

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held November 20, 2018
7:00 PM

The regular meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor John L. Baker at 7:00 p.m. City Council Members present were Lance Goede, Tim Hancock, Mike Bailey, Sean Peterson (telephonically) and Rebecca Schatza. Council Member Hancock led the pledge of allegiance and Council Member Bailey conducted the invocation.

Roll call was conducted. Council Member Goede moved, seconded by Council Member Bailey to excuse Council Member(s) Kyle Larson from tonight's meeting. Motion passed unanimously. Mayor Baker declared a quorum of the Council.

City Staff present: City Administrator Tony Tolstedt, City Clerk/Human Resource Director Kristin Watson, Public Works Director Kyle Butterfield, Community Development Director Eric P. Carr, Chief of Police Eric Murphy, Finance Director Mia Harris, and Deputy City Clerk/Administrative Assistant Megan Sims.

Approval of the Agenda – Council Member Hancock moved, seconded by Council Member Schatza to approve the agenda as presented. Motion passed unanimously.

Communication from the Floor/Response to Citizen's Comments – None.

Consent Agenda – City Clerk/Human Resource Director Kristin Watson read the consent agenda items by title only: Approval of the Minutes – November 6, 2018, 2018 Regular Council Meeting; Approval of the Minutes – November 6, 2018 Executive Session; Approval of the Minutes – November 13, 2018 Council Work Session; Approval of the Minutes – November 20, 2018 Finance Committee Meeting; and Approval of the Finance Committee Recommendations – November 20, 2018: to be paid in the amount of \$534,187.61, Elan credit card in the amount of \$1,633.65, manual check in the amount of \$30,922.68 and payroll / liabilities for 11/9/18 in the amount of \$199,468.53 for a total of \$766,212.47. Council Member Hancock moved, seconded by Council Member Bailey to approve the consent agenda as presented. Motion passed unanimously with Council Member Bailey abstaining from the Baileys/WEX line items on the claims approval list.

Mayor's Proclamation: Small Business Saturday - Mayor John L. Baker read the Small Business Saturday Proclamation celebrating November 24, 2018 as Small Business Saturday and encouraged the community to shop locally.

Urban Systems Committee Appointment – Public Works Director Kyle Butterfield informed the Council of a letter of interest received from Linda Burnette to serve on the Urban Systems Committee. Council Member Bailey moved, seconded by Council Member Schatza to appoint Linda Burnette to serve on the Urban Systems Committee. Motion passed unanimously.

General Aviation Apron Rehabilitation Project Change Order – Public Works Director Kyle Butterfield presented Change Order 1 for the General Aviation Apron Rehabilitation project. Change Order 1 is for additional crack sealing and other minor crack repair line items that staff felt were necessary before a new overlay was placed overtop of them. Council Member Goede moved, seconded by Council Member Hancock to approve Change Order 1 in the amount of \$49,964.22. Motion passed unanimously.

Public Hearing for Ordinance No's 18-015 & 18-017: Riverton Municipal Code (RMC) Title 13 Revisions – Public Works Director Kyle Butterfield presented Ordinance No's 18-015 and 18-017. The ordinances address RMC chapters 13.04 and 13.08, respectively, which includes: correcting references to designated staff; updating nomenclature; adding definitions to provide clarity throughout the codes; addressing conflicting language; and adding language protecting the utility from cross contaminations. Council Member Hancock moved, seconded by Council Member Bailey to open the public hearing regarding proposed Ordinance No's 18-015 & 18-017. Motion passed unanimously. There being no one to speak, Council Member Goede moved, seconded by Council Member Bailey to close the public hearing. Motion passed unanimously.

Consideration of Ordinance No. 18-015, 1st Reading: RMC Chapter 13.04 Billing Procedure for Public Services – City Clerk/Human Resource Director Kristin Watson read Ordinance No. 18-015 by title only. Council Member Goede moved, seconded by Council Member Bailey to adopt Ordinance No. 18-015 on 1st reading. Motion passed unanimously.

Consideration of Ordinance No. 18-017, 1st Reading: RMC Chapter 18-017, 1st Reading: RMC Chapter 13.08 Water Service System – City Clerk/Human Resource Director Kristin Watson read Ordinance No. 18-017 by title only. Council Member Bailey moved, seconded by Council Member Schatza to adopt Ordinance No. 18-017 on 1st Reading. Motion passed unanimously.

Land Swap Request – 422 E Main – Community Development Director Eric P. Carr presented a request from Amanda Henry, owner of Brown Sugar Roastery, for the consideration of a property trade of 422 E Main St with 122 N 5th E. Mrs. Henry was present and discussed with the Council other options for her to be able to acquire the property. Ron Warpness also approached the Council in regards to the consideration of the property trade. Mr. Warpness presented an additional use for 422 E Main – a green space area for the community. Council Member Bailey moved, seconded by Council Member Goede for the recommendation for City staff to pursue the option to sell 422 E Main St. Council Member Goede moved, seconded by Council Member Hancock to amend the main motion for City Staff to explore the option to trade 422 E Main with the vacant lot on 120 N 5th E or to consider the sale of 422 E Main, giving Mrs. Henry the option to purchase. Amended motion failed with Council Member(s) Schatza, Bailey, Peterson voting nay and Council Member(s) Hancock, Goede voting aye. Main motion passed unanimously.

Public Hearing and Consideration of Business Ready Community (BRC) Grant: USDA Meat Processing Facility – Council Member Mike Bailey abstained from discussion regarding the BRC Grant for the USDA meat processing facility. City Administrator Tony Tolstedt reported of a request for the consideration of the submittal of the Business Ready Community Grant application for the development of a USDA certified meat processing facility on behalf of the City of Riverton. Council Member Hancock moved, seconded by Council Member Goede to open the public hearing for the consideration of the Business Ready Grant application. Motion passed unanimously. Some members from the community were present and spoke in support of the USDA meat processing facility while others had questions regarding location and operations of the facility. The proposed location is a parcel of City-owned property on Airport Hill. Council Member Goede moved, seconded by Council Member Hancock to close the public hearing. Motion passed unanimously. Council Member Goede moved, seconded by Council Member Hancock to have City Staff proceed with the process of leasing City property and provide supporting documents necessary for the submittal for the BRC grant application. Motion passed unanimously.

Consideration of Memorandum of Understanding (MOU) with Fremont County for Cooper Road Study – Public Works Director Kyle Butterfield presented a Memorandum of Understanding between the City of Riverton and Fremont County for costs associated for the Cooper Road Corridor Study. WYDOT is responsible for 80% of the cost of the study with Fremont County and the City of Riverton responsible for the remaining 20%. Council Member Bailey moved, seconded by Council Member Hancock to approve the MOU between the City of Riverton and Fremont County. Motion passed unanimously.

FORCC Project Updates & Future Projects – Public Works Director Kyle Butterfield updated the Council on the FORCC projects completed in 2018. Mr. Butterfield also presented future FORCC projects to be completed in 2019: Bell Street Sewer & Surface Improvement Project, Village Drive Surface Improvement Project, and College View Concrete Improvement Project. Council Member Bailey moved, seconded by Council Member Goede to approve the FORCC recommended projects for 2019 and for City Staff to begin project planning for three projects. Motion passed unanimously.

Council Committee Reports & Council Members' Roundtable – Council Member Schatza commented on the Parks Committee meeting she attended and informed the Council of a date picked for the Rendezvous Games. Council Member Goede moved, seconded by Council Member Schatza for the Council support of the first annual Rendezvous Games on February 2, 2019. Motion passed unanimously. Council Member(s) Bailey and Goede commented on the FORCC, Airport Board, and Solutions Committee meetings.

City Administrator's Report – City Administrator Tony Tolstedt commented on the upcoming Master Plan Kick-Off meeting, the RECDCA meeting, and the Fremont County Ag Sector Strategy meeting held at CWC. Mr. Tolstedt also wished everyone a Happy Thanksgiving.

Mayor's Comments – Mayor John L. Baker reminded the Council that he will be out of town on November 27 and 28 to attend the Wyoming Air Service Enhancement Council Meeting.

Executive Session – Council Member Bailey moved, seconded by Council Member Hancock to convene into executive session at 9:32 pm for the purpose of personnel. Motion passed unanimously. Mayor Baker invited City Administrator Tony Tolstedt and City Clerk Kristin Watson to attend the executive session. Council Member Hancock moved, seconded by Council Member Goede to reconvene into regular session at 9:45 pm. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Hancock moved, seconded by Council Member Schatza to adjourn the Regular Council meeting at 9:45 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

John L. Baker
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date: *December 7, 2018*