



City of Riverton
Regular Council Meeting
Tuesday, March 7, 2023 at 7:00 pm

Riverton City Hall Council Chambers
816 N Federal Blvd.
Riverton, WY 82501

At 6:45 P.M. on Tuesday, March 7, 2023, 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: Mayor: Tim Hancock
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 – February 21, 2023 Regular Council Meeting.
 - Approval of the Minutes – February 21, 2023 Executive Session.
 - Approval of the Minutes – February 28, 2023 Council Work Session.
 - Approval of the Minutes – March 7, 2023 Finance Committee Meeting.
 - Approval of the Finance Committee Recommendations – March 7, 2023.
 - Approval of the Municipal Court Report for the month of February 2023.
 - 9) Citizen Board Appointment: Fix Our Roads Citizen Committee (FORCC).
 - 10) Untable & Consideration of Ordinance No. 23-001, 3rd & Final Reading: Rezone Woodridge Estates.
 - 11) Consideration of Ordinance No. 23-002, 2nd Reading: Plat & Annexation, JAC Addition.
 - 12) Public Hearing & Consideration of Resolution Nos. 1468, 1469, 1470: Utility Rate Adjustments.
 - 13) Consultant Selection: TAP Willow Creek Project.
 - 14) Resolution No. 1471: Fiscal Year 2024 Council Goals.
- Reports and Comments:
- 15) Council Committee Reports and Council Members’ Roundtable.
 - 16) City Administrator’s Report.
 - 17) Mayor’s Comments.
 - 18) Executive Session – Personnel & Potential Litigation.
 - 19) Adjourn.

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held February 21, 2023
7:00 PM

The regular meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Tim Hancock at 7:00 p.m. City Council Members present were Karla Borders, Lindsey Cox, Dean Peranteaux, and Kyle Larson. Council Member Cox led the pledge of allegiance; and Council Member Peranteaux conducted the invocation.

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

City Staff present: City Administrator Kyle J. Butterfield, City Clerk/Human Resource Director Kristin S. Watson, Public Works Director Brian Eggleston, Interim Chief of Police Wesley Romero, Finance Director Mia Harris, Community Development Director Michael Miller, and Community Development Clerk Kimberly Applegate.

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

Jim Brodle: Tree Board Recognition – Public Works Director Eggleston and Mayor Hancock presented an award to Jim Brodle who resigned from the Tree Board after 15 years of service. Mr. Brodle was recognized for his outstanding service to the community and was congratulated by City Council & Staff.

Riverton Police Officer – Awards Recognition – Interim Chief of Police Wesley Romero presented three Life Saving Awards to Officers Milovich, Foos, Tadewald, Zimmerman, W. Barry, Brookover, J. Johnson, and Sergeant Sullivan. Each officer was thanked for their continued dedication to the safety and lives of the citizens of the City of Riverton and congratulated and thanked by City Council & Staff.

Communication from the Floor – No communication was received from the floor.

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: Approval of the Minutes – February 7, 2023 Regular Council Meeting; Approval of the Minutes – February 21, 2023 Finance Committee Meeting; Approval of the Finance Committee Recommendations – February 21, 2023 claims to be paid in the amount of \$205,722.40, and payroll & liabilities for 2/10/2023 in the amount of \$216, 232.53 for a total of \$421,954.93; and Approval of an Open Container Permit Application: Adysan Applin, Rehearsal Dinner at Sunset Park, September 15, 2023, 2:00pm-7:00pm. Council Member Peranteaux moved, seconded by Council Member Cox to approve the consent agenda as presented. Motion passed unanimously.

Consideration of Ordinance No. 23-001, 3rd Reading: Rezone Woodridge Estates – City Clerk/Human Resource Director Kristin S. Watson read Ordinance No. 23-001 on third and final reading by title only. Present telephonically was Andrew Schorfharr, as well as Dawn Willhelm with Inberg Miller Engineers, who was present in the audience. Council Member Cox moved, seconded by Council Member Borders to adopt Ordinance No. 23-001 on third & final reading. After some discussion, Council Member Peranteaux moved, seconded by Council Member Borders to table the consideration of Ordinance No. 23-001 on third & final reading. Motion passed unanimously.

Public Hearing & Consideration of 2023-2024 Liquor License Renewals – City Clerk/Human Resource Director Kristin S. Watson presented thirty one (31) liquor licenses renewal applications that were received and processed through the City Clerk's office and the Wyoming Liquor Division. All licenses being considered for renewal have had no reported violations in the previous year. Council Member Larson moved, seconded by Council Member Borders to

open the public hearing. Motion passed unanimously. There being no one to speak, Council Member Peranteaux moved, seconded by Council Member Larson to close the public hearing. Motion passed unanimously. Council member Cox moved, seconded by Council Member Borders to approve the 31 liquor license renewal application that were submitted to the City for the 4/1/2023-3/31/2024 liquor licensing period. Motion passed unanimously.

Grant Application for Police Body-Worn Cameras – Interim Chief of Police Wesley Romero presented that the current body-worn cameras being utilized by the police department are having battery charge problems. The parts and batteries to replace them are no longer being produced for the model of body-cameras. Interim Chief Romero requested the authorization to submit a grant application to the Small, Rural, and Tribal Body-worn Camera Program. Funds from this grant, if approved, would be used to purchase 20 new body-worn cameras and 9 new body-worn camera mounts. The grant requires a dollar-for-dollar match; the cost to the Police Department would be \$5,870, with the grant total offering of \$11,740. Council Member Larson moved, seconded by Council Member Cox to authorize the Police Department to submit a grant application to the Small, Rural and Tribal Body-worn Camera Program to procure 20 new body-worn cameras and 9 new body-worn camera mounting systems. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 23-002, 1st Reading, Replat and Annexation, JAC Addition – Community Development Director Michael Miller reported on Ordinance No. 23-002. This ordinance will amend the zoning map, designating the annexation and zoning designations of the property. City Clerk/Human Resources Director Kristin S. Watson read Ordinance No. 23-002 by title only. Council Member Peranteaux moved, seconded by Council Member Cox to open the public hearing. Motion passed unanimously. There being no one to speak, Council Member Peranteaux moved, seconded by Council Member Larson to close the public hearing. Motion passed unanimously. Council Member Cox moved, seconded by Council Member Borders to adopt Ordinance No. 23-002 on 1st Reading. Jac Miller, the petitioner, was present in the audience and indicated the buildings that are currently on the lot are receiving city services after Council Member Larson posed the question. Motion passed unanimously.

Fiscal Year 2023-2024 Budget Calendar – City Administrator Kyle J. Butterfield reported on the structure of the budget calendar and how senior staff will receive and report their departmental budgets. He detailed State Statues that dictate this process. Council Member Cox moved, seconded by Council Member Peranteaux, to approve the budget calendar as presented. Mayor Hancock questioned the public's presence at the budgetary meetings. Mr. Butterfield stated anytime Council is present is an opportunity for the public to attend. Motion passed unanimously.

Council Committee Reports & Council Members' Roundtable – Council Member Larson commented on the Airport Board meeting he attended; Council Member Peranteaux commented on the Airport Board meeting he attended; Council Member Borders reported on the goriverton.com website; and Council Member Cox commented on the Senior Endowment Board meeting and Boy and Girls Club meeting she will be attending for the breakfast event. Council Member Larson commented on the landfill in Riverton where the baseball and softball fields are currently located. Mr. Butterfield reported on the phytoremediation pilot study, and if the remediation program does not work, pump-and-dump or dig-and-haul would be the City's options to remediate the old landfill sight. Questions regarding the baseball and softball field improvements were brought up by Council Member Peranteaux, as the baseball group has requested funding through FCSD #25 Rec Board for improvements.

City Administrator's Report – City Administrator Kyle J. Butterfield reported that he went to Cheyenne to participate in some legislative opportunities. He reported that 2 grant applications the City submitted have passed the first review process. The Fremont Air Service Team submitted an application to the MOVE Committee to seek additional funds for commercial air service. Mr. Butterfield reported on bills currently going through the legislative process that may still affect the City of Riverton. One for the Direct Distribution Process, a liquor license bill for population requirements for bar and grill licenses, a bill related to pharmacies and pharmaceuticals, one that may impact air service and air service contracts, and another that may affect Public Works contracts and the bidding process. Public Works Director Eggleston reported on the recent snow and the upcoming storm. Mr. Eggleston reported that city crews have removed 2,567 dump truck loads of snow from city streets, a total of 28 million pounds of snow with more to go.

Mayor's Comments – Mayor Tim Hancock reported the Rotary and EDGE Committee meetings, a meeting with the Downtowners group for Main Street improvements and highlighted the Bootstrap Collaborative. Mayor Hancock also mentioned fundraisers and encouraged attendance to fundraising events.

Executive Session – Personnel and Litigation – Council Member Border moved, seconded by Council Member Cox to convene into Executive session for the purpose of Personnel and Litigation. Motion Passed unanimously at 8:20 p.m. Invited to attend the executive session were City Administrator Kyle J. Butterfield and City Clerk/Human Resources Director Kristin S. Watson. Council Member Larson moved, seconded by Council Member Cox to reconvene into regular session. Motion passed unanimously at 8:51 p.m.

Adjourn – There being no further business to come before the Council, Mayor Hancock adjourn the Regular Council meeting at 8:51 p.m. There was no objection from the Council.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date:

RIVERTON CITY COUNCIL
Minutes of the
Work Session Meeting
Held February 28, 2023
7:00 PM

The work session meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Tim Hancock at 7:00 p.m. City Council Members present were Karla Borders, Dean Peranteaux, Mike Bailey, Lindsey Cox, Kyle Larson, and Kristy Salisbury. Council Member Mike Bailey led the pledge of allegiance and Council Member Kyle Larson conducted the invocation.

