



CITY COUNCIL AGENDA

I. 7:00 PM **CALL TO ORDER: JUNE 5, 2023 COUNCIL**

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF AGENDA**

IV. **PROCLAMATIONS**

A. **307 FIRST**

Documents:

[307 FIRST PROCLAMATION.PDF](#)

B. **WOMEN VETERANS APPRECIATION DAY**

Documents:

[WOMEN VETERANS APPRECIATION DAY.PDF](#)

V. **PRESENTATIONS**

A. **GREEN RIVER HIGH SCHOOL NATIONAL HONOR SOCIETY
ADVISOR VICTORIA HEMPHILL AND STUDENTS**

B. **FY24 BUDGET UPDATE**

VI. **CITIZEN REQUESTS AND OTHER COMMUNICATIONS**

Now is the appropriate time for citizens in the audience to be recognized and to speak on items both on the agenda and of general concern for them as citizens of Green River. There will be a limit of three (3) minutes for each individual and five (5) minutes for a group spokesperson. No speaker shall speak more than twice on any issue.

VII. **RESOLUTIONS**

A. **CONSIDERATION OF A RESOLUTION ACCEPTING A DONATION
FROM TATA CHEMICALS**

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. GRPD has participated in this event for several years and it has proven to be a productive and positive way to foster the bonds between the department and the community it serves. This year's event, which will occur in August, will include cook-offs, events for adults and children and other activities that allow the attendees to interact together. TATA Chemicals has graciously donated \$1,000 to the GRPD to help facilitate the event.

Suggested Motion: I move to approve the resolution accepting the donation from TATA Chemicals for the National Night Out Event, in the amount of \$1,000.

Documents:

[RESOLUTION DOCS.PDF](#)

VIII. COUNCIL ACTION ITEMS

A. CONSIDERATION TO APPROVE A POSTAGE MACHINE RENTAL/PURCHASE AGREEMENT WITH QUADIENT, INC

The City's current postage machine is almost 10 years old and Quadient, Inc. has quit manufacturing replacement parts for the machine. Without the postage machine staff would have to use stamps and take anything other than an envelope to the post office for postage. The postage machine processes about 100 to 400 pieces of mail per day. Currently, the City is processing about \$1,000 a month in postage. The machine allows a handful of discounts that we would be not able to utilize if we did not have the machine.

Suggested Motion: I move to enter into a purchase/rental agreement with Quadient, Inc. for the lease of a postage machine, in the amount of \$181.98 a month, pending legal approval.

Documents:

[POSTAGE MACHINE DOCUMENTS.PDF](#)

B. CONSIDERATION TO APPROVE THE SUBMISSION OF DOCUMENTS TO PARTICIPATE IN THE FY23 NATIONAL FISH PASSAGE PROGRAM BIPARTISAN INFRASTRUCTURE LAW PROGRAM WITH THE U.S. FISH AND WILDLIFE SERVICE

The City of Green River has tentatively been awarded \$250,000 through the FY23 National Fish Passage Program to assist with the ongoing project at the Killdeer Wetland's/Diversion Structure. The program is administered through a cooperative agreement with the U.S. Fish and Wildlife Service and the submission of the attached documents serves as the City's agreement to participate and accept the terms and conditions of the program. Through this program the City will receive the awarded funding and technical assistance from the USF&WS and agrees to work with the service to ensure the project meets the program's fish passage goals. We do not believe at this time that additional contractual documents requiring City signatures/approval will be received from the USF&WS, but rather expect to receive a Notice of Award similar to the one attached outlining program terms and conditions. Should these terms and conditions not be favorable to the City as the project moves forward we may elect not to participate at that time, though we do not foresee this occurring. There are no matching funds required.

Suggested Motion: I move to approve the submission of documents to participate in the FY23 National Fish Passage Program Bipartisan Infrastructure Law Program with the U.S. Fish and Wildlife Service.

Documents:

[NATIONAL FISH DOCS.PDF](#)

C. CONSIDERATION TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION TO THE ROCKY MOUNTAIN POWER FOUNDATION

The Rocky Mountain Power Foundation is accepting applications for its Community Enhancement cycle of grant funding. The Parks & Recreation Department would like to submit an application requesting \$3,900 for the purchase of three benches to be placed at the new Dog Park. There are no matching funds required for this grant.

Suggested Motion: I move to authorize the submission of a grant application to the Rocky Mountain Power Foundation.

Documents:

[AGENDA - GRANT RMP.PDF](#)

D. CONSIDERATION TO AWARD THE BID FOR EMERGENCY SERVICE VEHICLES TO KEN GARFF OF CHEYENNE

The City requested bids for one pickup truck for the Fire Department and four SUV's for the Police Department. Ken Garff of Cheyenne was the sole bidder for the vehicles with 500+ delivery days. Ken Garff of Cheyenne submitted two bids; one with the current lighting/control console/software the City is using for \$367,077 and one with an alternate lighting/control console/software for \$353,071. Staff is recommending awarding the bid of \$367,077 so the Police and Fire Departments can use congruent systems in their vehicles.

