

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held March 5, 2019
7:00 PM

The regular meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Richard P. Gard at 7:00 p.m. City Council Members present were Karla Borders, Tim Hancock, Mike Bailey, Rebecca Schatza and Kyle Larson. Council Member Borders led the pledge of allegiance and Council Member Bailey conducted the invocation.

Roll call was conducted. Mayor Gard 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, Chief of Police Eric Murphy, Finance Director Mia Harris, and Deputy City Clerk/Administrative Assistant Megan Sims.

Approval of the Agenda – Council Member Borders 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 – February 19, 2019 Regular Council Meeting; Approval of the Minutes – March 5, 2019 Finance Committee Meeting; Approval of the Finance Committee Recommendations – March 5, 2019: claims to be paid in the amount of \$170,032.66, manual checks in the amount of \$51,213.54 and payroll / liabilities for 2/19/2019 in the amount of \$434,591.66 for a total of \$655,837.86.; Open Container Permit Application: **Cheryl Rodgers**, Family Reunion, July 12-13, 2019, Sunset Park, 11:00 am – 7:00 pm; Ordinance No. 19-002, 2nd Reading: Unlawful Use of Toxic Substance, read by title only; and Ordinance No. 19-003, 2nd Reading: Fireworks Allowed on Certain Days. Council Member Bailey moved, seconded by Council Member Larson to approve the consent agenda as presented. Motion passed unanimously.

Memorandum of Understanding (MOU): Dog Park – Public Works Director Kyle Butterfield informed the Council of a Memorandum of Understanding (MOU) between the City of Riverton, The Depot Foundation and the Riverton Rotary Club. Mr. Butterfield stated this MOU is for the construction and maintenance of Joy Place Dog Park which will be located on the River Walk Trail. The Depot Foundation owns the land; the Rotary Club will be responsible for building the park and the City of Riverton will maintain the park. Council Member Bailey moved, seconded by Council Member Schatza to approve the Memorandum of Understand between the City of Riverton, The Depot Foundation and the Riverton Rotary Club. Motion passed unanimously.

Council Authorization for Mayor to Sign Quitclaim Deed to R&R Rig Service – City Administrator Tony Tolstedt reported on a quitclaim deed that requires the Mayor's signature. Mr. Tolstedt stated the City entered into a Memorandum of Understanding (MOU) with R&R Rig Service, LLC, the Brada Living Trust, and Vicente and Ma Leonor Vasco which stipulated deeding a .37 acre parcel of the Vasco Addition to R&R Rig Service, LLC. Council Member Hancock moved, seconded by Council Member Bailey to authorize the Mayor to sign a quitclaim deed transferring ownership of .37 acres in accordance with the Vasco Addition MOU. Motion passed unanimously.

Acceptance of Revised Purchasing Policy – Finance Director Mia Harris presented the proposed revised purchasing procedure policy which was previously approved by resolution in 2001. The changes made were clarifying the approval procedures for purchase over \$35,000, removing references related to purchase orders and adding verbiage for seeking quotes through local vendors. After discussion from Council & staff regarding the possibility of implementing a local vendor preference into the policy, Council Member Borders moved, seconded by Council Member Schatza to accept the proposed revisions to the City of Riverton Purchasing Procedures Policy as presented. Motion passed unanimously. City Administrator Tolstedt advised the Council that staff would research policy options regarding local vendor preference and present them to Council for consideration in the near future.

Interviews for Vacant Council Seat – Ward I – Mayor Gard announced the candidates for the vacant seat in Ward I: Patrick Lawson, Fred Loghry, and Cory Rota. Candidates were asked to respond to questions posed by the Council.

Announcement of Ward I Appointment – Administration of Oath of Office – Mayor Gard announced that the Council will conduct a secret ballot vote for the candidate of their choice with the Chief of Police and City Administrator counting the ballots. City Administrator Tony Tolstedt announced the new Ward I Council Member is Cory Rota. Mayor Gard conducted the oath of office for Council Member Rota.

Council Committee Reports & Council Members' Roundtable – Council Member Hancock, Borders, Larson, and Schatza commented on the FCSO #25 Recreation Board, Parks Committee, FCSWDD Board, and PAWS meetings they attended, respectively. Council Member Bailey commented on the NRA Banquet and thanked the community for

their continued support. Council Member Rota commented on the transformer wraps he is securing through Rocky Mountain Power.

City Administrator's Report – City Administrator Tony Tolstedt commented Men Who Cook and noted the WAM Regional Meeting will be in Riverton on April 19, 2019.

Public Works Director Kyle Butterfield also announced that the Riverton Regional Airport sold more tickets than Sheridan County Airport for the month of February!

Mayor's Comments – Mayor Richard P. Gard commented on the WAM Winter Convention, the FCAG Meeting, the Lander City Council Meeting, and the shop lifting forum he attended. Mayor Gard informed the public of the next shop lifting forum to be held in Riverton at City Hall in the Council Chambers on March 6th at 6:00 pm and also encouraged the public to fill out the census reports accurately and completely.

Adjourn – There being no further business to come before the Council, Council Member Larson moved, seconded by Council Member Hancock to adjourn the Regular Council meeting at 8:30 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Richard P. Gard
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

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