Roll call was conducted.

Mayor Hancock declared a quorum of the Council.

City Staff present: City Administrator Kyle Butterfield.

Approval of the Agenda – Council Member Peranteaux moved, seconded by Council Member Borders for the approval of the agenda as presented. Motion passed unanimously.

Council Goal Setting Discussion – City Administrator Kyle Butterfield introduced Gary Michaud, Administrator of the Fremont County Association of Governments, as moderator of the goal setting session. Mr. Michaud facilitated discussion of the Council by reviewing the city’s Mission Statement, Motto, and previous goals and accomplishments. Council discussed key priorities and categories for the city, which included: Public/Communication and Transparency; Infrastructure/Facilities; Community and Economic Development; City Operations; Budget; Promote City of Riverton Image and Beautification; and Crime/Safety/Law Enforcement. From these priorities, the Council discussed goals for Fiscal Year 2023-2024 and objectives to help accomplish these goals. Mr. Butterfield will draft the goals into a formal document to be adopted by resolution at a regular meeting of the City Council. No action was taken.

Adjourn – There being no further business to come before the Council, Council Member Peranteaux moved, seconded by Council Member Borders to adjourn the meeting. Motion passed unanimously. The work session meeting of the Riverton City Council adjourned at 9:17 p.m.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:


Kristin S. Watson
City Clerk/Human Resource Director

**RIVERTON MUNICIPAL COURT
REPORT**

**CASH RECEIPTING
JANUARY 27 THROUGH FEBRUARY 23, 2023**

TOTAL DOCKETS FOR FEBRUARY 124									
	TOTAL	ADMIN			CREDIT				TOTAL
DATE	RECVD	FEES	FINES	COSTS	CARD	BOND	VCF	REST	RECVD
1/27-2/2/23	\$ 4,262.75	\$ 9.00	\$ 2,032.75	\$ 70.00	\$ 1,501.00	\$ 500.00		\$ 150.00	\$ 4,262.75
2/3-2/9/23	\$ 5,974.75	\$ 2,408.00	\$ 2,234.75	\$ 20.00	\$ 837.00	\$ 350.00		\$ 125.00	\$ 5,974.75
2/10-2/16/23	\$ 2,146.50	\$ 6.00	\$ 1,320.50	\$ 20.00	\$ 550.00	\$ 150.00	\$ 100.00		\$ 2,146.50
2/17-2/23/2023	\$ 2,173.00		\$ 1,195.00	\$ 70.00	\$ 658.00	\$ 250.00			\$ 2,173.00
SUB TOTAL	\$ 14,557.00	\$ 2,423.00	\$ 6,783.00	\$ 180.00	\$ 3,546.00	\$ 1,250.00	\$ 100.00	\$ 275.00	\$ 14,557.00
VCF	\$ 100.00								
REST	\$ 275.00								
BOND M	\$ 1,250.00								
OVER PAY									
<u>BCK GRNDS</u>									
E Shoshone	\$ 130.00								
WRC	\$ 340.00								
TOTAL	\$ 13,402.00								
							JUDGE MCKEE		

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council
FROM: Kyle J. Butterfield, City Administrator 
DATE: March 7, 2023
SUBJECT: FORCC Committee Appointment

Recommendation: The city council approves mayoral citizen appointment of James Keralis to the Fix Our Roads Citizen Committee (FORCC).

Background: FORCC serves as an unpaid advisory committee to the City Council of the City of Riverton. The purpose of the committee is to review and evaluate the capital improvement needs of the city, prioritize projects, and make recommendations to the council through city staff for the expenditure of funds from the 1% general use excise tax as approved by voters; which is for infrastructure projects related to streets, roads, bridges, water and sewer utilities.

Membership of the committee consists nine members appointed by the mayor with the advice and consent of the council. Members serve for a term of four years to coincide with the duration of the approved general use excise tax. When a vacancy occurs due to the resignation or removal of a member, the mayor with the advice and consent of the council appoints a replacement to fulfill the balance of the vacated term.

Discussion: A vacancy exists on FORCC due the recent resignation of Doug Stanbury. City staff solicited interest and advertised vacancies on committee and boards through digital and print mediums. Attached to this report are the letters of interest received from the solicitation. The proposed mayoral appointment is James Keralis

Budget Impact: There is no budget impact to this action.

Kyle Butterfield

From: Lehto, Kyle <Kyle.Lehto@hdrinc.com>
Sent: Tuesday, January 03, 2023 7:24 AM
To: Kyle Butterfield
Cc: Brian Eggleston; Brendan Thoman
Subject: FORCC Committee Open Board Position

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Kyle.

I'm writing this email to show my interest in filling the recently vacated board position for the FORCC Committee. As you know I have a long history with the 1% Optional Sales Tax, and David Myers and I worked with FCAG to create a PAC in support of passing the 1% Optional Sales Tax. It's passed every time its been on the ballot since that initial ballot initiative was voted on.

Additionally, as a Civil Engineer that has worked in Fremont County for nearly 13 years, I'm hpeful my problem solving skills will be useful on the committee.

Thank you for your consideration.

Sincerely,
Kyle Lehto, PE
Civil Engineer

HDR
325 Main Street (PO Box 467)
Lander, WY 82520
D 307.228.6063 M 307.851.8357 F 307.228.6061
kyle.lehto@hdrinc.com

hdrinc.com/follow-us

Mayor Tim Hancock
City Hall
Riverton, Wyoming 82501

Dear Mayor Hancock,

I read with interest that the City of Riverton is looking for someone to join the Fix our Roads Citizen's Committee.

I retired from being a project manager for a Denver commercial glazing company last July and am interested in getting involved in the City of Riverton. I was raised in Riverton and am happy to be back in Riverton and the State of Wyoming.

I am proficient in reading architectural drawings and believe my experience in the construction industry would be of a benefit to the road committee.

Thank you for your consideration,



James Keralis
1309 Maple Lane
Riverton, Wyoming 82501

Jim.keralis@gmail.com

Tim,

This is letting you know that I would like to be considered for the fix our roads committee. I do not care for how some of the moneys have been spent in the past and would like to have some input as to how it is used in the future. I don't live on city streets, but I drive on them. Thank you, Wayne Dick (307)858-4207

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: March 7th, 2023

SUBJECT: Rezone Woodbridge Estates Block 1, Tract 1 (Final Replat of Lots 3 & 4 and the vacation of platted easements with lots 10-15, block 16 and all of block 17)

PETITIONERS: HAAN Development

Recommendation: The City Council approve on third reading Ordinance 23-001 Rezone of Woodbridge Estates Block 1, Tract 1 (Final Replat of Lots 3 & 4 and the vacation of platted easements with lots 10-15, block 16 and all of block 17)

Background: Woodbridge Estates Block 1, Tract 1 is a corner lot at the intersections of Pure Gas Road and Webbwood Road. The lot is located on the north side of a majority residential subdivision. The lots to the north of this lot, across Webbwood are designated as Heavy Industrial (“I-2”) and Agriculture (“AG”). The lot is currently zoned as a Planning Neighborhood Shopping District (“C-P”) and the petitioners are requesting to rezone this lot to a Commercial District (“C-1”).

Discussion: HAAN Development is requesting this change to allow them to create commercial office spaces with garages. The current use regulations for C-P zoning could be restricting. The petitioner plans to build commercial offices spaces and garages for businesses or individuals to rent. C-1 zoning offers more flexibility to the type of businesses that can rent and utilize the commercial spaces available.

The City Planning Commission Recommended Certification on January 5th, 2023.

City Council approved Ordinance No. 23-001 on first reading at the January 17th, 2023 regular meeting

City Council approved Ordinance No. 23-001 on second reading at the February 7th, 2023 regular meeting

Alternatives:

- Approve with amendments or stipulations.
- Not Approve the rezone

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

Chapter 17.56 COMMERCIAL DISTRICT “C-1”

17.56.010 Intent and purpose of district.

It is the intent of the commercial district “C-1” to permit retail merchandising activities in a concentrated area serving the general shopping needs of the trade area. Density and intensity of use may be considered moderate to high. Uses in this district are intended to be compatible with adjoining residential and commercial districts. (Ord. 06-007 § 1, 2006)

17.56.020 District regulations.

In the commercial district “C-1,” no structure or land shall be used and no structure altered, enlarged or erected which is arranged, intended, or designed for other than one of the uses listed in Section [17.56.040](#) of this chapter. (Ord. 06-007 § 1, 2006)

17.56.030 General requirements.

A. The tract for use as a commercial district “C-1” shall not be less than three thousand five hundred (3,500) square feet in area.

B. The location of commercial district “C-1” uses shall be on property that has access to collector and/or minor arterial streets. (Ord. 06-007 § 1, 2006)

17.56.040 Use regulations.

- A. Motorized vehicle sales and services;
- B. Mobile home, manufactured home, and travel trailer sales and services;
- C. Facilities for repair of items in subsections A and B of this section conducted inside a building;
- D. Parking lots and parking garages;
- E. Bank, saving, and lending institutions and professional offices;
- F. Builders supply and related trade shops;
- G. Motels and hotels;
- H. Membership clubs and lodges;

I. Multiple-family dwellings on each floor, including fifty (50) percent maximum of the ground floor on the non-street side;

J. Human healthcare facilities;

K. Electric, telephone, cable substations and related equipment;

L. Tire repair shops conducted from within a permanent building;

M. Personal services;

N. Printing and newspaper offices;

O. Radio and television stations;

P. Restaurants, bars, convenient stores;

Q. Retail sales whose business consists primarily of serving retail customers and conducted from within a permanent building;

R. Public and commercial recreational uses;

S. Public utility and public service installations and facilities for the protection and welfare of the surrounding area, provided repair and storage facilities are not included;

T. Public and private vocational and technical schools;

U. Wholesale sales conducted from within a permanent building;

V. Pet shops not containing facilities for boarding animals;

W. Accessory buildings and uses customarily incident to the uses permitted in commercial district "C-1";

X. Soil/water laboratory;

Y. Storage units;

Z. Light manufacturing. (Ord. 21-009 § 1, 2021; Ord. 21-008 § 1, 2021; Ord. 06-007 § 1, 2006)

Chapter 17.52 PLANNED NEIGHBORHOOD SHOPPING DISTRICT “C-P”

17.52.010 Intent and purpose of district.

It is the intent of the planned neighborhood shopping district “C-P” to permit retailing of neighborhood convenience commodities and personal services which are needed for day to day living. Density and intensity of use may be considered low to moderate. Uses in this district are intended to be compatible with adjoining residential districts. (Ord. 06-006 § 1, 2006)

17.52.020 District regulations.

In the planned neighborhood shopping district “C-P,” no structure or land shall be used and no structure altered, enlarged or erected which is arranged, intended or designed for other than one of the uses listed in Section [17.52.040](#) of this chapter. (Ord. 06-006 § 1, 2006)

17.52.030 General requirements.

A. The tract for use as a planned neighborhood shopping district “C-P” shall not be less than twenty-one thousand (21,000) square feet.

B. The location of planned neighborhood shopping district “C-P” uses shall be on property that has access to collector and/or minor arterial streets.

C. An applicant for a change in zoning to planned neighborhood shopping district “C-P” must provide detailed financial information to the city that it has the ability to carry out the proposed plan and shall prepare and submit a schedule for construction. The proposed plan shall be designed and phased to provide for all land uses on the property in the event it is rezoned by the city and the applicant is unable to complete the approved “C-P” plans. Further, proposed construction shall begin within a period of eighteen (18) months following approval by the city council and forty (40) percent of the total planned construction shall be completed within a period of three years following such approval.

D. Such applicant shall also prepare and submit a preliminary development plan for review and approval by the city which shall include:

1. A topographic map showing one foot vertical contours;
 2. A plot plan showing:
 - a. Building location(s) and proposed uses on the tract to conform with the requirements of Section [17.52.070](#) of this chapter,
 - b. Access from street(s),
 - c. Off-street parking arrangements and number of spaces,
 - d. Interior drives and service areas,
 - e. Landscaped buffer strips to conform with Section [17.52.110](#) of this chapter;
 3. Location map showing the development and zoning of the adjacent property within two hundred (200) feet, including the location and type of buildings and structure thereof;
 4. The full legal description of the boundaries of the properties to be included in the area to be zoned as C-P district;
 5. A map showing the general arrangements of streets within an area of one thousand (1,000) feet from the boundaries of the area to be zoned C-P district;
 6. A map showing location of proposed sewers, water and other utility lines;
 7. A description of general character of proposed buildings and architectural elevations;
 8. The developer shall submit a legal instrument for creating an owners or maintenance association plan providing for permanent care and maintenance of open spaces, communally-owned facilities, building components in common concern. These documents shall be approved by the city.
- E. Upon approval of the preliminary development plan by the city, the applicant shall prepare and submit a final development plan, which shall incorporate any changes or alterations requested by the city. The final development plan and the planning commission recommendation shall be forwarded to the city council for their review and final action. The applicant shall file in the Fremont County courthouse the proposed documents governing the said owners or maintenance association.
- F. In the event that within eighteen (18) months following approval by the city council, the applicant does not proceed with substantial construction in accordance with the plan so approved, the planning commission may initiate action to rezone the property. A public hearing, as required by law, shall be advertised and held, at which

time the applicant shall be given an opportunity to show why construction has been delayed. Following the hearing, the planning commission shall make findings of fact and an appropriate recommendation to the city council. (Ord. 06-006 § 1, 2006)

17.52.040 Use regulations.

- A. Retail sales conducted from within a permanent building;
- B. Personal services conducted from within a permanent building;
- C. Bank, saving and lending institutions and professional offices;
- D. Human healthcare facilities;
- E. Public parking lots or stations for passenger cars or taxicabs;
- F. Multifamily uses as accessory to the principal uses, providing they do not occupy more than fifty (50) percent of the gross floor area of the building;
- G. Accessory buildings and uses customarily incident to the uses permitted in planned neighborhood shopping district "C-P." (Ord. 06-006 § 1, 2006)

17.52.050 Intensity of use regulations.

The area occupied by buildings in this district will be restricted to forty (40) percent of the total area to provide for the protection of surrounding areas. (Ord. 06-006 § 1, 2006)

17.52.060 Height regulations.

No building or structure shall exceed thirty-five (35) feet in height. (Ord. 06-006 § 1, 2006)

17.52.070 Yard regulations.

- A. A building situated on a lot must have:
 - 1. Front yard minimum of twenty (20) feet in depth;
 - 2. Side yard, street side, minimum of twenty (20) feet in depth;
 - 3. Side yard, nonstreet side, minimum of three feet in width;

4. Rear yard minimum of three feet in depth.

B. No building or structure may be located on an easement or right-of-way. (Ord. 06-006 § 1, 2006)

November 9, 2022

City of Riverton – Community Development
ATTN: Michael Miller Community Development Director
816 N. Federal Blvd
Riverton, WY 82501

RE: Petition for Zone Request
3.09-acres Southeast Corner Pure Gas Road & Webbwood Road (Parcel ID – 91142624000100)

Dear Mr. Miller,

This letter is a request of petition for zone request for the 3.09-acre property located on the Southeast Corner of Pure Gas Road and Webbwood Road with Parcel ID 91142624000100. The request is submitted by G.A. Haan Development, L.L.C. for the landowner, Phoenix Holding Group, L.L.C. The legal description of the Property is –

WOODRIDGE ESTATES BLOCK 1 TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE
VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16 AND ALL OF BLOCK 17)
PLAT 2010-1332955

The Property is currently zoned Planned Commercial Shopping District (C-P). The Petition for Zone Request proposes a new designation of Commercial General (C-1).

Need for Such Zone Change Designation

The landowner intends to develop a commercial building offering 3 to 5 rental units 800 to 1,200 square feet each. Each rentable unit is envisioned to offer an office area with an attached garage space. Intended tenants may range from a construction trade looking for small office space and storage capacity or individuals looking for additional storage capacity for personal items in addition to a small office space to work from. Per the City of Riverton Community Development Department, a use such as the proposed fits more accurately under the C-1 Zoning District.

Impact of Surrounding Areas

The Property is neighbored to the North by Webbwood Road, undeveloped property zoned Commercial and Agricultural, and developed Industrial Zoned property serving as gas storage. To the East by undeveloped R-2 zoned property. To the South by undeveloped Agricultural Land followed by Riverton Woodridge Apartments. To the West by undeveloped R-2 property, Pure Gas Road, and Industrial uses. The proposed use will have no additional impact on surrounding uses than current uses allowed within the existing C-P designation.

Distance to Services

Our property is within a short distance of the following business and employment centers:

- | | |
|--|-----------|
| 1. Downtown District | 1.3 Miles |
| 2. SageWest Health Care Campus | 2.9 Miles |
| 3. Walmart Super Center (Other Commercial) | 0.5 Miles |
| 4. Holiday Inn Convention Center | 0.8 Miles |
| 5. Riverton Chamber of Commerce | 1.9 Miles |
| 6. Riverton High School & Middle School | 2.8 Miles |

- | | |
|------------------------------------|-----------|
| 7. Riverton City Park | 1.3 Miles |
| 8. Riverton Aquatic Center | 2.8 Miles |
| 9. Riverton Public Library | 2.9 Miles |
| 10. Smart Start Quality Child Care | 1.8 Miles |

Access to Area / Traffic Patterns

Access to the Property from U.S. Highway 26 (Federal Blvd) is provided by E Webbwood Road and Pure Gas Road.

Accessibility to Utilities

Currently, all utilities are available at the site. An 8" sewer line is located within a drainage and utility easement on the west end of the Property. Water is accessible across Webbwood Road or to the South Side of the Site at the intersection of Redwood Drive and Pinecrest Drive that could be brought to the Site.

Impact on City Facilities

Water, Sewer, & Sanitation: It is understood the City facilities in the area are able to serve the proposed use and are adequate to serve the current uses allowed with the existing C-P designation. A significant investment is not anticipated if the requested zone change were approved.

Emergency Services: The Property is located less than 1 mile from the Riverton City Police Department and less than 2.5 miles from the Riverton Fire Department. The proposed zoning designation change and the proposed use will not increase required emergency services above the current uses allowed with the existing C-P designation. A significant investment is not anticipated if the requested zone change were approved.

Traffic: As noted above, the Property is located along Webbwood Road, and access to the Property will continue to be from E Webbwood Road and Pure Gas Road. Both Roads are sufficient to serve the proposed use. A significant investment is not anticipated if the requested zone change were approved.

Parks: A significant investment is not anticipated if the requested zone change were approved.

Schools: A significant investment is not anticipated if the requested zone change were approved.

Provided the minimal impact, if any, this requested zone change will prompt it is requested no Impact Study be required and the provided information within this letter serve as documentation addressing any such impact. Please find enclosed within this letter 1) Completed Petition for Zone Request Form executed by the Landowner; 2) Applicable Fees; 3) Copy of Woodridge Estates Plat showing site location; 4) Copy of Deed. Should you have any questions, or require additional information, please don't hesitate to contact me by phone or email at. (231) 838-0563 or andrew@haandev.com.

Regards,



Andrew Schorfhaar
Haan Development

(City will mail),
One property sign,
Newspaper hearing notice,
Publication of zone change, and
Revision of master zoning map



Pursuant to Section 17.04.050 of the Riverton Municipal Code, Resolution No.1260, Ord. 12-011

I (We), (Name) PHOENIX HOLDING GROUP LLC (Ph#) (231) 769-0931

(Address) PO BOX 10038, PHOENIX, AZ 85064-0038

Do hereby petition the City to zone or rezone the following described real property:

Subdivision WOODRIDGE ETATES Block(s) 1

Lot (s) _____ Parcel 91142624000100

Address WEBBWOOD RD, RIVERTON WY 82501 Existing Zoning C-P DISTRICT

Proposed New Zoning Designation C-1 DISTRICT

Upon receiving the requested zone designation of the above-described real property, I (We) propose to use the property for the following purposes: (Brief Statement of facts and justification for rezoning):

The landowner intends to develop a commercial building offering 3 to 5 rental units 800 to 1,200 square feet each. Each rentable unit is envisioned to offer an office area with an attached garage space. Additional information included within the attached letter.


Signature of Property Owner(s)

The Planning Commission will hold a public hearing a minimum of thirty (30) days after the date of filing. Please allow ninety (90) days for complete process through City Council.

Return petition to City of Riverton, Community Development Department, 816 North Federal Blvd, Riverton, Wyoming 82501. **\$300.⁰⁰ Fee is due at the time of filing and is non-refundable.**

To be attached with this petition:

1. Copy of Deed or other proof of ownership with legal description;
2. Impact study or letter addressing the following items:
 - a. Need for such zone designation;
 - b. Impact (present and future) on surrounding area, developed and undeveloped;
 - c. Distance to: Business centers, Employment centers,
Community facilities: schools, parks, churches, etc.;
 - d. Access to area; traffic patterns;
 - e. Accessibility of utilities;
 - f. Impact on city facilities: sewer, water, sanitation, fire, police, traffic, parks and schools.
3. Applicable fees as noted above.

Responsibilities of Petitioner

1. Notices of public hearing shall be mailed to all property owners within 140 feet of proposed zone designation. The notices must be sent 1st class regular mail. Signs shall be posted on the property and will be visible from a public street. Signs prepared and notices mailed by Community Development Department.

owners

WARRANTY DEED

TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company, grantor(s), for and in consideration of Ten dollars and other good and valuable consideration in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO PHOENIX HOLDING GROUP, a Michigan Limited Liability Company, grantee(s), whose address is: P.O. Box 5516, Harbor Springs, MI 49740 of Emmet County and State of Michigan, the following described real estate, situate in Fremont County and State of Wyoming, to wit:

The part of the Northeast Quarter of the Northwest Quarter (NE1/4NW1/4), Section 26, Township 1 North, Range 4 East, Wind River Meridian, Fremont County, Wyoming, being a vacated part of Woodridge Estates Addition to the City of Riverton, said vacated part being in Declaration of Partial Vacation of Plat recorded September 9, 1986, as Document No. 1086911, in Book 272, at Page 329, more particularly described as follows: All of Block 6, 7, 18, 19 and 20; that portion of Pinacrest Street from the northerly right of way line of Redwood Drive to the west right of way line of 16th Street East; that portion of Woodridge Drive from Redwood Drive to Locust Lane/Walnut Lane; all of Locust Lane/Walnut Lane excepting the easterly ten feet thereof; all of Block 17 and Lots 10 through 15, Block 16; all as shown on the recorded plat of Woodridge Estates Subdivision dated December 4, 1980 in Drawer 1, recording No. 1025675.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company

[Signature]
Deyon Hunter, Member
[Signature]
Warren S. McBratney, Member and Trustee
Of the Warren S. McBratney Living Trust
Dated December 16th 1994

WITNESS my hand this 26th day of June, 2007.

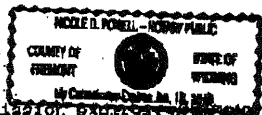
STATE OF WYOMING)

COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Deyon Hunter, Member and Warren S. McBratney, Member and Trustee of the Warren S. McBratney Living Trust Dated December 16th 1994, as Members of TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company this 26th day of June, 2007.

Witness my hand and official seal.

[Signature]
NOTARY PUBLIC



FREMONT COUNTY, LANDER, WY REC #8.00
JULIE A. FREESE, FREMONT COUNTY CLERK

06/28/2007 #2007-1293253
03:43:43PM 1 OF 1

WARRANTY DEED

PHOENIX HOLDING GROUP, LLC, A MICHIGAN LIMITED LIABILITY COMPANY

GRANTOR(S), for and in consideration of TEN DOLLARS (10.00) AND OTHER VALUABLE CONSIDERATION in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO:

RIVERTON WOODRIDGE APARTMENTS, LLC
A MICHIGAN LIMITED LIABILITY COMPANY

GRANTEE(S), whose address is:

P.O. BOX 28

HARBOR SPRINGS, MI 49740

the following described real estate, situate in Fremont County, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

SEE LEGAL ATTACHED

TOGETHER with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging.

SUBJECT to all easements, covenants and rights of way of record.

WITNESS my hand(s) this 15 day of June, 2007.

PHOENIX HOLDING GROUP, LLC
A MICHIGAN LIMITED LIABILITY COMPANY

By: [Signature]
NAME: Gerald A. Haan
TITLE: Sole Member

STATE OF Michigan

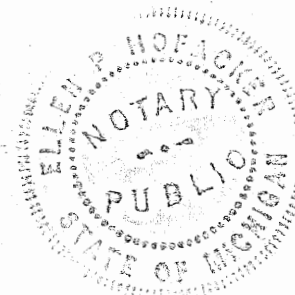
COUNTY OF Emmet

The foregoing instrument was acknowledged before me by Gerald A. Haan, Sole Member of Phoenix Holding Group, LLC, a Michigan Limited Liability Company, on behalf of the Limited Liability Company.
Witness my hand and official seal.

My Commission Expires:

[Signature]
Notary Public

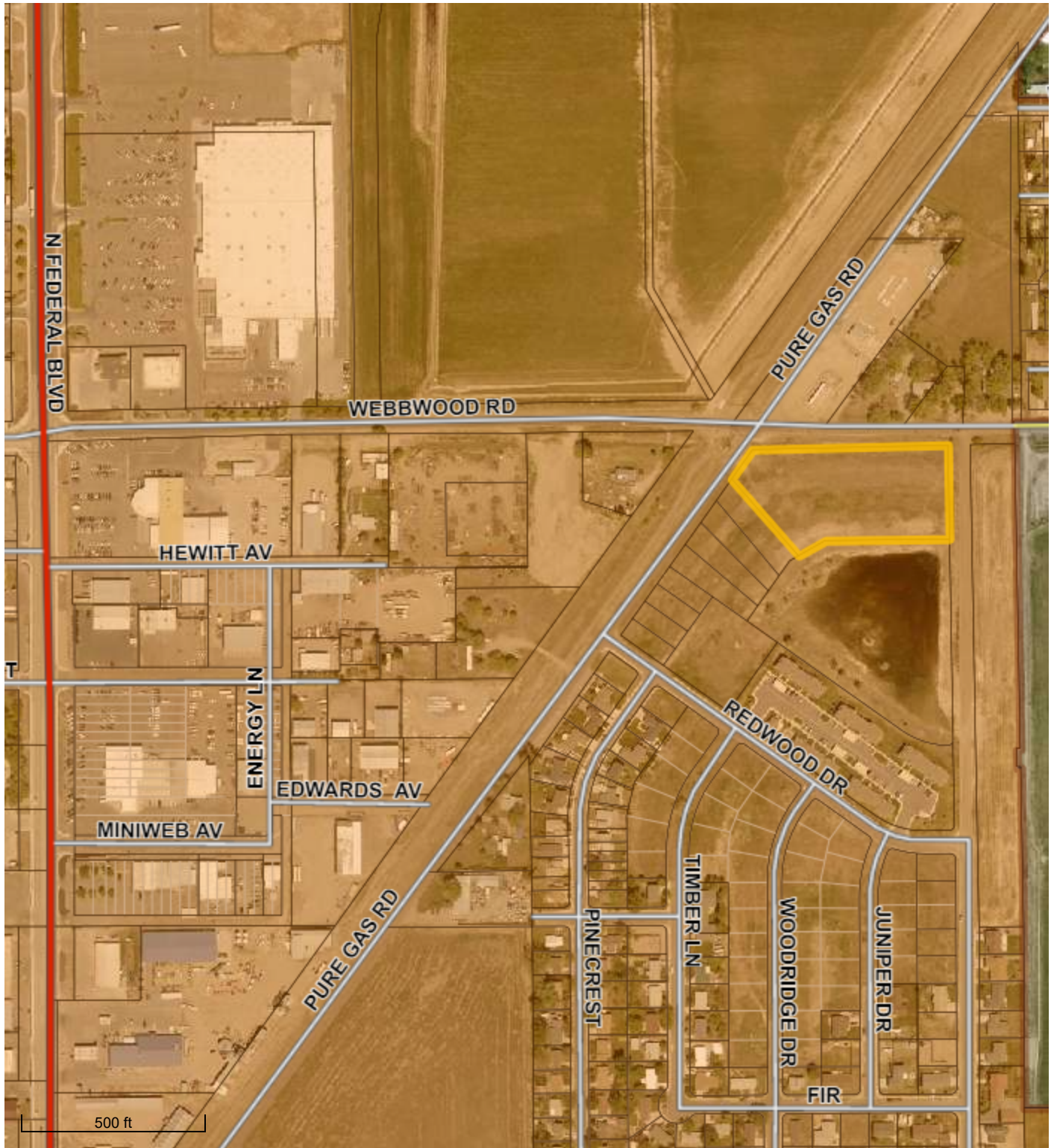
ELLEN P HOFACKER
Notary Public, State of Michigan
County of Emmet
My Commission Expires 02-07-2013
Acting in the county of Emmet



