

**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Regular Council Meeting**  
**Held April 18, 2017**  
**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, Kyle Larson, Sean Peterson and Holly Jibben. Council Member Larson led the pledge of allegiance and Council Member Peterson conducted the invocation.

Roll call was conducted. Mayor Baker declared a quorum of the Council. Council Member Bailey moved, seconded by Council Member Peterson to excuse Council Member Tim Hancock from tonight's meeting. Motion passed unanimously.

City Staff present: Interim City Administrator Courtney V. Bohlender, City Clerk/Human Resources Kristin Watson, Public Works Director Kyle Butterfield, Community Development Director Sandy Luers, Interim Chief of Police Eric Murphy and City Secretary Megan Sims.

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

**Communication from the Floor/Response to Citizen's Comments** – A member from the community approached the council regarding permitting during the Eclipse Event.

**Consent Agenda** – City Clerk/Human Resources Kristin Watson read the consent agenda items by title only: Approval of the Minutes – April 4, 2017 Regular Council Meeting; Approval of the Minutes – April 7, 2017 Special Council Meeting; Approval of the Minutes – April 7, 2017 Executive Session Meeting; Approval of the Minutes – April 11, 2017 Work Session Council Meeting; Approval of the Minutes – April 13, 2017 Special Council Meeting; Approval of the Minutes – April 13, 2017 Executive Session Meeting; Approval of the Minutes – April 18, 2017 Finance Committee Meeting; Approval of the Finance Committee Recommendations – April 18, 2017: claims to be paid in the amount of \$210,172.80, payroll and liabilities for 3/31/17 in the amount of \$481,539.59, manual checks in the amount of \$76,699.68, for a total of \$768,412.07; Approval of the Municipal Court Report for the Month of March 2017; Approval of Discharged Fines for Deceased Defendant for April 2017; and Open Container Permit Applications: Wyoming Association for Career and Technical Education – 6/13/17, Steak Fry @ Sunset Park, 6:00 p.m. – 10:00 p.m. Council Member Peterson 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.

**Contract for Services Quarterly Updates: Volunteers of America – Center of Hope; Children's Advocacy Project; PAWS Animal Shelter; and Fremont County Good Samaritan** – Shelley Mbonu with Volunteers of America – Center of Hope, Stacy Nelson with Children's Advocacy Project, Kent Moss and Gina Gladman with PAWS Animal Shelter, and Peter Dvorak with Fremont County Good Samaritan updated the council on their 3<sup>rd</sup> quarters, respectively.

**Declare Vacancy on Council: Ward II** – Interim City Administrator Courtney V. Bohlender reported on the process for declaring a vacancy in accordance with Riverton Municipal Code 2.04.500. Council Member Lee Martinez, Ward II, passed away on April 7, 2017. Council Member Bailey moved, seconded by Council Member Larson to declare a vacancy in Ward II and begin advertising and soliciting letters of interest immediately with a closing date of April 27, 2017. Motion passed unanimously.

**Council Committee Reassignments** – Mayor John L. Baker assigned Council Member Peterson to the Fremont County School District #25 Recreation Board and removed him from the Finance Committee. Council Member Bailey will replace Council Member Peterson on the Finance Committee.

**WAM Voting Delegate Form** – Interim City Administrator Courtney V. Bohlender informed the Council of the upcoming WAM Workshop. Council Member Peterson moved, seconded by Council Member Bailey to designate Mayor Baker as the voting delegate for the WAM Workshop. Motion passed unanimously.

**Fiscal Health Report Presented by Mia Harris** – Interim City Administrator Courtney V. Bohlender introduced Finance Division Manager Mia Harris to the Council. Mrs. Harris presented the Fiscal Summary Report for July 1, 2016 thru March 31, 2017. Mrs. Harris reviewed the General & Enterprise Funds Revenues & Expenditures as well as the Operational Cash Analysis for the General & Enterprise Funds.

**Public Hearing and Consideration of Ordinance No. 17-003, First Reading: Temporary Merchant Permitting** – Council Member Peterson moved, seconded by Council Member Bailey to remove Ordinance No. 17-003 on first reading from the table. Motion passed unanimously. Community Development Director Sandy Luers presented proposed Ordinance No. 17-003. This ordinance addresses permitting for temporary merchants. City Clerk/Human Resources Kristin Watson read Ordinance No. 17-003 by title only. Council Member Bailey moved, seconded by Council Member Larson to open the public hearing. Motion passed unanimously. There being no one to speak, Council Member Bailey moved, seconded by Council Member Jibben to close the public hearing. Motion passed unanimously. Council Member Larson moved, seconded by Council Member Bailey to adopt Ordinance No. 17-003 on first reading. The motion passed unanimously.

**Temporary Merchant Permitting Fee Discussion** – Community Development Director Sandy Luers discussed the proposed fees related to Temporary Merchant Permitting. After Ordinance No. 17-003 is passed on third and final reading, staff will propose a Resolution regarding the fees for temporary merchants.

**Public Hearing and Consideration of Resolution No. 1352, 1353, & 1354: Utility Rate Increases** – Interim City Administrator Courtney V. Bohlender presented Resolution No.'s 1352, 1353, & 1354 to the Council. Each resolution addresses Utility Rate Increase: adjusting water rates by 6%, adjusting wastewater rates by 3%, and adjusting sanitation rates by 3%, respectively. Council Member Larson moved, seconded by Council Member Peterson to open the public hearing. Motion passed unanimously. There being no one to speak, Council Member Larson moved, seconded by Council Member Bailey to close the public hearing. Motion passed unanimously. Council Member Peterson moved, seconded by Council Member Larson to approve Resolution No. 1352. Motion passed unanimously. Council Member Bailey moved, seconded by Council Member Larson to approve Resolution No. 1353. Motion passed unanimously. Council Member Jibben moved, seconded by Council Member Larson to approve Resolution No. 1354. Motion passed unanimously.

**Liquor License Law Updates Presented by Kristin Watson** – City Clerk/Human Resources Kristin Watson presented the Council with the liquor law changes that were made in the 2017 Legislative Session. The consensus of the Council is to have Mrs. Watson revise ordinances regarding these changes. No action was taken.

**Council Committee Reports & Council Members' Roundtable** – Council Member Peterson and Council Member Larson commented on Contracts for Services and FCSWDD Board, respectively.

**City Administrator's Report** – None.

**Mayor's Comments** – Mayor John L. Baker expressed his gratitude towards Council Member Martinez's community efforts and that he will be missed.

**Executive Session** – if needed.

**Adjourn** – There being no further business to come before the Mayor and Council, Council Member Bailey moved, seconded by Council Member Peterson to adjourn the Regular Council Meeting at 9:11 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

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John L. Baker  
Mayor

ATTEST:

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Kristin S. Watson  
City Clerk/Human Resources

Publication Date: