith's Feed	Supplies	61.50
Kellerstrass Oil	Oil	687.25
Lambert Paint	Services	1,950.00
Lewis-Goetz & Co	Parts	216.52
Lexis Nexis Matthew Bender	Supplies	43.49
Morcon Industrial	Supplies	547.53
Mtn West Business Solutions	Contract	206.36
Questar Gas	Utilities	5,420.06
Mountain Regional Services	Services	642.50
Nalco Company	Chemicals	28,609.00
NGL Connection	Supplies	129.95
Neves Uniforms	Supplies	378.30
Sue Norman	Service Award	100.00
Dave Norris Construction	Asphalt Patch	3,744.00
Nuquest	Services	4,573.90
Office Products Dealer	Supplies	319.17
Ogio International	Supplies	101.45
Pops Privy	Services	350.00
Gordon Robinson	Reimbursement	1,483.80
Real Kleen Janitorial	Services	5,398.00
Rush Truck Center	Parts	50.23
Rocky Mountain Turf	Parts	602.57
Scott Sargent Law Office	Services	750.00
Six States	Parts	155.30
Paul R. Skog	Services	3,512.50
Standard Plumbing	Parts	13.34
Stateline Metals	Fire Escape Removal	2,500.00
Alscos	Laundry	303.92
Superior Rental	Parts	84.39
Tom's HVAC	Repairs	160.00
Thatcher Chemical	Chemicals	4,888.56
John A. Thomas Law Office	Services	80.00
Turf Equipment	Parts	1,045.06
Uinta County Herald	Ads	2,545.01
Uinta County Solid Waste	Landfill	31,397.15
Uinta Engineering	Services	784.00
Century Link	Utilities	2,224.68
Rocky Mountain Power	Utilities	30,735.49
Mike Vranish	Reimbursement	196.59
Wyoming Waste Systems	Services	216.52
Westar Printing	Printing	12.00
WETCO	Services	666.00
White Mountain Lumber	Supplies	170.38
Wyoming Financial Insurance	Insurance	102,230.00
One-Call of Wyoming	Services	146.25
Richo	Contract	200.30
Creative Ink Images	Promotional	607.50
Swire Coca Cola	Supplies	76.44
H.P. Mobile	Towing	190.00
Wyo Dept of Transportation	Street Maintenance	199.50
Water of Life	Repairs	151.62

Surge Hydraulics	Parts	1,742.52
Sweetwater County Sheriff	Detention	3,255.00
Wasatch Fire Protection	Maintenance	280.50
Larissa Sneider	Reimbursement	61.38
Kathy Pasenelli	Refund	250.00
Barbara Cornia	Refund	275.00
Media Skills	Promotional	10,603.22
Shipping Plus	Shipping	57.39
Wright Express	Fuel	21,520.75
Kurtis Faddis	Reimbursement	22.33

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

#### **Revenue & Expenditure Report**

**Councilmember Welling moved, Councilmember Meyer seconded, to approve the Revenue and Expenditure Report.**

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

#### **Council Comments**

Councilmember Meyer reported on the WAM Convention that she had recently attended.

Councilmember Schuler commented on the many events taking place in Evanston and also commented on the newspaper article pertaining to building permits.

Councilmember Rex reported on the Airport Joint Powers Budget Meeting he attended.

Mayor Bell commented on the many events that took place during the past week and weekend and stated that it looked like another very active upcoming week.

#### **Special Presentation by Rotary Club**

The Evanston Rotary Club's "Walk Your Paws" committee presented a \$620 donation to the Evanston Animal Shelter from funds raised during the fourth annual Walk Your Paws event, held in conjunction with the recent BEARiver Fest.

#### **Public Hearing/Annual Budget 2013-2014**

Director of Administrative Services/City Clerk, Jim Davis conducted a public hearing to receive public information, input, comments, and concerns for the City of Evanston Fiscal Year 2013-2014 Annual Budget. City Treasurer, Kathy Defa gave an overview and brief summary of the budget. No one else addressed the issue and Mr. Davis closed the hearing.

#### **Consent Agenda**

**Councilmember Lynch moved, Councilmember Perkes seconded, to approve the following Consent Agenda: A Malt Beverage Permit requested by Uinta County Veterans Board for the Veterans Mud Race at the Uinta County Fairgrounds on Saturday, July 6, 2013 from 6:00 p.m. to 12:00 a.m.** The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

#### **Resolution 13-35**

**Councilmember Schuler introduced Resolution 13-35. Councilmember Schuler moved, Councilmember Meyer seconded, to adopt Resolution 13-35.**

Resolution 13-35: RESOLUTION OF THE CITY OF EVANSTON, WYOMING, AUTHORIZING THE EXECUTION OF A CONTRACT FOR SERVICES WITH PORTERS FIREWORKS TO PROVIDE FIREWORKS FOR THE CITY'S ANNUAL 4<sup>TH</sup> OF JULY CELEBRATION.

WHEREAS, the City of Evanston has traditionally contributed towards a public fireworks display during the annual 4<sup>th</sup> of July community celebration;

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

Section 1: The Mayor is hereby authorized to execute, and the City Clerk attest, on behalf of the City of Evanston, a Contract for Services with Porter's Fireworks to provide fireworks for the City's annual 4<sup>th</sup> of July celebration, a copy of which is attached hereto.

PASSED, APPROVED AND ADOPTED the 18<sup>th</sup> day of June, 2013.

Joy Bell, Mayor

ATTEST:

James H. Davis, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

#### **Designated Fireworks Areas**

**Councilmember Lynch moved, Councilmember Welling seconded, to designate Centennial Valley Parking Lot, Overthrust Ballfields Parking Lots, Overthrust Park Parking Lot, and Sulphur Creek Reservoir as public areas for the display of fireworks on July 3 and 4, 2013.** The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

#### **Resolution 13-36**

**Councilmember Meyer introduced Resolution 13-36. Councilmember Meyer moved, Councilmember Welling seconded, to adopt Resolution 13-36.**

Resolution 13-36: RESOLUTION OF THE CITY OF EVANSTON, WYOMING, TO ENTER INTO AN OPERATING AGREEMENT WITH THE EVANSTON PARKS AND RECREATION DISTRICT FOR THE OPERATION, MANAGEMENT AND REGULATION OF RECREATION WITHIN THE CITY OF EVANSTON.

WHEREAS, the City of Evanston the Evanston Parks and Recreation District have negotiated an agreement for the operation, management and regulation of recreation within the City of Evanston;

WHEREAS, the City and the Recreation District have set the agreement in writing, a copy of which is attached hereto;

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

Section 1: The Mayor is hereby authorized to sign, and the Acting City Clerk is hereby authorized to attest, the Operating agreement, a copy of which is attached hereto, with the Evanston Parks and Recreation District.

PASSED, APPROVED AND ADOPTED the 18<sup>th</sup> day of June, 2013.

Joy Bell, Mayor

ATTEST:

James H. Davis, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler. Apologize

#### **Resolution 13-37**

**Councilmember Perkes introduced Resolution 13-37. Councilmember Perkes moved, Councilmember Meyer seconded, to adopt Resolution 13-37.**

Resolution 13-37: 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 2014.

WHEREAS, on the 29<sup>th</sup> day of April, 2013, 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 2014 fiscal year, beginning the 1st day of July, 2013, and ending the 30th day of June, 2014; and

WHEREAS, the governing body has reviewed this budget in detail, and discussed with the several 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 Clerk; 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 7<sup>th</sup> day of June, 2013; 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 insure 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 an expenditure control 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 30 June, 2014.

