

**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Regular Council Meeting**  
**Held November 6, 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, Kyle Larson, and Rebecca Schatza. Council Member Schatza led the pledge of allegiance and Council Member Larson conducted the invocation.

Roll call was conducted. Council Member Hancock moved, seconded by Council Member Schatza to excuse Council Member Sean Peterson 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, City Attorney Rick Sollars and Deputy City Clerk/Administrative Assistant Megan Sims.

**Approval of the Agenda** – Council Member Larson moved, seconded by Council Member Goede to approve the agenda as presented. Council Member Bailey moved, seconded by Council Member Hancock to amend the main motion to move agenda items 7, 11 and 12 after agenda item 20. Amended motion passed unanimously. Main motion passed unanimously.

**Communication from the Floor/Response to Citizen's Comments** – Kelly Goede invited the community and council to the Humanity Thanksgiving Dinner at City Park on November 17, 2018, 11:00 a.m. – 1:00 p.m.

**Consent Agenda** – City Clerk/Human Resource Director Kristin Watson read the consent agenda items by title only: Approval of the Minutes – October 16, 2018, 2018 Regular Council Meeting; Approval of the Minutes – November 6, 2018 Finance Committee Meeting; Approval of the Finance Committee Recommendations – November 6, 2018: to be paid in the amount of \$771,852.76, manual check in the amount of \$98,008.16 and payroll / liabilities for 10/12/18 and 10/25/18 in the amount of \$649,296.51 for a total of \$1,519,157.43; Approval of the Riverton Municipal Court Report for the month of October 2018; Replat – Schaub Second Subdivision, Fremont County, Wyoming; and Replat – Lots 8 and 9, Block 3, Logan Park Third Addition, City of Riverton, Fremont County, Wyoming. Council Member Goede moved, seconded by Council Member Schatza 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.

**Introduction and Oath of Office – New RPD Dispatcher, Kristen Havens** - Chief of Police Eric Murphy introduced newly hired dispatcher Kristen Havens. Mayor Baker conducted the oath of office for Mrs. Havens.

**Public Hearing and Consideration of a Retail Liquor License Transfer of Ownership and location from Barbara Muir d/b/a The Cove to Liquor Holdings, LLC d/b/a Hampton Inn and Suites** – City Clerk/Human Resource Director Kristin Watson reported on a retail liquor license transfer of ownership and location request from Liquor Holdings, LLC d/b/a Hampton Inn & Suites, Riverton, WY. Council Member Bailey moved, seconded by Council Member Larson to open the public hearing for consideration of the retail liquor license transfer of ownership and location to Hampton Inn & Suites, Riverton, WY. Motion passed unanimously. Ryan Preston from the Hampton Inn was present at the meeting. Council Member Hancock moved, seconded by Council Member Goede to close the public hearing. Motion passed unanimously. Council Member Bailey moved, seconded by Council Member Schatza to approve the retail liquor license transfer of ownership and location from Barbara Muir d/b/a The Cove to Liquor Holdings, LLC d/b/a/ Hampton Inn & Suites, Riverton, WY. Motion passed unanimously.

**Resolution No. 1381: Wyoming Government Investment Fund (WGIF) Authorization** – Finance Director Mia Harris presented Resolution No. 1381, which authorizes WGIF as an authorized local depository for the City of Riverton. Council Member Goede moved, seconded by Council Member Hancock to approve Resolution No. 1381. Motion passed unanimously.

**Quarterly Fiscal Health Report** – Finance Director Mia Harris presented a report to the Council reflecting the City's fiscal health for the 1<sup>st</sup> quarter of the fiscal year. Mrs. Harris reported on the revenues verses expenditures in the general fund and enterprise funds. Also reviewed were the airport funds. No action was taken.

