

## RIVERTON CITY COUNCIL

Minutes of the  
Regular Council Meeting  
Held January 19, 2016  
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 Mike Bailey, Martin Cannan, Lee Martinez, Kyle Larson, Sean Peterson and Holly Jibben. Council Member Cannan led the Pledge of Allegiance and Mayor Baker conducted the invocation.

Roll call was conducted. Mayor Baker declared a quorum of the Council.

City Staff present: City Administrator Steven Weaver, City Clerk/Director of Administrative Services Courtney V. Bohlender, City Secretary Megan Sims, Public Works Director Kyle J. Butterfield, Community Development Director Sandy Luers and Chief of Police Mike Broadhead.

**Approval of the Agenda** – Council Member Bailey moved, seconded by Council Member Martinez to approve the agenda with the addition of Resolution No. 1330 after item # 13. Motion passed unanimously.

**Communication from the Floor/Response to Citizen's Comments** – Mary Axthelm with R Recreation thanked the City of Riverton Parks Department for their hard work on the ice skating rink. The Wild West Winter Carnival (WWWC) past Queens Julie Watts and Michelle Weiss presented the council with a WWWC button.

**Consent Agenda** – City Secretary Megan Sims read the consent agenda items by title only: Approval of the Minutes – January 5, 2016 Regular Council Meeting; Approval of the Minutes – January 12, 2016 Work Session Council Meeting; Approval of the Minutes – January 19, 2016 Finance Committee Meeting; Approval of the Finance Committee Recommendations – January 19, 2016; and Approval of the Municipal Court Report for December 2015. Council Member Martinez moved, seconded by Council Member Larson to approve the consent agenda as presented. Motion passed with Council Member Bailey abstaining from WEX and Bailey's bills presented on the claims approval report.

**Semi Annual Fiscal Report** – Director of Administrative Services/City Clerk Courtney Bohlender introduced Finance Director Gloria Hardman, HR and Deputy City Clerk Kristin Watson, Customer Services Supervisor Mia Harris, Finance Clerks Debbie Bessey and April Ramsey along with Finance Clerk/City Secretary Megan Sims of the Administrative Services Department. They presented a FY16 Semi-annual Fiscal Health Report. Comparisons were addressed from July-Dec. 2014 to July-Dec. 2015 regarding Human Resources and Employee Statistics, General & Enterprise Fund Operations, Grants/Grant Management, and Cash Portfolio. Past audits compared to present audit reports were also presented to the Council. Ms. Bohlender thanked members of the Administrative Services Department for their professionalism, dedication and commitment to the internal and external customers of the City of Riverton.

**City Council Committee Appointments** – City Administrator Steven Weaver reported the Mayor has identified sixteen (16) committees that he would like council to serve on as liaisons. Each member would serve on 1-3 committees. Council Member Bailey moved, seconded by Council Member Larson to accept the committee assignments as presented by Mayor Baker. Motion passed unanimously.

**Appointment for Appointed Officials: Municipal Judge, Alternate Judge and City Attorney** – City Administrator Steven Weaver recommended the appointment of: Judge Teresa M. McKee as Municipal Judge, Aaron Vincent as Alternate Judge, and Rick Sollars as City Attorney. Council Member Martinez moved, seconded by Council Member Larson to approve the appointment of Municipal Court Judge Teresa M. McKee, Alternate Judge Aaron Vincent and City Attorney Rick Sollars. Motion passed unanimously.

**Title VI Policy: Transportation Alternative Program (TAP) Grant** – Public Works Director Kyle Butterfield presented a Title VI Policy (a non-discrimination policy that originated from the Civil Rights Act) for projects using federal funds through the Wyoming Department of Transportation (WYDOT). Mr. Butterfield recommended approval of the policy to the council. Council Member Larson moved, seconded by Council Member Peterson to approve the Title VI Policy as presented. Motion passed unanimously.

**Resolution No. 1329 – Wyoming Community Gas (WCG) Grant Application** – City Administrator Steven Weaver reported staff would like to submit an application to the Wyoming Community Gas (WCG) grant program for the procurement of two informational boards that will be used to display recreational activities in Riverton. One of the criteria for the grant application is a resolution has to be passed by the City Council supporting the grant application. Council Member Peterson moved, seconded by Council Member Larson to approve Resolution No. 1329. Motion passed unanimously.

**Resolution No. 1330 – Emergency Operations Plan** – City Administrator Steven Weaver reported this resolution addresses one unified emergency operations plan with countywide local and tribal governments. Staff recommends approval of Resolution No. 1330. Council Member Martinez moved, seconded by Council Member Cannan to approve Resolution No. 1330: Emergency Operations Plan. Motion passed unanimously.

**Council Committee Reports & Council Members' Roundtable** – Council Member Martinez, Larson, and Jibben reported on the Recreation Board Meeting, Fremont County Solid Waste District, and Senior Center Endowment Board meetings they attended, respectively.

**City Administrator's Report** – City Administrator Steven Weaver reminded the council of the goal setting session to be held on January 26, 2016. Mr. Weaver also reported on the meeting he had with the Riverton Fire District regarding a different location for the fire emergency horn.

**Mayor's Comments** – Mayor Baker commented on the Fremont County Association of Governments (FCAG) meeting he attended.

**Adjourn** – There being no further business to come before the Mayor and Council, Council Member Martinez moved, seconded by Council Member Larson to adjourn the Regular Council Meeting at 8:25 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

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John L. Baker  
Mayor

ATTEST:

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Courtney V. Bohlender  
City Clerk/Director of Administrative Services

Publication Date: