



**City of Riverton**  
**Regular Council Meeting**  
**Tuesday, November 15, 2022 at 7:00 pm**  
Riverton City Hall Council Chambers  
816 N Federal Blvd.  
Riverton, WY 82501

**At 6:45 P.M. on Tuesday, November 15, 2022, the Finance Committee will meet in the City Hall Council Chambers to consider bills to be paid. This meeting is open to the public.**

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Invocation.
- 4) Roll call: Ward I: Kyle Larson, Dean Peranteaux  
Ward II: Karla Borders, Kristy K. Salisbury  
Ward III: Mike Bailey, Lindsey Cox
- 5) Declaration of quorum.
- 6) Approval of the Agenda.
- 7) Communication from the Floor – Citizen’s Comments.
- 8) Consent Agenda:
  - Approval of the Minutes – November 1, 2022 Regular Council Meeting.
  - Approval of the Minutes – November 7, 2022 Special Council Meeting.
  - Approval of the Minutes – November 7, 2022 Executive Session.
  - Approval of the Minutes – November 15, 2022 Finance Committee Meeting.
  - Approval of the Finance Committee Recommendations – November 15, 2022.
- 9) Retirement Recognition for Dave Paskett.
- 10) Public Hearing & Consideration of Sale of Property: Lot 3 Piper Drive.
- 11) Bid Award: Sage and Mesquite Sewer Project.
- 12) Bid Award: Waste Water Treatment Plant Inflow Pump Replacement Project.
- 13) Small Business Proclamation.

Reports and Comments:

- 14) Council Committee Reports and Council Members’ Roundtable.
- 15) City Administrator’s Report.
- 16) Mayor’s Comments.
- 17) Executive Session – if needed.
- 18) Adjourn.

**RIVERTON CITY  
COUNCIL  
Minutes of the  
Regular Council Meeting  
Held November 1, 2022  
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 Karla Borders, Michael Bailey, Kyle Larson, and Kristy K. Salisbury. Council Member Bailey led the pledge of allegiance; and Council Member Larson conducted the invocation.

Roll call was conducted. Council Member Bailey motioned, seconded by Council Member Borders to excuse Council Member Cox and Council Member Peranteaux from tonight's meeting. Motion passed unanimously. Mayor Gard declared a quorum of the Council.

City Staff present were: City Clerk/Human Resource Director Kristin S. Watson, City Administrator Kyle J. Butterfield, Interim Public Works Director Brian Eggleston, Police Captain Wes Romero, Finance Director Mia Harris, Community Development Director Michael Miller, and Administrative Assistant Tisha Tuttle.

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

**Communication from the Floor** – Citizens Chuck Rodgers and Robert Hussa spoke on the safety concerns and possible solutions of the Hill Street & West Main intersection. Robert Scheidemantel was asked to speak for WYDOT and assist in addressing the plausibility of solutions or resolutions to the issues mentioned. Tom Erhart spoke on the measures taken to deter speeding on Monroe, and stated that they don't seem to be working consistently.

**Consent Agenda** – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: Approval of the Minutes – October 18, 2022 Regular Council Meeting; Approval of the Minutes – October 18, 2022 Executive Session; Approval of the Minutes – November 1, 2022 Finance Committee Meeting; Approval of the Finance Committee Recommendations – November 1, 2022, claims to be paid in the amount of \$271,508.55, payroll & liabilities for 10/21/22 in the amount of \$485,234.11, for a total of \$756,742.66. Council Member Borders moved, seconded by Council Member Larson to approve the consent agenda as presented. Motion passed unanimously.

**Public Hearing & Consideration of Retail Liquor License Transfer of Ownership & Location: Ichiban Japanese Steakhouse** – City Clerk/Human Resource Director Kristin S. Watson reported on the a transfer of ownership and transfer of location application for a retail liquor license submitted by Ichiban Japanese Steakhouse III, INC. Council Member Salisbury moved, seconded by Council Member Larson to open the public hearing. Motion Passed unanimously. There being no one to speak, 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 Borders to approve the Transfer of Ownership and Transfer of Location of a Retail Liquor License for Ichiban Japanese Steakhouse III, INC for the remainder of the 4/1/22 – 3/31/23 liquor licensing term. Motion passed unanimously.

**Consideration of Public Defense Services Contract** – City Administrator Kyle J. Butterfield reported on the three submittals of qualification received in response to the advertisement for public defense services. Council Member Larson moved, seconded by Council Member Borders to approve the mayoral appointment of Janet Millard as public defender and direct staff to execute a contract for service. Motion passed unanimously.

