

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held April 6, 2021
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 7:02 p.m. City Council Members present were Karla Borders, Lindsey Cox, Mike Bailey, Kyle Larson and Kristy Salisbury. Mayor Gard led the pledge of allegiance; and Council Member Bailey conducted the invocation.

Roll call was conducted. Mayor Gard declared a quorum of the Council.

City Staff present: City Clerk/Human Resource Director Kristin S. Watson, City Administrator Tony Tolstedt, 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 Borders moved, seconded by Council Member Bailey to approve the agenda as presented. Motion passed unanimously.

Acceptance of Council Member Rota’s Resignation & Declaration of Vacancy: Ward I – Council Member Bailey moved, seconded by Council Member Cox to accept Council Member Rota’s resignation and declared a vacancy in Ward I. Motion passed unanimously.

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

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: Approval of the Minutes – March 16, 2021 Regular Council Meeting; Approval of the Minutes – March 23, 2021 Special Council Meeting; Approval of the Minutes – April 6, 2021 Finance Committee Meeting; Approval of the Finance Committee Recommendations – April 6, 2021 claims to be paid in the amount of \$292,990.82 and payroll & liabilities for 3/12/2021 & 3/26/2021 in the amount of \$678,650.13 for a total of \$971,640.95; and Approval of the Municipal Court Report for the month of March 2021. Council Member Salisbury moved, seconded by Council Member Borders to approve the consent agenda as presented. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 21-003, 1st Reading: Annexation of Various Parcels to Riverton Corporate Boundary – Community Development Director Eric Carr presented Ordinance No. 21-003 which will annex the following addresses to the corporate limits of the City of Riverton: 700 South 4th West, 1220 North Broadway, 1540 Riverview Rd, 800 East Monroe, and 10627 Hwy 789. City Clerk/Human Resource Director Kristin Watson read Ordinance No. 21-003 by title only. Council Member Borders moved, seconded by Council Member Bailey to open the public hearing. Motion passed unanimously. There being no one to address the Council, Council Member Bailey moved, seconded by Council Member Cox to close the public hearing. Motion passed unanimously. Council Member Borders moved, seconded by Council Member Salisbury to adopt Ordinance No. 21-003 on first reading. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 21-004, 1st Reading: Adoption of 2020 National Electric Code (NEC) – NFPA 70 – Community Development Director Eric Carr presented Ordinance No. 21-004. This ordinance updates Section 15.04.010 of the Riverton Municipal Code which will allow for the adoption of the 2020 edition of the National Electrical Code (NEC) - NFPA 70, by the National Fire Protection Association (NFPA) as adopted by the State of Wyoming. City Clerk/Human Resource Director Kristin Watson read Ordinance No. 21-004 by title only. Council Member Bailey moved, seconded by Council Member Borders to open the public hearing. Motion passed unanimously. There being no one to address the Council, Council Member Bailey moved, seconded by Council Member Larson to close the public hearing. Motion passed unanimously. Council Member Bailey moved, seconded by Council Member Cox to adopt Ordinance No. 21-004 on first reading. Motion passed with Mayor Gard and Council Member(s) Borders, Cox, Bailey, Larson voting aye; and Council Member Salisbury voting nay.

Honeycutt Softball Complex Memorandum of Understanding (MOU): Girls Fastpitch & Adult Softball – Public Works Director Kyle Butterfield reported on meeting with representatives from the Riverton Girls Fastpitch Softball. Mr. Butterfield stated the City currently has a Memorandum of Understanding (MOU) with the Girls Fastpitch, however, the City does not have a MOU with the Adult Softball league. The updated MOU with the Girls Fastpitch was presented as well as the new MOU for the Adult league. The changes and new MOU addresses the operation and maintenance responsibilities of the softball field located at the southeast corner of Park Ave and N Smith Rd. Mayor Gard requested the City also help with some infield maintenance on all of the fields. City staff will examine the processes and will report back to the Council at a later date.

Council Member Bailey moved, seconded by Council Member Cox to approve the Memorandum of Understanding between the City of Riverton and the Riverton Adult Softball League. Motion passed unanimously.

Council Member Bailey moved, seconded by Council Member Larson to approve the amended MOU between the City of Riverton and the Riverton Girls Fastpitch Softball. Motion passed unanimously.

Sunset Baseball Complex Memorandum of Understanding (MOU): Little League Juniors & Youth Travel Baseball – Public Works Director Kyle Butterfield presented a Memorandum of Understanding (MOU) between the City of Riverton, Riverton Little League, and Trash Panda Travel Baseball. Each organization has been drafted to communicate the rights and responsibilities of the city, Riverton Little League, and Trash Panda Travel Baseball regarding the operation and maintenance of the baseball facility at Sunset and Major.

Council Member Bailey moved, seconded by Council Member Borders to approve the Memorandum of Understanding between the city of Riverton and the Trash Panda Travel Baseball Organization. Motion passed unanimously.

