

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held January 21, 2020
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 Tim Hancock, Mike Bailey, Rebecca Schatza, Kyle Larson and Cory Rota. Council Member Schatza led the pledge of allegiance and Council Member Hancock conducted the invocation.

Roll call was conducted. Council Member Larson moved, seconded by Council Member Hancock to excuse Council Member Borders from tonight's meeting. Motion passed unanimously. 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, Community Development Director Eric P. Carr and Administrative Assistant/Deputy City Clerk Megan Sims.

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

Communication from the Floor/Response to Citizen's Comments – Cheryl Coleman with Ducks Unlimited approached the Council requesting support of hanging the Duck's Unlimited flags down Main Street and Federal Blvd for their event that will be held on February 8, 2020. There was no objection of the Council in allowing the Duck's Unlimited to fly their flags.

Consent Agenda – City Clerk/Human Resource Director Kristin Watson read the consent agenda items by title only: Approval of the Minutes – January 7, 2020 Regular Council Meeting; Approval of the Minutes – January 21, 2020 Finance Committee Meeting; and Approval of the Finance Committee Recommendations – January 21, 2020 claims to be paid in the amount of \$163,451.71, manual checks in the amount of \$19,828.79, and payroll / liabilities for 1/3/2020 in the amount of \$200,083.54 for a total of \$383,364.04. Council Member Schatza moved, seconded by Council Member Hancock to approve the consent agenda as presented. Motion passed unanimously with Council Member Bailey abstaining from the Bailey Enterprises line items on the claims approval list.

Fiscal Year 18-19 Audit Report – Finance Director Mia Harris introduced Abbey Hagerman from Anton Collins Mitchell LLP who provided a brief summary, telephonically, of the Fiscal Year 2019 Annual Audit Report noting that it was a very clean audit report. Mrs. Hagerman also commended city staff for accommodating the auditors with efficiency and professionalism. Council Member Larson moved, seconded by Council Member Hancock to accept the Fiscal Year 2018 - 2019 Annual Audit Report as presented. Motion passed unanimously

Ordinance No. 19-014, 3rd & Final Reading: Riverton Municipal Code 17.22.170 – Flags – City Clerk/Human Resource Director Kristin Watson read Ordinance No. 19-014 by title only. This ordinance addresses the possibility of exempting flagpoles height restrictions that are installed in various commercial zoning districts. Council Member Schatza moved, seconded by Council Member Bailey to adopt Ordinance No. 19-014 on 3rd & final reading. Roll call vote was conducted with Council Member(s) Bailey, Schatza, Larson, Rota and Mayor Gard voting aye; and Council Member Hancock, voting nay. Motion passed.

Ordinance No. 19-016, 3rd & Final Reading: Franchise Agreement High Plains Power – City Clerk/Human Resource Director Kristin Watson read Ordinance No. 19-016 by title only. This ordinance addresses the amendment of the franchise agreement with High Plains Power. Council Member Schatza moved, seconded by Council Member Bailey to adopt Ordinance No. 19-016 on 3rd reading. Roll call vote was conducted with Council Member(s) Hancock, Bailey, Schatza, Larson, Rota and Mayor Gard voting aye. Motion passed unanimously.

Consideration of Ordinance Nos. 19-015, 3rd & Final Reading: Riverton Municipal Code Chapter 13.04 – Billing Procedures for Public Services; 19-017, 3rd & Final Reading: RMC Chapter 3.08 – Water Service System; 19-018, 3rd & Final Reading: RMC Chapter 3.20 – Sewer Service System; 19-019, 3rd & Final Reading: RMC Chapter 8.12 Garbage Collection & Disposal – City Clerk/Human Resource Director Kristin Watson read Ordinance Nos 19-015, 19-017, 19-018, and 19-019 by title only. These ordinances will amend Title 13, Chapters 13.04, 13.08, and 13.20 as well as amending Title 8, Chapter 12.

Council Member Bailey moved, seconded by Council Member Schatza to adopt Ordinance No. 19-015 on 3rd & final reading. Roll call vote was conducted with Council Member(s) Hancock, Bailey, Schatza, Larson, Rota and Mayor Gard voting aye. Motion passed unanimously.

Council Member Schatza moved, seconded by Council Member Rota to adopt Ordinance No. 19-017 on 3rd & final reading. Roll call vote was conducted with Council Member(s) Hancock, Bailey, Schatza, Larson, Rota and Mayor Gard voting aye. Motion passed unanimously.

Council Member Rota moved, seconded by Council Member Schatza to adopt Ordinance No. 19-018 on 3rd & final reading. Roll call vote was conducted with Council Member(s) Hancock, Bailey, Schatza, Larson, Rota and Mayor Gard voting aye. Motion passed unanimously.

Council Member Larson moved, seconded by Council Member Rota to adopt Ordinance No. 19-019 on 3rd & final reading. Roll call vote was conducted with Council Member(s) Hancock, Bailey, Schatza, Larson, Rota and Mayor Gard voting aye. Motion passed unanimously.