Section 2: The following appropriations as provided for by General Property Taxation 8 mills (approximately equal to \$400,000) and other revenues, be made for the fiscal year ending 30 June, 2014, 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**

For:	Administration	208,179
	Emergency Reserve	93,000
	Total:	301,179

**JUDICIAL**

For:	Administration	136,673
	Total:	136,673

**EXECUTIVE DEPARTMENT**

For:	Administration	272,219
	Attorney	157,000
	Contingency	6,100
	Total:	435,319

**COMMUNITY DEVELOPMENT**

For:	Administration	295,689
	Total:	295,689

**TREASURER**

For:	Administration	343,305
	Total:	343,305

**CITY CLERK/ADMINISTRATIVE SERVICES**

For:	City Clerk	384,920
	Urban Renewal	106,928
	Economic Development	21,250
	General Services	939,786
	Total:	1,452,884

**PARKS & RECREATION**

For:	Administration	1,212,173
	Golf	1,204,517
	Cemetery	260,127
	Total:	2,676,817

**POLICE**

For:	Administration	412,509
	Investigation	760,476
	Patrol	1,483,900
	Support	447,521
	Youth Services	25,000
	YDAC	132,452
	VOCA/Police Grants	110,242
	Total:	3,372,100

PUBLIC WORKS			
For:	Engineering	97,237	
	PW Administration	174,324	
	Streets	1,606,054	
	Water	3,016,246	
	Wastewater	1,256,767	
	Sanitation	1,039,329	
	Storm Water	101,140	
	Motor Vehicle	49,250	
	Total:		7,340,347
ECONOMIC REINVESTMENT FUND			
For:	Economic Development	96,000	
	Total:		96,000
JOINT POWERS, COMMUNITY PROJECTS & GRANTS			
For:	Community Projects	835,960	
	Total:		835,960
LODGING TAX			
For:	Lodging Tax	225,050	
	Total:		225,050
GENERAL FUND TRANSFERS			
For:	Subsidize Funds	1,051,024	
	Total:		1,051,024
GENERAL FUND BOND, LOAN PAYMENT			
For:	Water Fund	43,000	
	Total:		43,000
CAPITAL OUTLAY			
For:	Administration	194,805	
	Community Development	9,500	
	Urban Renewal	3,296,464	
	Parks & Recreation	75,000	
	Public Works	1,885,000	
	Water Fund	1,600,000	
	Wastewater Fund	302,140	
	Sanitation	75,000	
	Stormwater	25,000	
	Total Capital Outlay		7,462,909
SUMMARY:			
	General Fund	16,817,689	
	Water Fund	4,616,246	
	Wastewater Fund	1,558,907	
	Sanitation Fund	1,114,329	
	Stormwater Fund	126,140	
	Cemetery Fund	260,127	
	Golf Fund	1,204,517	
	Motor Vehicle Fund	49,250	
	Economic Reinvestment Fund	96,000	
	Lodging Tax	225,050	
	Grant Total		26,068,256

See Attachment "A."

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. For fiscal year 2014, the general fund shall not pay the water fund, the annual installment of principal of \$43,000.00 for the loan made from the water fund to the general fund pursuant to Resolution 08-43. The general fund shall, however, pay to the water fund, the interest due on the unpaid principal balance of the loan for fiscal year 2014, calculated as provided by said Resolution.

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 insure 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 personal services require the prior approval of the Mayor.
- (5) Inter-departmental transfers, changes in Capital Outlay Budgets and interfund 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 personal 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 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) Personal 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 the purpose of 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 purpose of 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 11.44 percent (11.44%) 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 the purpose of 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: There is hereby established the following fee schedules for the Fiscal Year beginning July 1, 2013:

#### **POLICE**

Reports, per page per side	\$1.00
Fingerprinting	5.00
Vin Inspections	10.00

#### **Parking Tickets in Limited Parking Zones**

Improper Parking	\$10.00
Angle Parking/Backed in	10.00

Posted No Parking/No Parking Zone	10.00
Parked Wrong Way on Street	10.00
Overtime Parking 1 <sup>st</sup> Offense	10.00
Overtime Parking 2 <sup>nd</sup> Offense	20.00
Parked on Sidewalk	75.00
In front of Public/Private Driveway	75.00
Within an Intersection	75.00
Upon Bridge/Elevated Structure/within Tunnel	75.00
Any place where official sign prohibit stopping	75.00
Within Twenty Feet of Fire Hydrant	75.00
Designated Fire or Emergency Vehicle Lane	75.00
Semi Parked on City Street	50.00
Obstructing Alleyway & Street	50.00
Handicap Parking/No Decal	75.00