Council Member Salisbury moved, seconded by Council Member Borders to approve the amended MOU between the City of Riverton and Riverton Little League. Motion passed unanimously.

Saban Baseball Complex Memorandum of Understanding (MOU): Little League – Public Works Director Kyle Butterfield presented an updated Memorandum of Understanding (MOU) between the city and Riverton Little League. The update to the current MOU addresses the operation and maintenance of the baseball facility located on N Smith Rd. Council Member Larson moved, seconded by Council Member Bailey to approve the Memorandum of Understanding between the city of Riverton and Riverton Little League. Motion passed unanimously.

Bid Award: Main Street Water Improvements – Public Works Director Kyle Butterfield reported of three (3) bids received for the W. Main St. Waterline Replacement Project. This project includes improvement of 460 feet of 12” waterline, hydrant improvements, 350 square feet of concrete removal and replacement, and over 1,300 square feet of asphalt removal and replacement. Mr. Butterfield stated the lowest and most responsive bid was received from Jerry Bornhoft Construction, Inc. in the amount of \$ \$266,694.00. Council Member Borders moved, seconded by Council Member Larson to award the w Main St Waterline Replacement Project to Jerry Bornhoft Construction, Inc. in the amount of \$266,694.00. Motion passed unanimously.

Bid Award: Wastewater Plant Aerator Drive Replacement – Public Works Director Kyle Butterfield reported of two (2) bids received for the WWTP Aerator Drive Reducer Project. This project includes a Flender Helical Aerator Gear Unit (or equivalent unit), transition plate, flange, monitoring system, and installation costs. Mr. Butterfield reported of the lowest and most responsive bid was received from Jerry Bornhoft Construction, Inc. in the amount of \$79,823.00. Council Member Bailey moved, seconded by Council Member Cox to award the Wastewater Treatment Plant Aerator Drive Reducer Project to Jerry Bornhoft Construction, Inc. in the amount of \$79,823.00. Motion passed unanimously.

Airport Grant Agreement: Coronavirus Response and Relief Supplemental Appropriations Act – Public Works Director Kyle Butterfield reported of the FAA awarding the airport \$23,000 in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) grant monies in relation to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Council Member Bailey moved, seconded by Council Member Borders to accept the Coronavirus Response and Relief Supplemental Appropriations Act grant in the amount of \$23,000. Motion passed unanimously.

Joint Powers Agreement: Wyoming Association of Risk Management (WARM) – City Clerk/Human Resource Director Kristin Watson presented an amendment to the Joint Powers Agreement (JPA) of the Wyoming Risk Management (WARM) Property Insurance Joint Powers Board (PIJPB). These changes simply clarify how the 12-month withdrawal notice works and what the assessment is for lack of compliance. Council Member Bailey moved, seconded by Council Member Cox for the approval of the amended and restated Joint Powers Agreement with the Wyoming Association of Risk Management Property Insurance Joint Powers Board. Motion passed unanimously.

Employee Health Insurance – City Clerk/Human Resource Director Kristin Watson presented proposals for employee medical insurances through IMA, Inc., a commercial insurance and employee benefits broker, as well as the city’s current insurance provider, Wyoming Educators Benefit Trust (WEBT). Council Member Larson moved, seconded by Council Member Borders to approve the continued participation in the WEBT health insurance pool. Motion passed with Council Member(s) Borders, Cox, Larson, Salisbury and Mayor Gard voting aye; and Council Member Bailey voted nay.

Waiver of Building & Permitting Fees for Riverton Medical District – Mayor Richard P. Gard reported of the Riverton Medical District requesting all building and permitting fees to be waived for the construction of the new Riverton Hospital. Council Member Larson moved, seconded by Council Member Cox for the approval of the fee waiver of any building or permitting fees for the Riverton Medical District. Council Member Bailey moved, seconded by Council Member Borders to table this item until the next regular meeting on April 20, 2021. Motion passed unanimously.

Council Committee Reports & Council Members’ Roundtable – Council Member Salisbury commented on the Riverton Chamber of Commerce meeting; Council Member Larson commented on the upcoming meetings he will attend; Council Member Bailey reported on the Riverton Ambassadors meeting he attended; Council Member Cox

commented on the PW tour she participated in; and Council Member Borders reported of upcoming meetings she will be attending.

City Administrator's Report – City Administrator Tony Tolstedt commented on the EDGE Committee applications that have been received, reminded the Council of upcoming meetings and commented on the declaration of vacancy in Ward I.

Mayor's Comments – Mayor Richard P. Gard thanked Council Member Rota for his hard work and wished him the best of luck. Mayor Gard commented on meetings he attended: WRVC meeting and FCAG; thanked Chief Murphy and the RPD for always being willing to help other departments; thanked the Utility Billing department on their diligent work serving the community with over 4900 utility accounts; and commented on the open cases and active warrants through the Riverton Municipal Court.

Adjourn – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council meeting at 9:42 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 27, 2021*