

**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Special Meeting**  
**Held September 12, 2017**  
**4:45 PM**

The Special Meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor John L. Baker at 4:45 p.m. City Council Members present were Lance Goede, Tim Hancock, Mike Bailey, Kyle Larson, Holly Jibben, and Sean Peterson (arrived at 4:50 p.m.). Council Member Jibben led the pledge of allegiance and Council Member Larson conducted the invocation.

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

City Staff present: Interim City Administrator Courtney V. Bohlender and City Clerk/Human Resource Director Kristin Watson.

**Approval of the Agenda** – Council Member Larson moved, seconded by Council Member Jibben to approve the agenda as presented, with the addition of North Federal Reconstruction Bid Concurrence beginning at 7:00 p.m. before the Code Enforcement presentation. Motion passed unanimously.

**Executive Session** – Council Member Larson moved, seconded by Council Member Goede to convene into executive session for the purpose of personnel. Motion passed unanimously at 4:50 p.m. Chair invited Interim City Administrator Courtney V. Bohlender and City Clerk/Human Resource Director Kristin Watson to the executive session. Council Member Hancock moved, seconded by Council Member Larson to reconvene into Special Session. Motion passed unanimously at 6:32 p.m. Mayor Baker declared a recess until 7:00 p.m.

**North Federal Reconstruction Bid Concurrence** – At 7:00 p.m., Mayor Baker called the Special Meeting back in session. Public Works Director Kyle Butterfield informed the Council of the bids that were received through WYDOT for the North Federal Reconstruction project. After some discussion, Council Member Bailey moved, seconded by Council Member Jibben to allow staff to provide written concurrence for the North Federal Reconstruction project bids through WYDOT. Motion passed unanimously.

**Code Enforcement Presentation** – Interim City Administrator Courtney Bohlender gave a brief history on the City's code enforcement practices, as well as future code changes that will be brought before the Council. Mrs. Bohlender introduced Code Enforcement Officer Rosie Albright. Mrs. Albright presented code enforcement information to the Council, from the establishment of the Special Municipal Officer, to her promotion to Code Enforcement Officer, to the processes and procedures of her job as code enforcement. No action was taken.

**Executive Session** – Council Member Goede moved, seconded by Council Member Peterson to convene into executive session for the purpose of personnel. Motion passed unanimously at 8:19 p.m. Chair invited Interim City Administrator Courtney V. Bohlender and City Clerk/Human Resource Director Kristin Watson to the executive session. Council Member Peterson moved, seconded by Council Member Bailey to reconvene into Special Session. Motion passed unanimously at 9:23 p.m. Action Items from Executive Session: Council Member Bailey moved, seconded by Council Member Peterson to authorize the Mayor and City Clerk to negotiate a contract with the primary City Administrator candidate within the parameters of the job announcement. Motion passed unanimously.

**Adjourn** – There being no further business to come before the Mayor and Council, Council Member Larson moved, seconded by Council Member Peterson to adjourn the Special Meeting at 9:24 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 Resource Director

Publication Date: *October 6, 2017*