**Planning Commission Parking Quantity Calculation Presentation** – Community Development Director Michael Miller explained that the parking committee was asked to provide insight into parking calculations in the Riverton Municipal code. The presentation given by Robert Scheidemantel is the result of the committee's findings. In brief, the current Riverton Municipal Code resembles parking standards of similar sized municipalities and areas. No changes were recommended at this time. No action was taken.

**Public Works Year-end Construction Report** – Interim Public Works Director Brian Eggleston shared a presentation of the multiple construction projects the City has completed in the fiscal year, to include Cowboy Lane, Sunset Drive, Waste Water Treatment Plant Improvements, and Water Treatment Plant Improvements. No action was taken.

**Quarterly Fiscal Health Report** – Finance Director Mia Harris presented a report to the Council reflecting the City's fiscal health from July 1, 2021 to September 30, 2021, which is the first quarter of the fiscal year. Mrs. Harris reported on the revenues verses expenditures in the general fund and enterprise funds. Also reviewed were the

Mayor Gard called for a brief intermission break at 8:29 p.m. Mayor Gard re-convened the regular council meeting at 8:38 p.m.

**City Administrator Report** – City Administrator Kyle J. Butterfield reported on the WAM winter and summer conference registration opportunities. City Administrator Butterfield also addressed the road concerns mentioned during citizen comments and assured that they would bring the discussion to the FORCC committee for further resolution opportunities. City Administrator Butterfield also discussed the approval of the ARPA grant for the water meter project and the TAP grant for the sidewalk placement on the Major Ave extension. Both projects will be greatly beneficial to the city and Mr. Butterfield commended staff for their efforts in successfully applying for the grants. Mr. Butterfield reported on the successful Halloween event hosted at City Hall, thanking Tisha Tuttle for her coordination of the event and staff for their participation.

**Adjourn** – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council Meeting at 9:25 p.m. There was no objection from the Council.

Richard P. Gard Mayor

Kristin S. Watson  
City Clerk/Human Resource Director

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**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Special Council Meeting**  
**Held November 7, 2022**  
**2:00 PM**

The special meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Richard P. Gard at 2:01 pm. City Council Members present were Karla Borders, Mike Bailey, Kyle Larson and Kristy Salisbury. Council Member Salisbury led the pledge of allegiance; and Council Member Bailey conducted the invocation.

Roll call was conducted. Council Member Larson moved, seconded by Council Member Borders to excuse Council Member(s) Lindsey Cox and Dean Peranteaux from today's meeting. Motion passed unanimously. Mayor Gard declared a quorum of the Council.

City Staff present: City Clerk/Human Resource Director Kristin S. Watson, City Administrator Kyle J. Butterfield, and Deputy City Clerk/Human Resource Generalist Megan Sims.

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

**Executive Session** – Council Member Bailey moved, seconded by Council Member Borders to convene into Executive Session for the purpose of Personnel at 2:05 pm. Motion passed unanimously. Mayor Gard invited City Administrator Kyle Butterfield and City Clerk/Human Resource Director Kristin Watson to attend the Executive Session. Council Member Larson moved, seconded by Council Member Bailey to reconvene into regular session at 6:18 pm. Motion passed unanimously.

**Action Items from Executive Session** – Council Member Bailey moved, seconded by Council Member Larson to direct staff to proceed with contract negotiations for the Public Works Director position. Motion passed unanimously.

**Adjourn** – There being no further business to come before the Council, Mayor Gard adjourned the Special Council meeting at 6:20 p.m. There was no objection from the Council.

CITY OF RIVERTON, WYOMING

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Richard P. Gard  
Mayor

ATTEST:

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Kristin S. Watson  
City Clerk/Human Resource Director

Publication Date:

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, City Administrator *kb*

**DATE:** November 9, 2022

**SUBJECT:** Sale of Property – Lot 3 RIW Industrial Park First Addition

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**Recommendation:** Following public hearing, the City Council approves the sale of property located at Lot 3 of the RIW Industrial Park First Addition to Randall Lee Dolcater in the amount of \$35,000.

**Background:** The City of Riverton owns five lots in the Industrial Park First Addition subdivision located along Piper Drive. Lot 3 of the plat is 1.28 acres and has a realtor assessed value of \$40,000.



**Discussion:** Prior to disposing of public property, Wyoming Statue 15-1-112 requires the publication of an intent to sell the property for three consecutive weeks. It also requires that sealed bids be accepted up to a certain date and time, and that the property will be sold to the highest responsible bidder, as determined by the governing body. A public notice of intent to sell Lot 3 of Industrial Park First Addition subdivision was advertised in the Riverton Ranger on October 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>. The deadline

to submit a sealed bid was 4:00 PM on November 4, 2022. One bid was submitted by Randall Lee Dolcater in the amount of \$35,000.