Board Appointments for Airport Board, Community Engagement Committee, FORCC Committee, Tree Board, and Planning Commission – City Administrator Tony Tolstedt reported of letters of interest submitted for the following committees: Airport Board, which is Jim Gores, Bob Lebeda, Kim Lee, (all three individuals for 4 year terms) and Ralph Estell Jr as an alternate, FORCC Committee, which is Jeremy Crews, and Planning Commission, which is Travis Guthrie and Randy Watson (both for 4 year terms). There were no letters of interest received for the Community Engagement Committee and the Tree Board. Council Member Larson moved, seconded by Council Member Schatza to approve the Mayor’s board appointments for the Airport Board, FORCC Committee, and Planning Commission. Motion passed unanimously.

Hill Street Consultant Selection – Public Works Director Kyle Butterfield reported of five firms who submitted Statements of Qualifications to engineer and design the Hill Street Improvement Project. Mr. Butterfield stated a selection committee was appointed to rate the Statement of Qualifications based on a criteria of five items. Council Member Bailey moved, seconded by Council Member Rota to approve the selectin of Inberg-Miller Engineers as the engineering firm for the Hill Street Improvement Project. Motion failed unanimously. Council Member Larson moved, seconded by Council Member Hancock to direct staff to interview the top three ranked engineering firms for the Hill Street Improvement Project. Motion passed unanimously.

Airport Lease Agreement: Riverton Local Food Hub – Public Works Director Kyle Butterfield presented a proposed lease agreement between the Riverton Local Food Hub and the Riverton Regional Airport. Riverton Local Food Hub is proposing to provide food and beverage service within the secure holding room of the airport terminal by utilizing a mobile counter that will be wheeled into the secure area prior to each flight. The term is to expire each fiscal year with an annual rate of \$288 for 16 square feet as well as a Secure Room Use Fee in the amount of 10% of the Lessee’s gross revenue. Council Member Schatza moved, seconded by Council Member Hancock to approve the lease agreement between the Riverton Regional Airport and the Riverton Local Food Hub. Motion passed unanimously.

Consideration of Caselle Contract: New Enterprise Resource Planning (ERP) Court System – Finance Director Mia Harris presented a contract with Caselle for the purchase of a new Enterprise Resource Planning (ERP) Court System. The court software system has not been updated since 1999. Mrs. Harris stated the proposed pricing for Caselle software and services is \$14,850, which includes license fees, setup, conversion, and remote training for the court staff. Council Member Hancock moved, seconded by Council Member Rota for the approval of the contract with Caselle to purchase a new ERP Court System software. Motion passed unanimously.

Quarterly Fiscal Health Report - Finance Director Mia Harris presented a report to the Council reflecting the City’s fiscal health for the 2nd quarter of the fiscal year. Mrs. Harris reported on the revenues verses expenditures in the general fund and enterprise funds. Also reviewed were the airport funds. No action was taken.

Council Committee Reports & Council Members’ Roundtable – Council Member Bailey reported on the FORCC Committee meeting and the Airport Board meeting he attended; Council Member Hancock commented on the United Express airline, briefly discussed the employment at the Riverton Police Department, commented on the special shape hot air balloon for the Riverton Rendezvous Balloon Rally and encouraged citizen’s to send letters of interests for the Riverton Tree Board; Council Member Rota commented on the Boys and Girls Club meeting he attended and thanked the City staff for the diligent work with the water breaks in his ward; Council Member Larson also commented on the water breaks on Aspen, Maple and N 16th St; and Council Member Schatza commented on the PAWS board meeting she attended and reminded citizen’s to register for the 2nd Annual Winter Rendezvous Games.

City Administrator’s Report – City Administrator Tony Tolstedt reported that he received the following signed financial disclosure statements in conjunction with his own signed statement: Richard P. Gard, Tim Hancock, Mike Bailey, Rebecca Schatza, Kyle Larson, Cory Rota, City Clerk/Human Resource Director Kristin Watson and Finance Director Mia Harris. Mr. Tolstedt informed of upcoming meetings: FCAG and RECDA; commented on the Rendezvous Games; reminded of the upcoming budget and the proposed budget calendar; commented on the ALICE (active shooter training) that staff attended on January 20th; informed of the Job Corps interns that will assist in the Community Development Department; and commented on a presentation on marketing with Herman Global. Also discussed is the purchase of the Riverton Police Department body cameras.

Mayor’s Comments – Mayor Richard P. Gard requested consent from the Council for the support to direct staff to help with the verbiage of the ½ cent tax for transportation and economic growth for Fremont County; there was no objection. Mayor Gard also commented on the Boys and Girls Club; the SkyWest ribbon cutting he attended; the Riverton Tree Board meeting he attended; the Toward Community Harmony: Healing for Tomorrow event he attended; the MLK march on January 20th and thanked School Resource Officer Tyler Larsen for the great ALICE

training. Mayor Gard also thanked Jim Gores for his commitment to our City and encouraged everyone to register for the Rendezvous Games.

Adjourn – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council meeting at 8:55 p.m. There was no objection from the Council.

CITY OF RIVERTON, WYOMING

Richard P. Gard
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date: *February 7, 2020*