

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held April 7, 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 7:01 p.m. City Council Members present were Karla Borders, Tim Hancock (telephonically), Mike Bailey, Rebecca Schatza, Kyle Larson (telephonically) and Cory Rota. Council Member Rota led the pledge of allegiance and Mayor Gard 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, 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 Borders to amend the agenda to include an executive session following item number 8 – consent agenda. Motion passed unanimously.

Communication from the Floor/Response to Citizen’s Comments – None.

Consent Agenda – Deputy City Clerk/Administrative Assistant Megan Sims read the consent agenda items by title only: Approval of the Minutes – March 16, 2020 Emergency Council Meeting; Approval of the Minutes – March 17, 2020 Regular Council Meeting; Approval of the Minutes – April 7, 2020 Finance Committee Meeting; Approval of the Finance Committee Recommendations – April 7, 2020 claims to be paid in the amount of \$291,494.64, manual checks in the amount of \$10,410.00 and payroll & liabilities in the amount of \$644,984.67 for a total of \$1,131,900.81; and Approval of the Municipal Court Report for the month of March 2020. Council Member Schatza moved, seconded by Council Member Rota to approve the consent agenda as presented. Motion passed unanimously.

Executive Session – Council Member Schatza moved, seconded by Council Member Rota to convene into executive session for the purpose of potential litigation. Motion passed unanimously to convene into executive session at 7:08 pm. Mayor Gard invited in City Administrator Tony Tolstedt, Public Works Director Kyle Butterfield and Deputy City Clerk/Administrative Assistant Megan Sims to attend the executive session. Council Member Schatza moved, seconded by Council Member Bailey to reconvene into regular session at 8:02 pm. Motion passed unanimously.

The Riverton Local Food Hub: Fee Waiver- Public Works Director Kyle Butterfield presented a lease proposal for the waiver of rent fees at the Airport Café for The Riverton Local Food Hub. Currently, due to the COVID-19 restrictions of public use of the café, The Riverton Local Food Hub is unable to use the facility. Council Member Schatza moved, seconded by Council Member Bailey to approve the lease waiver for the Riverton Local Food Hub to waive rent fees while restrictions associated with COVID-19 prohibit the public use of the Airport Café. Motion passed unanimously.

Airport Lease Agreement: Vending Machines – Public Works Director Kyle Butterfield presented a standard lease agreement for vending companies the opportunity to operate from the terminal at the Riverton Regional Airport. This lease addresses the base term with renewal options, annual rent of \$18/square foot, and a monthly concession fee of 10% of the lessee’s gross revenue. Council Member Rota moved, seconded by Council Member Schatza to approve the standard lease agreement for vending machine concessions at the Riverton Regional Airport. Motion passed unanimously.

Bid Award: Riverton Water Supply Project – Public Works Director Kyle Butterfield reported of four bids received for the Riverton Water Supply Pressure Zone 4 project. Mr. Butterfield stated that City Staff, Burns & McDonnell, Wyoming Water Development Commission (WWDC), and legal counsel (external to the City of Riverton) reviewed bids for responsiveness to bid specifications. It is noted that the two low bidders, Jerry Bornhoft Construction and High Country Construction were non-responsive to the requirement of the completion of projects where they installed a minimum of 10,000 linear feet of 16-inch water pipeline. Council Member Bailey moved, seconded by Council Member Larson to award the Riverton Water Supply Project to High Country Construction in the amount of \$3,697,280.00 and determined the variance in the statement of qualifications is immaterial in their ability to successfully perform and complete the project. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 20-001, 1st Reading: Excessive Acceleration – Police Chief Eric Murphy presented Ordinance No. 20-001 which addresses the amendment of the Riverton Municipal Code section 10.12.060 from Exhibition of Speed to Excessive Acceleration. Deputy City Clerk/Administrative Assistant Megan Sims read Ordinance No. 20-001 on first reading by title only. Council Member Borders moved, seconded by Council Member Schatza to open the public hearing. Motion passed unanimously. There being no on to address the Council, Council Member Schatza moved, seconded by Council Member Borders to close the public hearing. Motion passed unanimously. Council Member Schatza moved, seconded by Council Member Borders to adopt Ordinance No. 20-001 on 1st reading. Motion passed unanimously.

WYDOT Agreement: Relocation of Utility Box – Public Works Director Kyle Butterfield reported of a contract received from the Wyoming Department of Transportation for the relocation of a Rocky Mountain Power (RMP) utility box before they begin ADA improvements on Main St. Due RMP’s requirement, the City is responsible for the relocation cost of \$12,100.00 but per the contract, WYDOT will fully reimburse the City’s costs. Council Member Borders moved, seconded by Council Member Bailey to approve the agreement between the City of Riverton and Wyoming Department of Transportation for the relocation of a Rocky Mountain Power utility box. Motion passed unanimously.

Consideration of Resolution No. 1413: Transportation Alternatives Program (TAP) Grant Application – Street Lights – Public Works Director Kyle Butterfield presented Resolution No. 1413 which supports the Transportation Alternative Program (TAP) grant application submittal for the installation of decorative street lighting on North Federal Boulevard. Council Member Bailey moved, seconded by Council Member Rota to approve Resolution No. 1413. Motion passed unanimously.

COVID-19: Impact Update – City Administrator Tony Tolstedt reported on the efforts the City of Riverton is undertaking in regards to the COVID-19 pandemic - resource page on the City of Riverton’s website, internal processes and daily operations. Mr. Tolstedt expressed his appreciation to all City Staff for their diligent efforts in continuing to operate successfully with all the current changes in place.

Council Committee Reports & Council Members’ Roundtable – Council Member Rota commented on the FCSD #25 Recreation Board meeting he attended and commented on 307 Maker Space making face masks; Council Member Schatza commented on the community involvement during the COVID-19 pandemic; Council Member Bailey also commented on the community coming together during the COVID-19 pandemic; Council Member Hancock commented on the FCSD #25 Recreation Board meeting; and Council Member Borders commented on a new website www.connectriverton.com and mentioned her Facebook page – Sewing for Our Heroes – Fremont County.

City Administrator’s Report – City Administrator Tony Tolstedt reported of contract for services applications the City has received and noted they will be reviewed in depth at the work session meeting to be held on Tuesday, April 14, 2020.

Mayor’s Comments – Mayor Richard P. Gard commented on the Fremont County Incident Committee meetings he attends each morning in reference to the COVID-19 pandemic; commented on businesses throughout Riverton that are working hard in participating in the social distancing; thanked everyone in Riverton, City Staff, and all efforts during this pandemic. Mayor Gard also reported on a tour he was offered of the ICU at SageWest in Lander.

Adjourn – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council meeting at 8:50 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: *April 30, 2020*