#### Impound Fee

Dog, Puppy	
1st Offense	\$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4 <sup>th</sup> or more Offense	100.00
Cat, Kitten	
1st Offense	\$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4 <sup>th</sup> or more Offense	100.00

#### License Fee

##### Annual

Dogs - Altered	\$ 4.00
Dogs - Unaltered	15.00
Cats - Altered	4.00
Cats - Unaltered	15.00

##### Life Time

Dogs - Altered	\$15.00
Cats - Altered	15.00

##### Adoption

Dog	\$25.00
Cat	15.00
Puppy	5.00
Kitten	5.00

##### Euthanasia

Dog	\$50.00
Cat	50.00

##### Cremation

Dog	\$80.00
Cat	80.00

##### Cremation Container

5.00

##### Assigning Dog to Shelter

Dog	\$25.00
Puppy	5.00

##### Assigning Cat to Shelter

Cat	\$25.00
Kitten	5.00

##### Vaccination

\$10.00

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## PLANNING & ZONING

Conditional Use Permit	\$100.00
Variance	200.00
Height Exception	100.00
Master Plan Amendment	200.00
Zone Change	200.00
Text Amendments	200.00
Home Occupation	50.00
Planned Unit Development - Minor Subdivision	375.00
Planned Unit Development - Major Subdivision	500.00
Minor Subdivision	250.00
Major Subdivision	500.00 - for 20 lots or less: each additional lot \$25 with a maximum fee of 1,000
Lot Line Adjustment	100.00
Lot Split	200.00

Vacating Property	100.00
Zoning Ordinance	50.00
Comprehensive Plan	70.00
Mirror Lake Scenic Byway Plan	65.00
Subdivision Regulations	40.00
Bear River Drive Corridor Renaissance Plans	45.00
Blueline Maps: Plats, City, Zoning, Aerials	5.00
Photo copies, per page	1.00
Subdivision Permit Fee/Wireless Communication Tower	1,000.00

## **PUBLIC WORKS**

Building Permit Fee is .010 times the cost of building or improvements, excluding land.  
Cut Permits - \$10.00 per square foot - forfeit payment after 2 years.

## **TREASURER**

Fax Service	
Transmit, per page per side	\$ 2.00
Receive, per page per side	1.00
Returned Checks	25.00
Reports, per page per side	1.00
Copies/per page	.10

## **CLERK**

Catering/Malt Beverage Permit, per day	\$ 25.00
Liquor License Advertisement Fee - new or renewal	100.00
Resort License - Annually	1,500.00
Retail License - Annually	1,000.00
Restaurant License - Annually	500.00
Club License - Annually	100.00
Micro brewery - Annually	500.00
Micro winery - Annually	500.00
Bar & Grill License - Annually	1,500.00
Liquor License Transfer Fee	100.00

Fireworks Permit Fee:	
Annual July 1	\$ 100.00
Prorate January 1 - June 30	50.00

### Business License Fees:

Number of Employees:	
1-5	\$ 50.00
6-15	75.00
over 15	125.00

### Mass Event License Fees:

1-10 vendors	\$100.00
11-15 vendors	150.00
26-50 vendors	200.00
51-75 vendors	250.00
76-or more	300.00

Transient Merchant Fees (each)	\$75.00
Solicitor License	100.00
Additional Copy of Business License (each)	5.00
List	5.00
Labels	25.00

## **BUILDING RENTALS**

### Private Functions: Family, Weddings, Parties

Machine Shop - User Fee \$400.00 per day + Cleaning & Damage Deposit \$800.00  
 Roundhouse - User Fee \$600.00 per day + Cleaning & Damage Deposit \$1,200.00  
 Beeman-Cashin - User Fee \$100.00 per day + Cleaning & Damage Deposit \$400.00  
 Depot - User Fee \$100.00 per day + Cleaning & Damage Deposit \$400.00  
 Chinese Gazebo - User Fee \$50.00 per day with \$100 Deposit - W/Beeman or Depot \$150.00 + Deposit \$400.00  
 Gazebo at Martin Park - User Fee \$50.00 per day with \$100 Deposit - W/Beeman or Depot \$150.00 + Deposit \$400.00

### For Profit Functions: Business, Events (Charging for Admission)

Machine Shop - User Fee \$600.00 per day + Cleaning & Damage Deposit \$1,200.00  
 Roundhouse - User Fee \$1,000.00 per day + Cleaning & Damage Deposit \$1,500.00  
 Beeman-Cashin - User Fee \$200.00 per day + Cleaning & Damage Deposit \$600.00  
 Depot - User Fee \$200.00 per day + Cleaning & Damage Deposit \$600.00

\*Security Fee: (If alcohol is being served) \$300.00

Public Non Profit Functions: Service Groups, Church, Scouts, Associations, Political Entities

Machine Shop - User Fee \$150.00 per day + Cleaning & Damage Deposit \$500.00  
Roundhouse - User Fee \$300.00 per day + Cleaning & Damage Deposit \$600.00  
Beeman-Cashin - User Fee \$50.00 per day + Cleaning & Damage Deposit \$300.00  
Depot - User Fee \$50.00 per day + Cleaning & Damage Deposit \$300.00  
Chinese Gazebo - User Fee \$25.00 per day + Deposit \$300.00 - W/Beeman or Depot \$50.00 +  
Deposit \$300.00  
Gazebo at Martin Park - User Fee \$25.00 per day + Deposit \$300.00 - W/Beeman or Depot \$50.00 +  
Deposit \$300.00

Meeting Rooms

Challenger - User Fee \$25.00 Per Day + Cleaning and Damage Deposit \$200.00  
City of Los Angeles - User Fee \$25.00 Per Day + Cleaning and Damage Deposit \$200.00  
City of San Francisco - User Fee \$25.00 Per Day + Cleaning and Damage Deposit \$200.00  
Portland Rose - User Fee \$50.00 Per Day + Cleaning and Damage Deposit \$200.00  
All four meeting rooms - User Fee \$100.00 Per Day + Cleaning and Damage Deposit \$200.00

For Profit Sporting Events

\$1,200.00 + Deposit \$1,200.00

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**GOLF FEES**

	<b>9 Holes</b>	<b>18 Holes</b>	<b>Family/Jr/Executive 9 Holes</b> (Punch Passes do not apply)
Public Adult Green Fees	\$ 15.00	\$ 26.00	\$10.00
Junior 18 years & under	9.00	16.00	6.00
Juniors before 8:30 am	4.00		
Seniors 62 yrs & over	11.00	19.00	7.00
*Golf Club Member Green Fees	11.00	19.00	7.00
Golf Cart Rental Per Seat	7.00	14.00	
Golf Cart Rental Pre Paid Card	70.00	Ten (10) Single Seat Golf Cart Rentals	
Twilight Green Fee		Half Price - 1½ hours before dusk	
5 Hole Golf Special		5 Hole Loop: Public \$8.00 *Golf Club Member \$6.00	
(Only Available 11:30 am - 1:30 pm Mon - Fri)		(Punch Passes DO NOT APPLY)	
Spring Conditions	\$9.00 - \$14.00	\$18.00 - \$25.00	(Determined by Golf Pro)
Junior Season Pass	\$150.00		
(Accepted Mon-12 noon Fri, No Holidays)			
*Golf Club Member Annual Pass	\$240.00	first adult, \$130 @ family member	
Public Punch Pass	124.00	for (10), 9 hole rounds	
Junior Punch Pass	77.00	for (10), 9 hole rounds	
Senior Punch Pass	92.00	for (10), 9 hole rounds	
*Golf Club Member Punch Pass	92.00	for (10), 9 hole rounds	
*Senior Club Member Punch Pass	69.00	for (10), 9 hole rounds	
Minimum 18 Hole Tournament Entry Fee	39.00	(26.00 Green Fee + \$10.00 Prize Fund + \$3.00 Range Balls)	
League Green Fees		*Golf Club Member: Discounted Green Fees, Punch or Season Pass	
		Public: Full Priced Green Fees or Punch Pass	
Tournament Green Fees		*Golf Club Member & Public: Minimum Tournament Entry Fee	
*Club Member Annual Cart Storage Fee	\$235.00	per year	
Private Cart Annual Trail Fees	\$150.00	(Required if *Club member cart is stored in cart garage)	
Private Trail Fees	6.00	per 9 holes	
Driving Range Fees	4.00	small bucket, 6.00 large bucket	
Driving Range Pass	50.00	- 10 Large Buckets	
Club House Locker Rentals	45.00	per year	
Club Rentals	5.00	and 10.00	
Pull Cart Rentals	3.00		
High School Golf Team Per Season	600.00	(20 Golfers Max)	
Handicap Cards	30.00	per person	
Tee Sign Hole Sponsor Fee	350.00	per year	

