



City of Riverton
Regular Council Meeting
Tuesday, December 20, 2022 at 7:00 pm
Riverton City Hall Council Chambers
816 N Federal Blvd.
Riverton, WY 82501

At 6:45 P.M. on Tuesday, December 20, 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) Introduction and Oath of Office – RPD Dispatcher & Officer.
- 8) Communication from the Floor – Citizen’s Comments.
- 9) Consent Agenda:
 - Approval of the Minutes – December 6, 2022 Regular Council Meeting.
 - Approval of the Minutes – December 6, 2022 Executive Session.
 - Approval of the Minutes – December 20, 2022 Finance Committee Meeting.
 - Approval of the Finance Committee Recommendations – December 20, 2022.
 - Replat: Eastern Shoshone Business Park – Replat Of Lots 2 And 3; Petitioner: SITTA, LLC.
- 10) Consideration of the FORCC Recommendation – Davis Lane Project.
- 11) Recognition of Outgoing Elected Official Mayor Gard.

Reports and Comments:

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

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held December 6, 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, Lindsey Cox, Michael Bailey, Dean Peranteaux, Kyle Larson, and Kristy K. Salisbury. Council Member Cox led the pledge of allegiance; and Council Member Bailey conducted the invocation.

City Staff present were: City Clerk/Human Resource Director Kristin S. Watson, City Administrator Kyle J. Butterfield, Public Works Director Brian Eggleston, Interim Police Chief 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 Borders to approve the agenda as presented. Motion passed unanimously.

Retirement Recognition – Eric Murphy – Mayor Gard and Scott Komrs presented Police Chief Eric Murphy with recognition and congratulations for 23 years of service to the Riverton Police Department, presenting him with a blue stripe flag signed by the members of the Riverton Police Department.

Oath of Office – Brian Eggleston, Public Works Director – Mayor Gard conducted the oath of office for Public Works Director Brian Eggleston.

Communication from the floor – Citizens comments – Maura Arbogast and Cooper Baldes from St. Margaret's School informed the Council regarding their efforts for putting on a food drive for Eagle's Hope and mentioned that they are currently gathering hats, socks, and mittens. Jose Proo expressed his appreciation to Mayor Gard for his help addressing the road conditions on Arapaho to Smith Road. Tom Erhart addressed the Council regarding speeding and traffic violations. Several citizens, including Rowena Bland, Julie Buller, Kip Post, Janet Winslow, Jared Baldes, and Bethany Baldes, spoke and shared sentiments about Mayor Richard Gard and his efforts as Mayor and presented Mayor Gard with an engraved shovel. Cathy Cline thanked Mayor Gard and expressed enthusiasm to continue to see his active in the community. Corte McGuffey thanked Mayor Gard and Council Members for their support of the Riverton Medical District's efforts in regards to the anticipated hospital. Mayor Gard expressed his appreciation to the citizens of Riverton.

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only; Approval of the Minutes – November 15, 2022 Regular Council Meeting. Approval of the Minutes – November 15, 2022 Executive Session. Approval of the Minutes – December 06, 2022 Finance Committee Meeting. Approval of the Finance Committee Recommendations – December 06, 2022 , to be paid in the amount of \$1,129,424.58, manual checks in the amount of \$12,556.91, payroll & liabilities for 11/18/22 in the amount of \$490,574.69, for a total of \$1,632,556.18. Approval of the Municipal Court Report for the Month of October 2022. Approval of the Municipal Court Report for the Month of November 2022. Council Member Peranteaux moved, seconded by Council Member Bailey to approve the consent agenda as presented. Council Member Salisbury reported that the Finance Committee Recommendations includes the EDGE funding disbursement of \$880,000 to Riverton Medical District. Motion passed unanimously.

Consideration of the Sale of Surplus Vehicles to the Town of Dubois, Wyoming – Public Works Director Brian Eggleston reported on the request received by Dubois Mayor to acquire surplus work trucks for the town's use. Council Member Borders moved, seconded by Council Member Bailey to direct staff to begin advertizing for the sale of one (1) 1990 Ford F250 Dump Truck and one (1) 1999 Dodge 2500 Utility Truck to the Town of Dubois, Wyoming, for \$5.00 each. The terms of sale shall be: cash or certified funds at time of closing; the Town of Dubois must collect the vehicles; and the transfer of titles will be completed upon receipt of payment. Motion passed unanimously.

Optional ½ Cent Economic Development Update – City Administrator Kyle J. Butterfield provided an update on the Optional ½ cent Economic Development tax. Marissa Selvig spoke as Chairperson on behalf of the EDGE Committee and encouraged public participation in the EDGE meetings. No action was taken.

Council Committee Reports & Council Members' Roundtable – Council Member Peranteaux attended the Fremont County School District 25 Recreation Board meeting. Council Member Bailey attended the Christmas Story Musical at CWC. Council Member Cox attended the Fremont County School District 25 Recreation Board meeting, and reported that the upcoming January 16th meeting will be for community funding requests. Council Member Cox attended the Senior Endowment Board meeting. Council Member Borders commented on the community tree lighting and the Festival of Trees fundraiser for CES. Council Member Larson commented on the City's snow removal efforts and how great the street lights look in town.

City Administrator Report – City Administrator Kyle J. Butterfield reported on the upcoming meetings for Airport Board and FORCC. Mr. Butterfield also commented on the citizen committee openings. Mr. Butterfield thanked Eric Murphy for his service and congratulated Wes Romero on the Interim Chief of Police position. Mr. Butterfield commented on the ice skating rink at Tonkin and reported that RPD’s saturation effort resulted in 75 stops in 4 hours.

Mayor’s Comments – Thanked citizens for coming and expressed that the best part of Riverton is the people that work together to make Riverton better. Mayor Gard commended the staff that worked on the snow removal plan. Mayor Gard attended the following meetings or events: Riverton Medical District meeting; Farmers Market and State regulations; Administrator meeting; Riverton Peace Mission meeting with Kyle Butterfield and Council Member Borders; meeting with the owner of the College Hill Apartments; and the DUI Taskforce meeting. Mayor Gard also extended his appreciation to Chief Murphy, Interim Chief Romero, and Finance Director Mia Harris.

Executive Session – Council Member Cox moved, seconded by Council Member Bailey to convene into executive session for the purpose of Litigation and Personnel. Motion passed unanimously at 8:25 PM. Mayor Gard invited City Administrator Kyle J. Butterfield and City Clerk/Human Resource Director Kristin S. Watson. Council Member Peranteaux moved, seconded by Council Member Cox to reconvene into regular session. Motion passed unanimously at 9:50 p.m. Council Member Bailey motioned, seconded by Council Member Peranteaux to direct staff to begin the recruitment process for the Chief of Police position. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council Meeting at 9:51 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:

CITY COUNCIL STAFF REPORT

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

FROM: Michael Miller – Director of Community Development

THROUGH: Kyle Butterfield – City Administrator

DATE: December 20th, 2022

SUBJECT: EASTERN SHOSHONE BUSINESS PARK – REPLAT OF LOTS 2 AND 3

PETITIONERS: SITTA, LLC

Recommendation: The City Council certify the replat of Eastern Shoshone Business Park Lots 2 and 3.

Background: The original plat of these lots was completed in July of 2020. SITTA, LLC requested the replat of lots 2 and 3 of the Eastern Shoshone Business Park in July of 2021. The zoning designation for these lots are PUD (Planned Unit Development) which will remain the same with the replat.

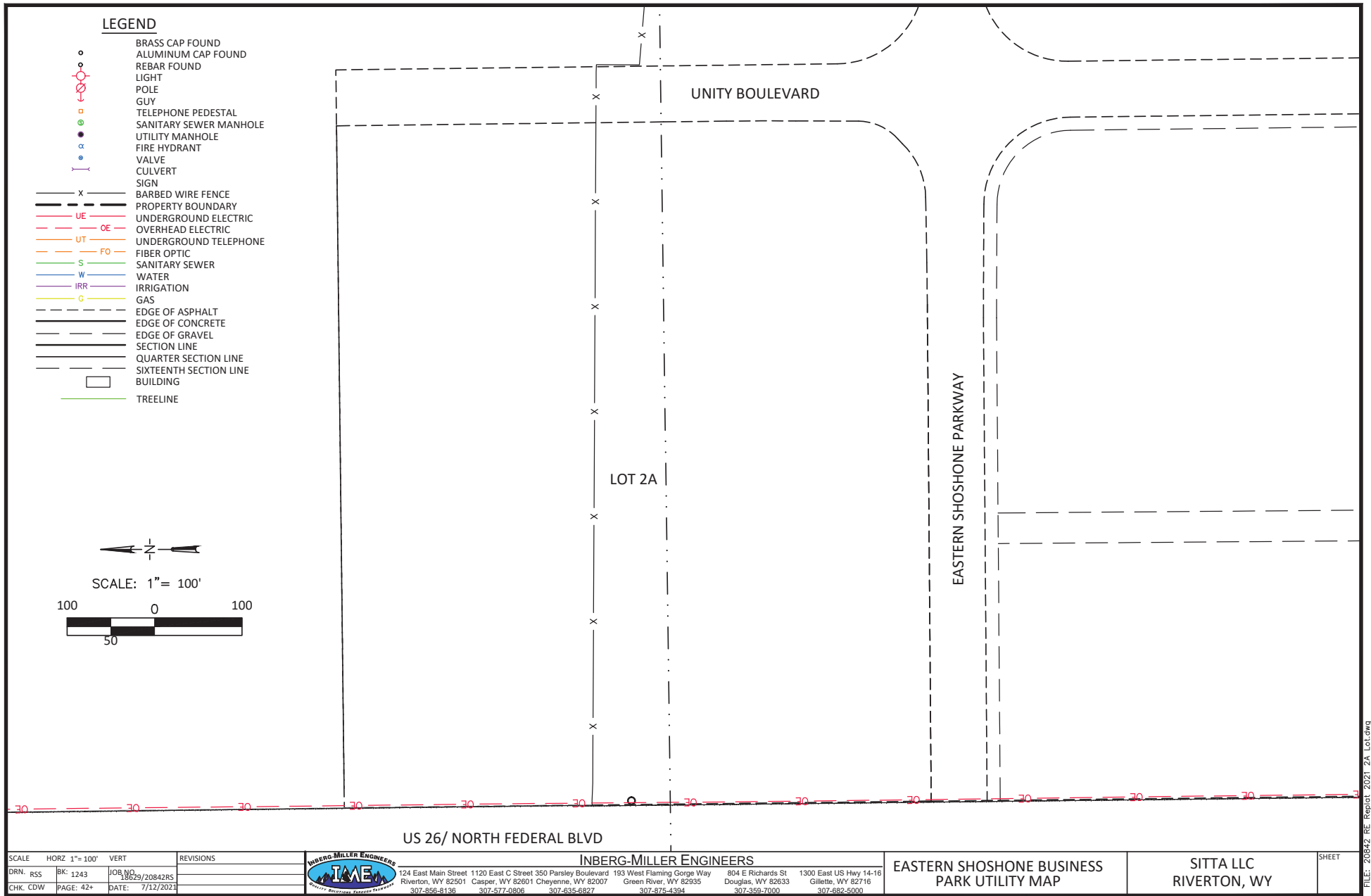
Discussion: Lots 2 and 3 will be combined with this replat into Lot 2A of the Eastern Shoshone Business Park. These lots are currently not developed and the only utilities that currently exist are water and sewer and electric along North Federal Blvd. The Planning Commission approved the recommendation of this replat in August of 2021.

The City Planning Commission Recommended Certification on August 5th, 2021.

Alternatives:

- Not certify the replat.
- Certify with amendments or stipulations.

Budget Impact: There is no immediate budget impact resulting from the staff recommendation.



FILE: 20842 RE Replot 2021 2A Lot.dwg

CITY COUNCIL STAFF REPORT

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

FROM: Brendan P. Thoman, City Engineer
Brian K. Eggleston, Public Works Director

THROUGH: Kyle J. Butterfield, City Administrator

DATE: December 20, 2022

SUBJECT: Prepare for Bidding - Davis Lane Improvement Project

Recommendation: The City Council approves the FORCC (Fix Our Roads Citizen Committee) recommendation to initiate the bidding process for the Davis Lane Reconstruction Project.