**Consideration of Forecast, Inc. Contract Amendment** – Public Works Director Kyle Butterfield presented a an amendment to the consulting agreement between the City of Riverton and Forecast, Inc. for air service revenue management. The amendment establishes a performance incentive for Forecast, Inc. Council Member Hancock moved, seconded by Council Member Schatza to approve the consulting contract amendment between the City of Riverton and Forecast, Inc. Motion passed unanimously.

**Consideration of UH-1 Helicopter Static Display in Veteran's Park** – Community Development Director Eric P. Carr informed the council of a request from Veteran's Hall for the approval to submit an application for the City of Riverton.

Riverton to serve as the qualifying sponsor of a UH-1 Helicopter display in Veteran's Memorial Park. The official application request will be made to the US Army Donation Program. Veteran's Hall members were also present at the meeting. Council Member Goede moved, seconded by Council Member Hancock to approve the application submittal for the donation of a UH-1 Helicopter display. Motion passed unanimously.

**Consideration of Revize, LLC Website Contract** – City Administrator Tony Tolstedt presented a contract from Revize, LLC for an upgrade and updates to the current City of Riverton Website. The upgrade will be funded by IDEA, Inc.; however, annual maintenance will be the responsibility of the City. Council Member Bailey moved, seconded by Council Member Hancock to approve the Revize, LLC updates and contract. Motion passed unanimously.

**Rendezvous City Wi-Fi Discussion** – City Administrator Tony Tolstedt led the Council in discussion regarding public Wi-Fi in the City. Offering free Wi-Fi in the City will offer the benefit of being able to have immediate access public service and public safety announcements, seeking employment opportunities, and offering tourism benefits as an incentive to visit Riverton longer. Mr. Tolstedt thanked Network Administrator Tim Hugus and his team for their diligent research work. No action was taken.

**Executive Session** – Council Member Bailey moved, seconded by Council Member Larson to convene into executive session at 8:05 pm for the purpose of potential litigation and personnel. Motion passed unanimously. Mayor Baker invited City Administrator Tony Tolstedt, City Clerk Kristin Watson, and City Attorney Rick Sollars to attend the executive session. Council Member Larson moved, seconded by Council member Schatza to reconvene into regular session at 8:33 pm. Motion passed unanimously.

**Ordinance No. 18-013, 3<sup>rd</sup> and Final Reading: Habitually Intoxicated Person** – City Clerk/Human Resource Director read Ordinance No. 18-013, by title only, which establishes section 9.08.120 of the RMC that defines the process of declaring someone as a habitually intoxicated person. Council Member Hancock moved, seconded by Council Member Larson to postpone Ordinance No. 18-013 on third and final reading to the December 4, 2018 meeting. Motion passed unanimously.

**Ordinance No. 18-014, 3<sup>rd</sup> and Final Reading: Serving Prohibited to Habitually Intoxicated Person** – City Clerk/Human Resource Director Kristin Watson read Ordinance No. 18-014, by title only, which revises section 5.04.040 of the RMC to provide clarity to the liquor license holders of the regulations in regards to the sale of alcohol to declared habitually intoxicated individuals. Council Member Hancock moved, seconded by Council Member Bailey to postpone Ordinance No. 18-014 on third and final reading to the December 4, 2018 meeting. Motion passed unanimously.

**Council Committee Reports & Council Members' Roundtable** – Council Member(s) Goede, Hancock, Bailey, Larson, and Schatza commented on the meetings they attended: Live Local, Work Local; Save our Hospital; FORCC; Chamber of Commerce; Riverton Wyoming Splash Pad Group; Parks Committee and Solutions Committee, respectively.

**City Administrator's Report** – City Administrator Tony Tolstedt commented on the upcoming Council Meeting and Airport Board Meeting and thanked Finance Director Mia Harris and staff for their hard work and dedication on another clean audit. Mr. Tolstedt also reminded the community that Friday, November 16, 2018 will be the last day for yard waste pickup for the season.

**Mayor's Comments** – None.

**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 8:49 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

---

John L. Baker  
Mayor

ATTEST:

---

Kristin S. Watson  
City Clerk/Human Resource Director