Legal Description Attachment

That part of the Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$), Section Twenty-six (26), Township One (1) North, Range Four (4) East, Wind River Meridian, Fremont County, Wyoming, being a vacated part of Woodridge Estates Addition to the City of Riverton, specifically Lots One (1), Two (2), Three (3), Four (4), Five (5), of Block Twenty (20), all of Block Six (6) and all of Block Seven (7) as shown on the recorded plat of Woodridge Estates Subdivision dated December 4, 1980 in Drawer 1, Recording No. 1025675.

Fremont County Wyoming MapServer



-  Lot and Parcel Lines
 -  U.S. Highway
 -  State Highway
 -  County (Maintained)
 -  County (Unmaintained)
 -  Municipal Streets / Public Roads
 -  Private Roads
 -  Other Roads
 -  Incorporated Towns
- 2020 Aerial Photography (high resolution)



Fremont County provides this map for display purposes only and invokes its sovereign and governmental immunity in allowing access to or use of this data, and makes no warranties as to the validity, and assumes no liability associated with the use or misuse of this information.

printed 11/9/2022

Michael Miller
Community Development Director

816 N Federal Blvd
Riverton, WY 82501
(307) 857-7709
michaelm@rivertonwy.gov



Richard P. Gard
Mayor

Council Members
M. Bailey K. Borders
D. Peranteaux K. Larson
K. Salisbury L. Cox

The public hearing for this Rezone will be January 5th, 2022 at 5:30pm before the Riverton Planning Commission in Council Chambers at City Hall, 816 N. Federal Blvd., Riverton. No other notification will be sent to you concerning this Rezone. **No response is required to this notification, but a non-response will be considered an approval.** Any objections can be presented in writing to the address above and/or by attending the public hearing. Please use the space below or a separate sheet.

Your Name, Address, Phone # Jerry Bonhoff
Approve: _____ (signature) Disapprove: Jerry Bonhoff (signature)
Comments: Not the place for commercial property, IT IS ALL Residential in that Area.

Address inquiries to: Community Development Department
City of Riverton
816 N. Federal Blvd.
Riverton, WY 82501

PROPOSED ORDINANCE NO. 23-001

AN ORDINANCE AMENDING THE ZONING DISTRICT MAP OF THE CITY OF RIVERTON, WYOMING, DESIGNATING THE REZONE OF WOODRIDGE ESTATES BLOCK 1, TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16, AND ALL OF BLOCK 17), CITY OF RIVERTON, FREMONT COUNTY, WYOMING, FROM PLANNED NEIGHBORHOOD SHOPPING DISTRICT C-P TO COMMERCIAL DISTRICT C-1.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:

Section 1. The following described property; having been the subject of a public hearing with proper notices should be and is zoned COMMERCIAL DISTRICT C-1

WOODRIDGE ESTATES BLOCK 1, TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16, AND ALL OF BLOCK 17), CITY OF RIVERTON, FREMONT COUNTY

Section 2. That certain map, entitled “OFFICIAL ZONING MAP, CITY OF RIVERTON, WYOMING,” as endorsed by the City Engineer of the City of Riverton, Wyoming, and adopted by the City Council of the City of Riverton, Wyoming, on January 6, 2008, together with such amendments and additions as have been approved by the City Council, is amended to reflect the zoning change of said parcel.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING January 17th, 2023

PASSED ON SECOND READING February 7th, 2023

PASSED ON THIRD READING _____

PASSED, ADOPTED AND APPROVED this _____ day of _____ 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

ATTESTATION

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 23-001 was passed, adopted, and approved by the Governing Body of the City of Riverton on the _____ day of _____, 2023. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being _____.

Kristin S. Watson
City Clerk/Human Resource Director

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: March 7th, 2023

SUBJECT: JAC ADDITION

PETITIONERS: Jac Miller

Recommendation: The City Council adopt on Second Reading Ordinance No. 23-002, JAC Addition.

Discussion: The petitioner, Jac Miller, is requesting plat and annexation of JAC Addition. The proposed parcels are already adjacent to the current city limit. It is located on the corner of South Railroad Ave. and West Monroe Ave. It is proposed to annex into the City with two lots, both zoned Light Industrial (I-1). Utility reviews were sent to all utilities with no exceptions noted. Neighbors were not notified of the annexation as all neighbors within a half-mile of the proposed annexation are already within a half-mile of city limits and will not be affected by the change to City Limits.

The City Planning Commission Recommended approval on February 9th, 2023

City Council approved Ordinance No. 2023-002 on first reading at the February 21st, 2023 regular meeting.

Alternatives:

- Not adopt the plat and addition
- Certify with amendments or stipulations.

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

CITY OF RIVERTON, WYOMING
COMMUNITY DEVELOPMENT DEPARTMENT
MINOR SUBDIVISION APPLICATION

This application is for subdivision of land into 5 lots or less. Please fill out completely. Use back or attach separate sheet if additional space is needed. Attach appropriate completed plat checklist. Please enter n/a next to any item that does not apply. Application fee is \$200.00 payable upon submittal of application.

1. Proposed name of Subdivision: **Jac Addition**
2. Date submitted: **December 21, 2022**
3. Type of Plat: **Final**
4. Legal description of property to be subdivided, attach copy of deed or title:
Subdivision _____ Block _____ Lot _____
Parcel: **See attached record deed/legal description**
5. Total area of this subdivision/parcel: **5.259** acres.
6. Existing zoning: **None** Proposed zoning: **I-1**
7. Number of proposed lots (5 or less): **2** Typical lot size: **See plat**
8. Type of development proposed:
Residential (single family) **0** acres. Residential (multi-family) **0** acres
Commercial **0** acres Industrial **4.334 in acres in lots**
Park and Open Space **0** acres Street rights-of-way **0.925** acres
Other: **None; 0** acres
9. Linear feet of proposed new streets: Total **N/A (Streets existing)**
10. Proposed public land dedication: **0** acres. Proposed alternative to all or part of public land dedication requirement: _____
11. Subdivider: Name, address and telephone number:

Jac D. Miller-Trustee
305 Mary Drive
Riverton, WY 82501
307-850-6945

Date Received

12. Property owner(s) name, address and telephone number (if other than above)

Same as above _____

E-Mail Address: _____

13. Name, address and telephone number of person or firm preparing plat:

Apex Surveying, Inc. (Gary L. Hatle, P.L.S.)

407 West Adams Ave. (P.O. Box 1751)

Riverton, WY 82501

E-Mail Address: **ghatle@apexsurveying.com**

14. Name, address and telephone number of engineer designing improvements (if other than No. 13 above):

N/A

15. Cost estimate for infrastructure. Submit letter of credit or some form of security as outlined in RMC 16.12.030 E.

N/A

Signature of **Applicant** or Agent: _____

Jac D. Miller

Print Name

Successor Trustee

Title

CORRECTIVE WARRANTY DEED

This Corrective Warranty Deed is to correct that certain Warranty Deed purporting to convey that certain real property described herein and recorded by the Fremont County Clerk as instrument number 2003-1245909.

JAC D. MILLER, Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs and JAC D. MILLER, Trustee of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the benefit of Colleen Miller and Colleen Miller's heirs, Grantors, for and in consideration of Ten Dollars and other good and valuable consideration in hand paid, receipt whereof is hereby acknowledged, CONVEYS and WARRANTS to JAC D. MILLER, Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs, Grantee, whose address is 1044 East Jackson Riverton, Fremont County, Wyoming, an undivided one-half (1/2) tenancy in common interest and CONVEYS and WARRANTS to JAC D. MILLER, Trustee of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the benefit of Colleen Miller and Colleen Miller's heirs, Grantee, whose address is 1044 East Jackson, Riverton, Fremont County, Wyoming, an undivided one-half (1/2) tenancy in common interest in and to the following described real estate situated in Fremont County and the State of Wyoming to-wit:

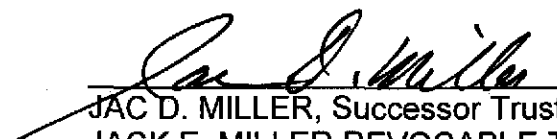
A parcel of land on the SW1/4, Section 34, T1N, R4E, W.R.M., Fremont County, Wyoming, more particularly described as follows:

Commencing at the NW corner of the SW1/4, Section 34; thence N 89°44'44" E, 440.00 feet to the point of beginning of this description; thence continue N 89°44'44" E, 779.44 feet; thence S 36°16'00" W, 293.54 feet; thence continue S 36°16'00" W, 144.80 feet; thence S 89°40'00" W, 520.15 feet; thence North 352.99 feet to the point of beginning.