\*Must Be Golf Club Members, Not Available to General Public

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**CEMETERY**

Grave Space (perpetual care included)	\$ 550.00
Plot (8 sites, perpetual care included)	4000.00
Perpetual Care, each space	250.00
Opening - Weekday	275.00
- Saturday/Holiday	500.00
Opening - Infants -	100.00
Weekday	175.00
Saturday/Holiday	
Opening - Cremation	75.00
Weekday	

	Saturday/Holiday	175.00
Disinterment	- casket	650.00
	- cremains	200.00
	(Disinterment includes opening and closing for one body - one grave)	
Head Stone relocation - up to		100.00

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#### GENERAL UTILITY CHARGES

Late and Delinquent Payment Penalty one and one half percent (1.5%) per month.

Service Restoration after 3:30 p.m. on days; weekends and holidays	\$75.00
Service Restoration for Delinquency	50.00
Account Deposit	100.00
Service Restoration Fee - Voluntary	20.00
Repair Service parts, labor and Frozen Meters	50.00
Water for Construction per 1,000 gal.	10.00
Monthly Administration Fee for Construction Water	20.00
Meter for Water Construction	50.00
Minimum Charge for Construction Water	20.00 per load up to 2,000 gal.

When a utility account becomes delinquent and subject to termination as provided by Section 23-15.1 of the City Code, the user may enter into an agreement with the City of Evanston for continued utility services. The agreement shall require the user to pay in full all current monthly charges for utility services incurred during each month of the term of the agreement, plus a minimum of one-twelfth (1/12) of the delinquent amount. The agreement shall further provide that if the user fails to make the payments designated in the agreement when due then the full unpaid amount, plus all delinquencies and penalties, shall be immediately due and payable in full.

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#### WATER CONNECTION AND TAPPING

3/4 inch Water Service	\$ 1,250.00
1 inch Water Service	1,500.00
1 1/2 inch Water Service	2,000.00
2 inch Water Service	3,500.00
4 inch Water Service	7,750.00
6 inch Water Service	12,750.00
8 inch Water Service	18,000.00
10 inch Water Service	25,000.00

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#### WATER METERS

6 inch	Omni T-2	\$ 4,200.00
3/4 inch		275.00
1 inch		345.00
1 1/2 inch	SR	620.00
1 1/2 inch	Omni C-2	1,300.00
1 1/2 inch	Omni T-2	950.00
2 inch	SR	815.00
2 inch	Omni C-2	1,475.00
2 inch	Omni T-2	1,150.00
4 inch	Omni C-2	3,050.00
4 inch	Omni T-2	2,400.00
6 inch	Omni C-2	5,125.00

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#### WATER MONTHLY CHARGES

<u>Line Size</u>	<u>Capital Replacement</u>
3/4 inch & 1 inch residential	\$6.07
1 inch commercial	10.63
1 1/2 inch	19.74
2 inch	31.88
4 inch	77.42
6 inch	135.11

PLUS: \$2.20 per 1,000 gallons of potable water consumption for each metered utility service unit monthly.

\$1.40 per 1,000 gallons of non-potable water consumption for each metered utility service unit monthly.

\$.70 per 1,000 gallons of water consumption for each metered city sprinkler utility service unit monthly.

Un-metered flat rate per utility service is \$35.00, plus capital replacement cost, per month except for the months of July, August, September and October billing which will be \$75.00, plus capital replacement cost, per month.

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**WASTE WATER/SEWER CONNECTION TAPPING**

$\frac{3}{4}$	inch Water Service	\$ 1,500.00
1	inch Water Service	1,800.00
$1\frac{1}{2}$	inch Water Service	2,450.00
2	inch Water Service	4,300.00
4	inch	9,650.00
6	inch	15,900.00
8	inch	22,500.00
10	inch	31,250.00

**WASTE WATER MONTHLY CHARGES**

Water Line Size	Capital Replacement
$\frac{3}{4}$ inch & 1 inch residential	\$ 5.28
1 inch commercial	13.19
$1\frac{1}{2}$ inch	21.10
2 inch	31.66
4 inch	71.23
6 inch	121.34

PLUS: \$1.45 per 1,000 gallons of actual water consumption, except residential, church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January.

Un-metered flat rate per utility service unit \$18.00, plus capital replacement cost.

The charge for private and commercial wastewater bulk dumpage into the City's wastewater system shall be charged at a rate of \$79.14 per load up to 1,000 gallons of wastewater.

**SANITATION**

## Monthly Refuse Service Fee Per:

Capital Replacement Monthly Per	
Utility Service Unit	\$ 0.00
105 Gallon Container	
Picked Up Once A Week	10.50
Each Additional Pickup	10.50
300 Gallon Container	
Picked Up Once A Week	15.50
Each Additional Pickup	15.50
400 Gallon container	
Picked Up Once a Week	20.50
Each Additional Pickup	20.50
Involuntary Collection Per Pickup	32.00
Special Collection Per Pickup	20.00

## Monthly Landfill Fee Per:

105 Gallon Container	
Picked Up Once a Week	4.20
Each Additional Pickup	4.20
300 Gallon Container	
Picked Up Once a Week	10.30
Each Additional Pickup	10.30
400 Gallon Container	
Picked Up Once a Week	13.00
Each Additional Pickup	13.00
Community Event Pick-up	
As authorized by the Mayor	Variable
Pickup Container for delinquency of utility account	15.00

**NON CITY SERVICE AREA**

## Capital Replacement

<u>Line size</u>	<u>Water</u>	<u>Waste Water</u>
$\frac{3}{4}$ inch	\$ 6.07	\$ 5.28
1 inch	10.63	13.19
$1\frac{1}{2}$ inch	19.74	21.10
2 inch	31.88	31.66
4 inch	77.42	71.23
6 inch	135.11	121.34

WATER: PLUS up to \$4.10 per 1,000 gallons of water consumption for each utility service unit monthly as determined by the governing body.

WASTE WATER: PLUS up to \$3.03 per 1,000 gallons of water consumption, except residential,

church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January, as determined by the governing body.

**SANITATION:** Fees shall be set by the governing body, provided fees do not exceed the amounts as established below:

Monthly Refuse Service Fee Per:

Capital Replacement Monthly Per	
Utility Service Unit	\$ 0.00
105 Gallon Container	
Picked Up Once A Week	17.50
Each Additional Pickup	17.50
300 Gallon Container	
Picked Up Once A Week	28.50
Each Additional Pickup	28.50
400 Gallon container	
Picked Up Once a Week	37.50
Each Additional Pickup	37.50
Involuntary Collection Per Pickup	59.00
Special Collection Per Pickup	37.00

Monthly Landfill Fee Per:

105 Gallon Container	
Picked Up Once a Week	4.20
Each Additional Pickup	4.20
300 Gallon Container	
Picked Up Once a Week	10.30
Each Additional Pickup	10.30
400 Gallon Container	
Picked Up Once a Week	13.00
Each Additional Pickup	13.00

Storm Water: Monthly fee of 2.50 per service.

Onsite Detention Stormwater \$500.00 per acre  
Offsite Detention Stormwater \$2500.00 per acre

PASSED, APPROVED AND ADOPTED the 18<sup>th</sup> day of June, 2013.

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Joy Bell, Mayor

ATTEST:

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James H. Davis, City Clerk

The motion passed unanimously with 7 yes votes: Bell, Lynch, Rex, Perkes, Welling, Meyer, Schuler.

**Adjournment**

With no further business to be conducted at this time Mayor Bell adjourned the meeting at 6:28 p.m.

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Joy Bell, Mayor

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James H. Davis, City Clerk