Background: The Fix Our Roads Citizen Committee (FORCC) prioritized the improvement and requested staff to engage the services of an engineering firm in October of 2016. Staff solicited statements of qualification and conducted consultant interviews. The City Council selected HDR to engineer improvements to both Davis Lane and Gannett Drive. An Agreement for Engineering Services between the city and HDR was executed on April 17, 2017. City staff negotiated a scope of work and fee, the City Council approved Amendment No. 1 to the Agreement for Engineering Services on April 16, 2019.

During the final engineering phase, it was determined Gannett Drive would be improved prior to Davis Lane. Consequently, HDR finalized plans and specifications for the Gannett Drive Reconstruction Project on March 25, 2020. The project was bid for construction in April and completed in October of that year.

After the completion of the Gannett Drive Reconstruction Project, HDR resumed the final engineering phase for Davis Lane. During this process, several community members approached FORCC about drainage and flooding concerns along Davis Lane. These issues were initially explored by HDR during the preliminary engineering phase of the project.

After again hearing from Davis Lane community members, FORCC decided to resolve the storm drainage and flooding issues associated with the area. Staff subsequently negotiated a scope of work and fee with HDR. Amendment No. 2 to the Agreement for Engineering Services was then approved by the city on May 12, 2021.

Amendment No. 3 to the Agreement for Engineering Services between the city and HDR proposed to address an alternate solution to the drainage issues on Davis Lane. Amendment No. 3 also addressed changes to the proposed cul-de-sac design located at the southern end of Davis Lane. Previously, right-of-way associated with the Davis Lane ended at 148 and 149 Davis Lane. Public access to 2201 and 2202 Davis Lane did not exist. HDR prepared right-of-way documents to correct the issue and construct an appropriate public and emergency vehicle turn-around at the southern end of the lane. The proposed

amendment adjusts the geometry of the proposed cul-de-sac to reflect requests made by the impacted property owners of 2201 and 2202 Davis Lane.

Discussion: Davis Lane is one of the poorest streets in Riverton. Asphalt at the bottom end of the street is barely held together. Water seeping onto the street prior to 2018 when an underdrain line was not working properly caused a great amount of freeze/thaw damage to the roadway. Streets and Alley crews subsequently installed a short piece of roadway underdrain to mitigate the problem. The waterline has broken three separate times over the years. Waterline breaks occurred at 2202, 2201 and 143 Davis Lane. The latest break occurred in July of 2020.

In 2020 an adjusted pavement condition index (PCI) score was assigned to the Davis Lane roadway. This score, with the best streets being a PCI of 80-90 and the worst in the 20's, was a 31. This ranked better than only 3 other portions of streets in town. The design and subsequent construction of this project will include a storm drain line that will drain nuisance water originating from U.S. Highway 26/West Main Street. It will address flooding issues residents have experienced at 143, 149 and 2201 Davis Lane. The project design will direct water to an existing drain under the canal, in order to properly dispose of water during a storm event.

This project entails the replacement of 1100 linear feet of 8-inch water line, installation of 1235 linear feet 18-inch storm sewer line, 400 linear feet of 6-inch perforated underdrain pipe, and all associated fixtures for water and storm sewer installation. The project will replace two older fire hydrants with three new fire hydrants, improving fire protection in the area. The project includes 2200 linear feet of curb and gutter, 3850 square yards of sidewalk and 4405 square yards of asphalt to rebuild the street and add the cul-de-sac at the south end of the project. Additionally, the project calls for boring under West Main Street at Davis Lane to connect the new water line to the water main, located on the north side of West Main Street.

Budget Impact: The engineer's estimate for this project is \$1,640,000. This estimate includes a 10% contingency bringing the project total to \$1,488,315 before the contingency. Half of the project cost (approximately \$700,000) is slated for new water and storm drain lines. The bid price of these items may be less as estimates were taken from last year's projects when materials were at an all-time high.

Currently, the 1% fund has a balance of \$2,487,647 after commitments. The FORC committee has set aside up to \$1,000,000 for pavement preservation projects for the 2023 construction season. Average revenue per month for 2022 has been \$193,882 with revenue coming in upwards of \$232,422 the previous 4 months. Projecting forward to June 1, 2023 when the first invoice may be due, the FORCC fund can conservatively be projected at \$820,000.