Together with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging.

Subject to any easements, covenants and rights of way of record.

DATED this 19 day of January, 2022.



JAC D. MILLER, Successor Trustee of the
JACK E. MILLER REVOCABLE TRUST under
agreement dated August 25, 2001, for the benefit of
Jack E. Miller and Jack E. Miller's heirs



Jac D. Miller
JAC D. MILLER, Trustee of the

COLLEEN MILLER REVOCABLE TRUST DATED
AUGUST 25, 2001, for the benefit of Colleen Miller
and Colleen Miller's heirs

STATE OF WYOMING)
)
) :ss
COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Jac D. Miller,
Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement
dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs this
19th day of January, 2022.

WITNESS my hand and official seal.

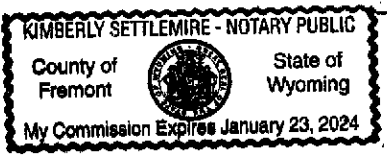


[Signature]
Notary Public
My commission expires: Jan. 23, 2024

STATE OF WYOMING)
)
) :ss
COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Jac D. Miller, Trustee
of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the
benefit of Colleen Miller and Colleen Miller's heirs this 19th day of January, 2022.

WITNESS my hand and official seal.



[Signature]
Notary Public
My commission expires: Jan 23, 2024

866

File No. 572-2750
ER/WO No. 31-700-572
W.O. 4697

INDEX

RIGHT-OF-WAY EASEMENT (Corporate)

For value received, The Western Company of North America
a _____ corporation, hereinafter referred to as Grantor, does hereby grant to PACIFIC
POWER & LIGHT COMPANY, a corporation, its successors and assigns, the Grantee, an easement or right-
of-way for an electric transmission and distribution line of one or more wires and all necessary or desirable ap-
purtenances (including telephone and telegraph wires, towers, poles, props, guys, anchors and other supports
and the right to place all or any part of such line underground) at or near the location and along the general
course now located and staked out by the Grantee over, across and upon the following described real property
in Fremont County, State of Wyoming, to wit:

A right of way, 15.0 feet in width, 7.5 feet on each side of the following ✓
described centerline, Beginning at a point on the West line of the South-
west Quarter of Section 34, T.1 N., R.4 E., W.R.M., City of Riverton,
Fremont County, Wyoming, that is a distance of 346.1 feet South of the
Northwest Corner of said Southwest Quarter, thence N.89°40'E., a distance
of 965.55 feet more or less to the point of ending on the Westerly right
of way line of the Chicago and Northwestern Railroad, containing 0.332
acre more or less.

Fremont County: Wyo. No. 1034690
Recorded 866
AUG 26 1981 Book 65 of Microfilm Page _____
11:00 o'clock Am James A. Farthing
County Clerk

Together with the right of ingress and egress over the adjacent lands of the Grantor for the purpose of con-
structing, reconstructing, stringing new wires on, maintaining and removing such line and appurtenances, and
exercising other rights hereby granted.

Grantor reserves the right to use said right-of-way for roads, agricultural crops or other purposes not incon-
sistent with the easement granted hereby, but in using or operating any irrigation pipes, motorized vehicles or
other equipment, or in any other such use of said right-of-way, Grantor (including its successors or assigns)
shall conform strictly to the provisions of any then applicable safety code or regulations pertaining to required
clearances from the wires or conductors of such line.

All rights hereunder shall cease if and when such line shall have been abandoned.

Dated this 11th day of February, 19 81.

Attest: [Signature] By: [Signature]
Vice President (Title)
Asst. Sec. Law and Administration (Title)

STATE OF Texas
County of Tarrant } ss.

On this 11th day of February, 19 81, before me personally appeared
Tom L. Larimore, to me personally known to be the Vice President
of the corporation that executed the within and foregoing instrument; who, duly sworn, on oath did say: that
he is the Vice President of the corporation that executed the within foregoing instrument; that
the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and
sealed in behalf of said corporation by authority of its Board of Directors, and he acknowledged said instrument
to be the free act and deed of said corporation for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

Pat Fitzgerald
Notary Public for Pat Fitzgerald
Residing at Tarrant County, Texas
My commission expires 9/30/84

PROPOSED ORDINANCE NO. 23-002

AN ORDINANCE ANNEXING THE JAC ADDITION, FREMONT COUNTY, WYOMING NOT PREVIOUSLY ANNEXED TO THE CITY OF RIVERTON; DESIGNATING THE ZONING CLASSIFICATION OF THE PARCEL AND AMENDING ZONING MAP TO REFLECT SAME; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and the City Council of the City of Riverton, Fremont County, Wyoming, received written request for annexation signed by the owner of the area proposed for annexation; and,

WHEREAS, the governing body of the City of Riverton, Wyoming, finds that:

A. Annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the City of Riverton;

B. The urban development of the area sought to be annexed would constitute a natural, geographical, economic and social part of the City of Riverton;

C. The area sought to be annexed is a logical and feasible addition to the City of Riverton and the extension of basic or other services customarily available to residents of the City of Riverton can reasonably be furnished to the area proposed to be annexed;

D. The area sought to be annexed is contiguous with or adjacent to the City of Riverton; and

E. The City of Riverton is prepared to designate a utility to serve the annexed area and to authorize the designated utility to serve the entire annexed area; and

WHEREAS, an annexation report in accordance with W.S. § 15-1-402(c) has been prepared and made available to the public: now therefore,

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING:

Section 1. The following described parcel of property is annexed to the corporate limits of the City of Riverton, Wyoming, and are declared to be part and parcel of the City of Riverton, Wyoming, and a territorial part of the municipality.

A parcel of land in the NW1/4 SW1/4, Section 34, T1N., R.4E., W.R.M., Fremont County, Wyoming bounded as follows:

Commencing at the northeast corner of said SW1/4, Section 34 thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.9 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots.

The parcel of land in the NW1/4 SW1/4, Section 34, T1N., R.4E., W.R.M., Fremont County, Wyoming will be zoned as follows:

Lot 1 – Light Industrial I-1

Lot 2 – Light Industrial I-1

Section 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 3. This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING February 21st, 2023

PASSED ON SECOND READING _____

PASSED ON THIRD READING _____

PASSED, ADOPTED AND APPROVED this _____ day of _____ 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
Mayor

ATTEST:

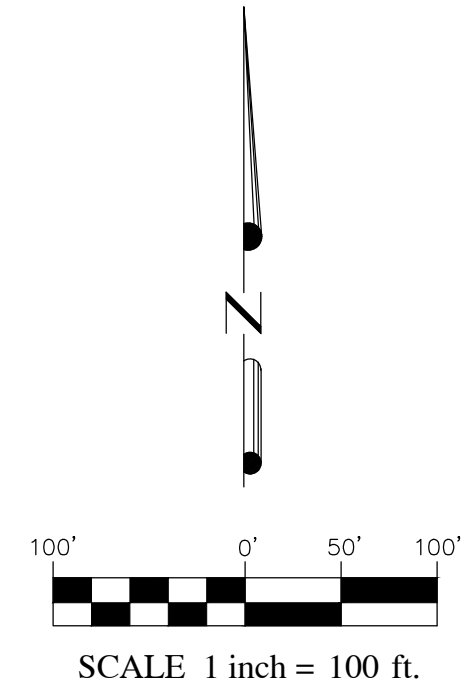
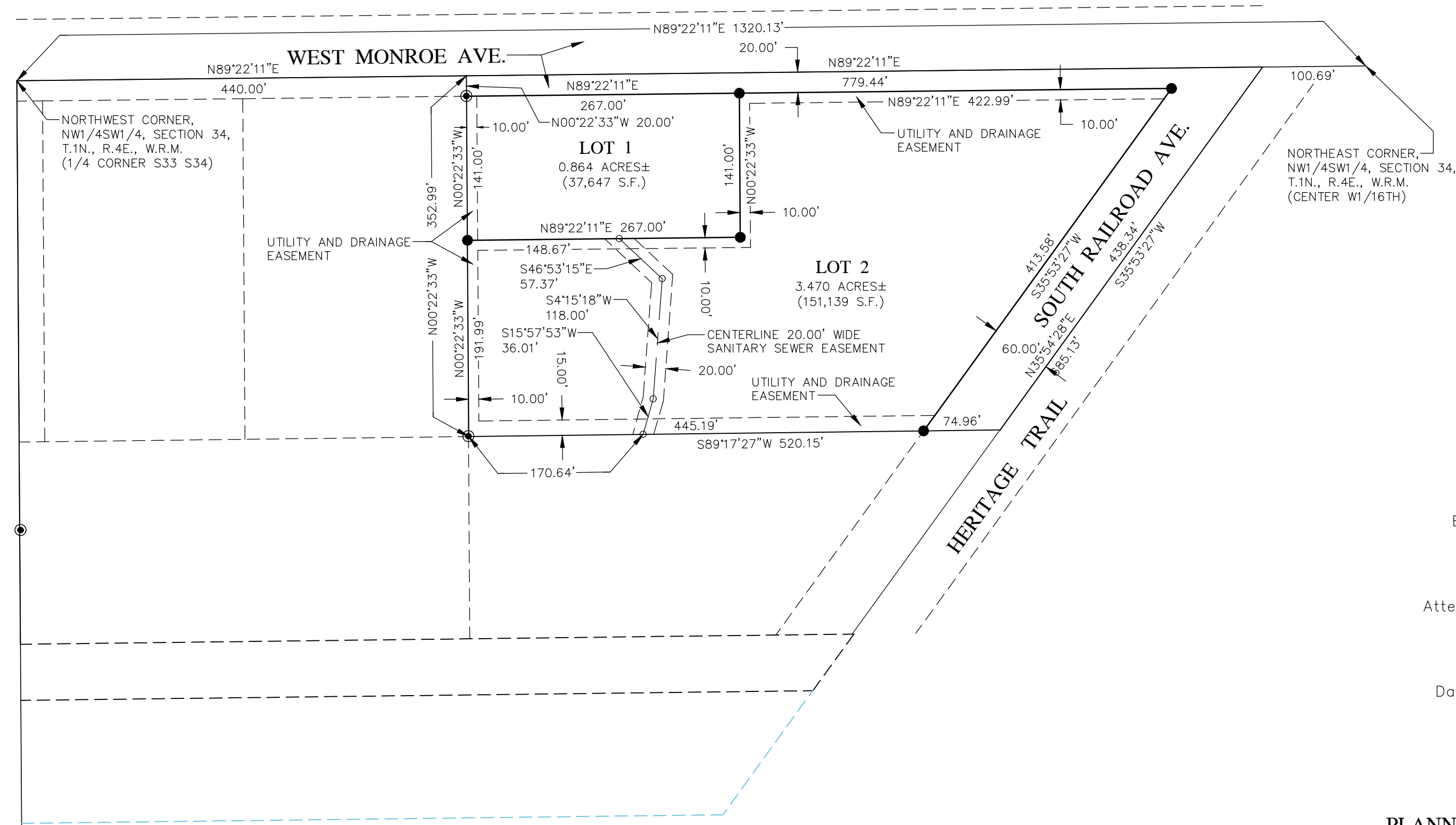
Kristin S. Watson
City Clerk/Human Resource Director

ATTESTATION

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 23-002 was passed, adopted, and approved by the Governing Body of the City of Riverton on the _____ day of _____, 2023. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being _____.

Kristin S. Watson
City Clerk/Human Resource Director

**PLAT OF
JAC ADDITION**
TO THE CITY OF RIVERTON,
PART OF THE
NW1/4SW1/4, SECTION 34, T.1N., R.4E., W.R.M.,
FREMONT COUNTY, WYOMING



APPROVED

City Council of Riverton

By: _____
Timothy R. Hancock
Mayor

Attest: _____
Kristin S. Watson
City Clerk

Date: _____

PLANNING COMMISSION CERTIFICATE

This plat of JAC Addition approved by the City of Riverton Planning Commission this _____ day of _____, 20____.

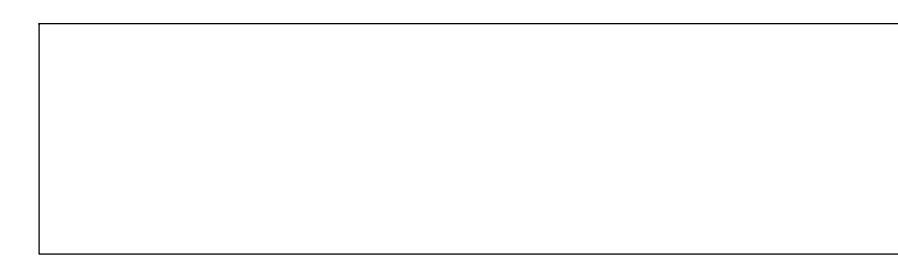
Robert Scheidemantel
Chairman

CLERK OR RECORDERS CERTIFICATE

This plat of JAC Addition filed for record in the office of the Clerk and Recorder at _____ o'clock _____ M., on the _____ day of _____, 20____, and is duly recorded in Plat Cabinet _____, Page _____, Document No. _____.

By: _____
Clerk and Recorder

Deputy



- LEGEND**
- - EXISTING 1 1/2" DIAMETER ALUMINUM CAP
 - - EXISTING 5/8" DIA. REBAR
 - - 1 1/2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET
 - - 2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET

CERTIFICATE AND DEDICATION OF TITLE

State of Wyoming) ss
County of Fremont)

Know by these presents that Jac D. Miller, Successor Trustee of the Jack E. Miller Revocable Trust under agreement dated August 25, 2001, and Colleen Miller Revocable Trust Dated August 25, 2001 is the owner in fee simple of all that real property described as follows:
A parcel of land located within the SW1/4, Section 34, T.1N., R.4E., W.R.M., Fremont County, Wyoming, more particularly described as follows: Commencing at the northwest corner of the SW1/4, said Section 34; thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.99 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots, do hereby grant for public use the streets and easements shown hereon; and the above and foregoing subdivision of the above described lands as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and they do hereby release and waive all rights under and by virtue of the homestead exemption laws of the State of Wyoming for the purpose of this dedication.

Witness my hand this _____ day of _____, 20____.

Jac D. Miller, Successor Trustee
of the Jack E. Miller Revocable Trust and
of the Colleen Miller Revocable Trust
Dated August 25, 2001

The foregoing dedication was acknowledged before me this _____ day of _____, 20____ by Jac D. Miller, Successor Trustee.

My commission expires: _____

Witness my hand this _____ day of _____, 20____.

Notary Public

CERTIFICATE OF SURVEYOR

State of Wyoming) ss
County of Fremont)

I, Gary L. Hatle, a registered land surveyor of the State of Wyoming, do hereby certify that this replat is a true, complete and correct representation of the JAC Addition an addition to the City of Riverton, Fremont County, Wyoming, containing 5.26 acres (229,087 s.f.) more or less; that the same was accurately surveyed and platted by me and under my direction during September, 2022; that the names of all streets and numbers of all lots are as shown hereon; and all monuments have been indicated hereon and all data shown from which to make further resurveys.

In witness whereof I have set my hand this _____ day of _____, 20____.



Gary L. Hatle, P.L.S. No. 2338

Subscribed and sworn to before me this _____ day of _____, 20____.

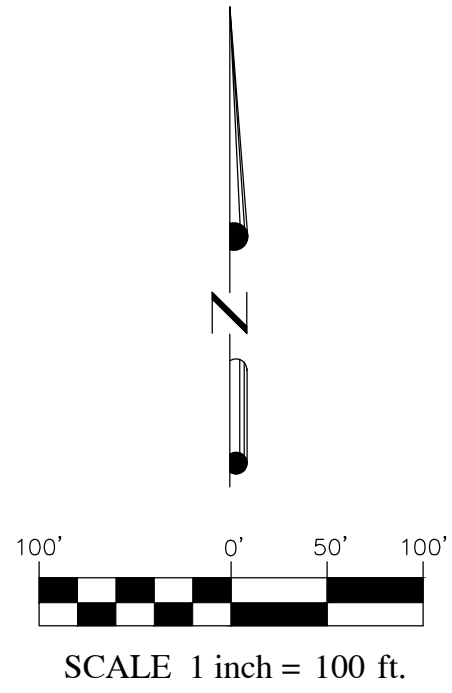
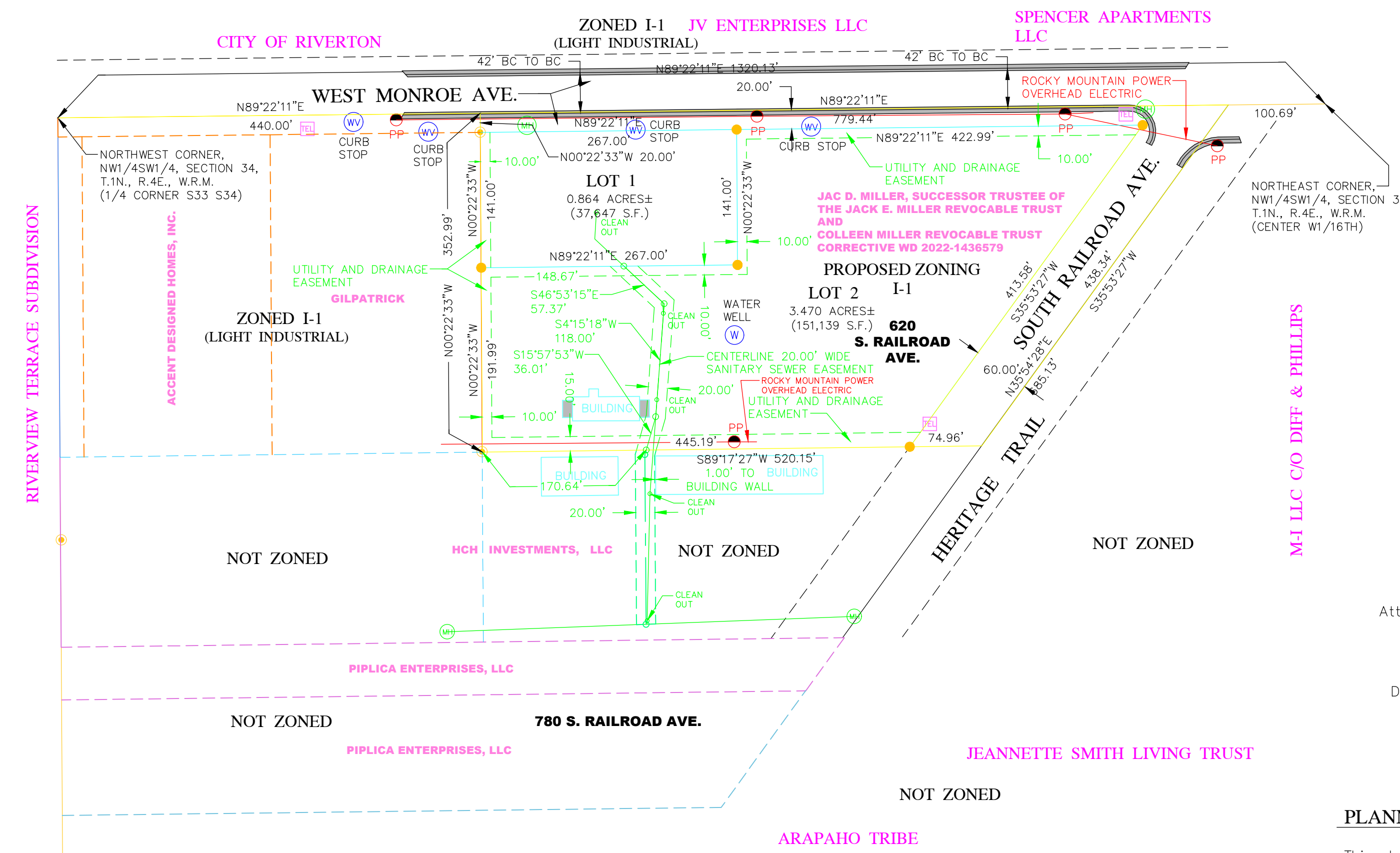
My commission expires: _____