Suggested Motion: I move to award the bid to Ken Garff of Cheyenne for one Fire Department pickup and four Police SUV's, in the amount of \$367,077 and authorize the Mayor and Fleet Supervisor to approve the lease and/or purchase documents from Ken Garff of Cheyenne upon delivery of the vehicles.

Documents:

[BID AWARD DOCS.PDF](#)

E. CONSIDERATION TO APPROVE THE PETTY CASH AND CHANGE FUNDS ADMINISTRATIVE PROCEDURES

The Finance Department maintains and oversees the administration of the petty cash and change funds procedure. From time to time the procedure is reviewed and updated. The current revision is for the addition of change funds for the Police Department so they can have change on hand for customers that come in to the GRPD for fingerprints or copies of reports.

Suggested Motion: I move to approve the City's Petty Cash and Change Funds procedure (administrative procedures regulation #23) as amended and authorize the City Administrator to sign it.

Documents:

[PETTY CASH DOCS.PDF](#)

F. CONSIDERATION TO APPROVE THE AMENDMENTS TO THE PURCHASING POLICY

The City conducts all purchases according to a unified policy. The Finance Department maintains and oversees the administration of the

purchasing policy. From time to time the policy is reviewed and updated. The current revisions to the policy are to reflect changes to thresholds because of changes in State Statutes.

Suggested Motion: I move to approve the City's Purchasing Policy (administrative procedures regulation #73) as amended and authorize the City Administrator to sign it.

Documents:

[PURCHASING POLICY DOCS.PDF](#)

IX. CONSENT AGENDA

A. APPROVAL OF A CONTRACT WITH LANTIS PRODUCTION, INC. FOR THE CITY'S JULY 4, 2023 FIREWORKS DISPLAY

Suggested Motion: I move to approve the contract with Lantis Production, Inc. for the City's July 4, 2023 fireworks display, in the amount of \$16,900.

Documents:

[FIREWORKS DISPLAY DOCUMENTS.PDF](#)

B. APPROVAL OF AN AGREEMENT WITH GREEN RIVER HIGH SCHOOL

Suggested Motion: I move to approve the agreement with Green River High School for services to cleanup City property, in the amount of \$1,000.

Documents:

[GRHS AGREEMENT DOCS.PDF](#)

C. APPROVAL OF THE UTILITY REVIEW COMMITTEE'S RECOMMENDATION

Suggested Motion: I move to approve the Utility Review Committee's recommendation to credit utility account 1972-001, in the amount of \$1,117.12 and utility account 4896-003, in the amount of \$200.67.

Documents:

[AGENDA - UTILITY REVIEW.PDF](#)

D. APPROVAL TO TRANSFER MANSFACE LIQUORS, INC. LIQUOR LICENSE

Suggested Motion: I move to approve the transfer of Mansface Liquors, Inc. liquor license to cater the Waite Wedding on June 17, 2023 from 4 pm until midnight and the Hamilton Wedding on August 5, 2023 from 4 pm until 10 pm, at 229 Old Stauffer Road in Sweetwater County, pending approval by the Sweetwater County Commissioners.

Documents:

[TRANSFER - MANSFACE LIQUORS.PDF](#)

E. ISSUANCE OF A CATERING PERMIT TO MANSFACE LIQUORS, INC.

Suggested Motion: I move to approve the issuance of a catering permit to Mansface Liquors, Inc. to cater alcoholic beverages at the Kalinski Wedding on July 29, 2023, from 4 pm until midnight, at the Island Pavilion.

Documents:

[CATERING PERMIT - MANSFACE.PDF](#)

F. APPROVAL OF MINUTES FOR:

F.i. May 16, 2023 Workshop And Council

Documents:

[MAY 16, 2023 WORKSHOP AND COUNCIL MINUTES
SIGATURES.PDF](#)

F.ii. May 31, 2023 Special Council Meeting

Documents:

[MAY 31, 2023 SPECIAL COUNCIL MINUTES
SIGNATURES.PDF](#)

G. APPROVAL OF PAYMENT OF BILLS:

G.i. Prepaid Invoices - \$110,786.39

Documents:

[06-05-2023 PREPAID INVOICES.PDF](#)

G.ii. Outstanding Invoices - \$243,388.60

Documents:

[06-05-2023 OUSTANDING INVOICES.PDF](#)

G.iii. Payroll Expenditures - \$276,302.13

Documents:

[06-05-2023 PAYROLL EXPENDITURES.PDF](#)

G.iv. Preauthorization Payments - \$1,065,000.00

Documents:

[06-05-2023 PREAUTHORIZATION PAYMENTS.PDF](#)

X. CITY ADMINISTRATOR'S REPORT

XI. CITY ATTORNEY'S REPORT

XII. MAYOR AND COUNCIL BOARD UPDATES & REPORTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT