

**RIVERTON CITY COUNCIL**

Minutes of the  
Work Session  
Held October 9, 2018  
7:00 PM

A Work Session 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. in the Council Chambers, Riverton City Hall. City Council Members present were Lance Goede, Tim Hancock, Mike Bailey, and Kyle Larson. Council Member Bailey led the Pledge of Allegiance. Invocation was conducted by Mayor Baker.

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

City Staff present were: City Administrator Tony Tolstedt, City Clerk/Human Resource Director Kristin Watson, Public Works Director Kyle Butterfield, Police Captain Wes Romero, Finance Director Mia Harris, Community Development Director Eric P. Carr and Deputy City Clerk/Administrative Assistant Megan Sims.

Council Member Larson moved, seconded by Council Member Goede for the approval of the agenda as presented. Motion passed unanimously.

**Applicant Tracking Presentation** – City Clerk/Human Resource Director Kristin Watson presented the new employment application tracking process and software. Prior to the NEOGov software, Mrs. Watson reported that she manually tracked each application and the hiring process from start to finish usually spanned from 4 to 6 weeks. With NEOGov, everything will be processed electronically and will save time, filing space, and will be more accurate. Mrs. Watson anticipates NEOGov will go live in the next month. No action was taken.

**Dashboard Update** – City Administrator Tony Tolstedt briefly discussed the current dashboard data metrics for the Public Works Department, the Police Department, the Finance Department, and the City Clerk's office. Mr. Tolstedt stated everything is on track. No action was taken.

**Liquor License Suspension/Revocation/Appeal Process Discussion (RMC Section 5.04.220)** – City Clerk/Human Resource Director Kristin Watson presented proposed language in the form of a draft ordinance revising section 5.04.220 of the Riverton Municipal Code. The purpose of the code revision is to provide clarity to both the Governing Body and the liquor license holders of violations that may cause a license suspension or revocation of a liquor license. Mrs. Watson stated that currently, the Governing Body may hold a hearing if a liquor license holder violates either City code or WY Statutes; however, the current code is vague, and does not offer a process for such action. It is the consensus of the Council to have the Solutions Committee review the violations. No action was taken.

**Adjourn** – There being no further business to come before the Council, Council Member Larson, moved, seconded by Council Member Hancock to adjourn the meeting at 8:34 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