**Budget Impact:** Revenue received from the above described sale of property will be deposited in the Airport Enterprise Fund. These funds represent a surplus in revenues budgeted in the adopted fiscal year 2023 budget.

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Brian Eggleston, Interim Public Works Director

**THROUGH:** Kyle Butterfield, City Administrator

**DATE:** November 10, 2022

**SUBJECT:** Bid Award – Sage and Mesquite Sewer Project

**Recommendation:** The City Council award Jerry Bornhoft Construction (JBC) Inc. in the amount of \$226,079.00 to for the Sage and Mesquite Sewer Project.

**Background:** The Sage and Mesquite Sewer project was put out to bid as a F.Y. 2023 capital project on October 26, 2022. This project replaces by bursting or lining 710 feet of existing 8 inch clay line. Four (4) manholes are also proposed to be replaced as well as 210 additional feet of sewer line trenched in a different alignment. Bids were opened for this project November 10, 2022. Two bids were received.

**Discussion:** City staff prepared plans and specifications for the Sage and Mesquite sewer project. The project bid tabulation is as shown:

BID TABULATION									
Sage and Mesquite Sewer Replacement Project									
				Bornhoft Construction		JR Civil			
ITEM	UNIT	QUANTITY		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL		
1 HOT PLANT MIX BIT. PVMT. PATCHING	SY	52		\$ 450.00	\$ 23,400.00	\$ 507.00	\$ 26,364.00		
2 BURST EXISTING 8" CLAY SEWER PIPE	LF	710		\$ 95.00	\$ 67,450.00	\$ 212.00	\$ 150,520.00		
3 INSTALL BY TRENCHING 6 INCH SDR 35 SANITARY SEWER	LF	210		\$ 140.00	\$ 29,400.00	\$ 79.00	\$ 16,590.00		
4 SEWER SERVICES	EA	10		\$ 1,500.00	\$ 15,000.00	\$ 2,098.00	\$ 20,980.00		
5 MANHOLES	MH 28-2	1		\$ 12,696.00	\$ 12,696.00	\$ 14,290.00	\$ 14,290.00		
	MH 28-4	1		\$ 14,408.00	\$ 14,408.00	\$ 14,290.00	\$ 14,290.00		
	MH 28-5	1		\$ 17,010.00	\$ 17,010.00	\$ 12,573.00	\$ 12,573.00		
	MH 28-6	1		\$ 13,340.00	\$ 13,340.00	\$ 12,573.00	\$ 12,573.00		
		TOTAL							
6 TEMPORARY SEWER DIVERSION	LS	1		\$ 3,000.00	\$ 3,000.00	\$ 35,593.00	\$ 35,593.00		
7 4-INCH THICK CONCRETE SIDEWALK	SY	12		\$ 180.00	\$ 2,160.00	\$ 452.00	\$ 5,424.00		
8 6-INCH THICK CONCRETE SIDEWALK	SF	23		\$ 205.00	\$ 4,715.00	\$ 462.00	\$ 10,626.00		
9 LANDSCAPE RESTORATION/TREE REMOVAL	LS	1		\$ 3,000.00	\$ 3,000.00	\$ 19,463.00	\$ 19,463.00		
10 MOBILIZATION/DEMOLITION, BONDS AND INSURANCE	LS	1		\$ 18,500.00	\$ 18,500.00	\$ 89,330.00	\$ 89,330.00		
11 TRAFFIC CONTROL	LS	1		\$ 2,000.00	\$ 2,000.00	\$ 5,792.00	\$ 5,792.00		
					\$ 226,079.00		\$ 428,616.00		
*Contractor had a math error in the total amount. Bid submitted was for \$5,792 over the calculated amount									

A request for bids was advertised on three occasions in the local paper and online on the Public Purchase website. Bids were opened and publically read aloud November 10, 2022 at 10 a.m. Following were the bid results from the opening:

Contractor Name	Total Bid
Jerry Bornhoft Construction, Inc.	\$226,079.00
JR Civil, LLC	\$428,616.00

Staff reviewed the bids to ensure they were complete and responsive to the bid specifications.

**Additional Information:** This project will not only replace existing old clay pipe sewer line but will updated manholes throughout the project and remove two manholes from resident's backyards. When designing this project it was discovered that there was room to move the existing North-South line from beneath resident's back yard and place it outside their fences. This required manholes to be moved that were already scheduled to be replaced. Additionally, the almost 14' deep line was found to be able to be made shallower in portions allowing for ease of construction.

**Budget Impact:** The Sage and Mesquite Sewer Project will be paid from the Wastewater Enterprise Fund. The adopted budget for fiscal year 2023 includes \$253,000 towards this project. This is the first of two projects planned this fiscal year for the sewer collection system. The other project involves \$10,000 allocated for improvements to the Cliff View Mobile Home park lift station. This same fund is providing for nine (9) planned capital projects (many of them underway) at the Wastewater Treatment Plant as well as additional fleet maintenance equipment that has been purchased. Many of these projects have come in just below or very close to the budgeted amount.



## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Brian Eggleston, Interim Public Works Director

**THROUGH:** Kyle Butterfield, City Administrator

**DATE:** November 10, 2022

**SUBJECT:** Bid Award – Wastewater Treatment Plant (WWTP) Inflow Pump Replacement Project

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**Recommendation:** The City Council award Jerry Bornhoft Construction (JBC) Inc. in the amount of \$100,558.00 to for the WWTP Inflow Pump Replacement Project.

**Background:** The WWTP Inflow Pump Replacement project was put out to bid as a F.Y. 2023 capital project on October 26, 2022. This project replaces two of the three inflow pump. The bid includes work to remove the old pumps, install 2 new pumps with fastouts and guide shoes (bases) and to wire them in. Bids were opened for this project November 8, 2022. One bid was received.

**Discussion:** City staff prepared plans and specifications for the WWTP Inflow Pump Replacement project. The engineer's estimate for the project was \$90,000. This estimate was put together in March of this year. The increase in expected cost comes from the increase the supplier has seen in materials. A quote dated 10/19/2022 places the material costs for just the pump and bases at \$70,590 (no mark-up or sales tax). The bid tabulation for the project is as follows:

<u>Item</u>	<u>Description</u>	<u>Cost</u>
1	Pumps (2 total)	\$84,708.00
2	Fastout and Guide Shoe (1 total)	\$1,800.00
3	Electrical and Plumbing Connection	\$1,500.00
4	Installation	\$12,550.00
	<b>Total</b>	\$100,558.00

A request for bids was advertised on three occasions in the local paper and online on the Public Purchase website. Bids were opened and publically read aloud November 8, 2022 at 2 p.m. Following were the bid results from the opening:

<b>Contractor Name</b>	<b>Total Bid</b>
Jerry Bornhoft Construction, Inc.	\$100,558.00

Staff reviewed the bids to ensure they were complete and responsive to the bid specifications. Staff followed up with Jerry Bornhoft to confirm the type of pump he would be using as two pumps have been considered for this project.

**Additional Information:** This project replaces, arguably, the most important item in the wastewater treatment plant. The inflow pumps handle the gravity-fed flow coming into the plant and pump up the effluent so it can begin the treatment process in the plant. The existing pumps are 20 years old and have been rebuild multiple times. The pump not being replaced has been rebuild and a new fastout and guide shoe installed. This work was done in 2019. Jerry Bornhoft Construction completed this work and did a remarkable job. Needless to say, they are familiar with the work to be done in this project. The latest estimates have placed the new pumps 42 weeks out to be received after ordering. This is one reason to begin this project, as well, any further delay may result in a cost of materials increase after the first of the year. The overage in the bid amount to the estimated amount is also due to, in part, the longer than expected delay. With this delay, the project will not begin until after the next fiscal year (possibly September of next year).

**Budget Impact:** The WWTP Inflow Pump Replacement Project will be paid from the Wastewater Enterprise Fund. The adopted budget for fiscal year 2023 includes \$90,000 towards this project, \$45,000 was budgeted for the replacement of each unit. This is one of nine (9) projects scheduled to be completed this fiscal year at the WWTP. Four (6) of these projects are already underway. The two remaining projects are an above ground fuel tank (\$66,500) and removing the upper portion of the headwork's building (\$45,000). All of these projects have come in very close to the budgeted amount. The latest project to be bid, Sage and Mesquite Sewer Project was \$26,921 under the budgeted amount of \$253,000. The other projects have all come in at a combined approximate \$6,000 under budget.

# SMALL BUSINESS PROCLAMATION

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WHEREAS, the government of Riverton, WY, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, they represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States; and

Whereas, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

Whereas, 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2022; and

WHEREAS, Riverton, WY supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Richard P. Gard, Mayor of the City of Riverton do hereby proclaim, **November 26, 2022**, as:

**“Small Business Saturday”**

**And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.**

In Witness Whereof, I have hereunto set my hand this 15th day of November, in the year two thousand twenty two.

Signed:

Attest:

\_\_\_\_\_  
Richard P. Gard, Mayor

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Kristin Watson, City Clerk



**City of Riverton**

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