Notary Public



LOCATION MAP
NO SCALE

PLAT OF
JAC ADDITION
 TO THE CITY OF RIVERTON,
 PART OF THE
 NW1/4SW1/4, SECTION 34, T.1N., R.4E., W.R.M.,
 FREMONT COUNTY, WYOMING



APPROVED
 City Council of Riverton

By: Timothy R. Hancock
 Mayor

Attest: Kristin S. Watson
 City Clerk

Date: _____

PLANNING COMMISSION CERTIFICATE

This plat of JAC Addition approved by the City of Riverton Planning Commission this _____ day of _____, 20____.

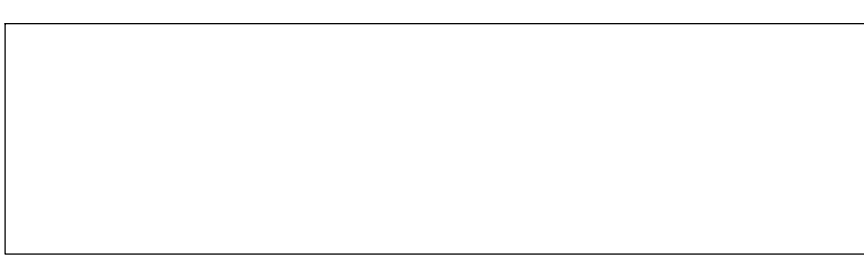
Robert Scheidemantel
 Chairman

CLERK OR RECORDERS CERTIFICATE

This plat of JAC Addition filed for record in the office of the Clerk and Recorder at _____ o'clock _____ M., on the _____ day of _____, 20____, and is duly recorded in Plat Cabinet _____, Page _____, Document No. _____.

By: _____
 Clerk and Recorder

 Deputy



- LEGEND**
- - EXISTING 1 1/2" DIAMETER ALUMINUM CAP
 - - EXISTING 5/8" DIA. REBAR
 - - 1 1/2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET
 - - 2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET

CERTIFICATE AND DEDICATION OF TITLE

State of Wyoming) ss
 County of Fremont)

Know by these presents that Jac D. Miller, Successor Trustee of the Jack E. Miller Revocable Trust under agreement dated August 25, 2001, and Colleen Miller Revocable Trust Dated August 25, 2001 is the owner in fee simple of all that real property described as follows:
 A parcel of land located within the SW1/4, Section 34, T.1N., R.4E., W.R.M., Fremont County, Wyoming, more particularly described as follows: Commencing at the northwest corner of the SW1/4, said Section 34; thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.99 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots, do hereby grant for public use the streets and easements shown hereon; and the above and foregoing subdivision of the above described lands as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and they do hereby release and waive all rights under and by virtue of the homestead exemption laws of the State of Wyoming for the purpose of this dedication.

Witness my hand this _____ day of _____, 20____.

 Jac D. Miller, Successor Trustee of the Jack E. Miller Revocable Trust and of the Colleen Miller Revocable Trust Dated August 25, 2001

The foregoing dedication was acknowledged before me this _____ day of _____, 20____ by Jac D. Miller, Successor Trustee.

My commission expires: _____

Witness my hand this _____ day of _____, 20____.

 Notary Public

CERTIFICATE OF SURVEYOR

State of Wyoming) ss
 County of Fremont)

I, Gary L. Hatle, a registered land surveyor of the State of Wyoming, do hereby certify that this replat is a true, complete and correct representation of the JAC Addition an addition to the City of Riverton, Fremont County, Wyoming, containing 5.26 acres (229,087 s.f.) more or less; that the same was accurately surveyed and platted by me and under my direction during September, 2022; that the names of all streets and numbers of all lots are as shown hereon; and all monuments have been indicated hereon and all data shown from which to make further resurveys.

In witness whereof I have set my hand this _____ day of _____, 20____.



Gary L. Hatle, P.L.S. No. 2338

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

 Notary Public



LOCATION MAP
 NO SCALE

Subdivider: Jack E. Miller and Colleen Miller Revocable Trusts
 C/O Jac D. Miller - Successor Trustee
 305 Mary Drive
 Riverton, WY 82501
 307-850-6945

CITY COUNCIL STAFF REPORT

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

FROM: Mia Harris, Finance Director

THROUGH: Kyle Butterfield, City Administrator

DATE: March 7, 2022

SUBJECT: Resolution Nos. 1468, 1469, and 1470 Utility User Fee Adjustments

Recommendation: That the City Council approve Resolution No. 1468 supporting a 3% utility rate increase to the Water Fund, Resolution No. 1469 supporting a 3% increase to the Wastewater Fund, and Resolution No. 1470 supporting a 2% increase to the Sanitation Fund, based on the 2018-2019 comprehensive rate study.

Background: The Riverton Municipal Code states the City Council shall review and may adjust user fees for the enterprise funds by resolution following public notice and hearing on such change. Said fees may be modified as the council deems necessary to protect the fiscal health of the enterprise funds. Rates relating to the water, wastewater, and sanitation enterprise funds were last adjusted in March 2022.

Discussion: In 2018, the City hired an independent consulting firm to analyze the City's current utility rate structure and associated costs. The analysis determined what funding levels utilities will need to fund needed system development, refurbishment, repair, maintenance, operation, and ongoing sustainability.

The firm examined a substantial amount of data, including but not limited to:

- Financial data including historical itemized budgets, income and expense statements, balance sheets, operational costs, etc.;
- Borrowing and debt history, including historical and future ongoing obligations;
- Long-term equipment repair and replacements schedules;
- Capital improvement needs including timing and costs;
- Volume usage data (per fund), sorted by rate classes and codes;
- Rates and fee tables, rate resolutions;
- System-wide meter inventories, including their costs and efficiency ratios;

The professional recommendation of the consultant was to change the rate structure and bring pricing up to a level sufficient to support the current expenses associated with the utility infrastructure. The report recommended annual rate increases to support ongoing and future costs.

Based on this information, the city staff recommends a utility fee pricing increase of 3% to the water and wastewater funds, with plant investment fees rounded to the nearest dollar, and an increase of 2% to the sanitation fund to go into effect with the March 2023 utility billing.

Alternatives:

- Adjust rates based on other percentages
- Make no changes

Budget Impact: The proposed rate structure and pricing approval will provide an additional estimated \$80,850 to the water fund, \$71,370 to the wastewater fund, and \$70,050 to the sanitation fund based on FY23 revenue projections.

RESOLUTION NO. 1468

A RESOLUTION ADJUSTING THE AMOUNT OF USER FEES FOR THE CITY OF RIVERTON WATER SYSTEM.

WHEREAS, section 13.08.400 of the Riverton Municipal Code states that water rates shall be reviewed by the city council following public notice and may be adjusted by resolution of the city council; and

WHEREAS, the City Council of the City of Riverton, Wyoming held a public hearing on March 7, 2023, to consider and determine the same;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverton, Wyoming, hereby declare that the plant investment fees and water user fees shall be as follows:

In City Water Fees & Charges

Water Meter Size in Inches	Plant Investment Fee	Monthly Minimum Charge	Unit Charge per 1,000 Gallons for 0-5,999 Gallons	Unit Charge per 1,000 for 6,000 or more Gallons
0.75 inch	\$ 681	\$ 22.61	\$2.85	\$3.28
1.00 inch	\$ 1,455	\$ 29.61	\$2.85	\$3.28
1.50 inch	\$ 2,746	\$ 41.29	\$2.85	\$3.28
2.00 inch	\$ 4,295	\$ 55.30	\$2.85	\$3.28
3.00 inch	\$ 8,426	\$ 92.67	\$2.85	\$3.28
4.00 inch	\$13,076	\$134.72	\$2.85	\$3.28
6.00 inch	\$25,987	\$251.50	\$2.85	\$3.28
8.00 inch	\$41,481	\$391.64	\$2.85	\$3.28

Out of City Water Fees & Charges

Water Meter Size in Inches	Plant Investment Fee	Monthly Minimum Charge	Unit Charge per 1,000 Gallons for 0-5,999 Gallons	<u>Unit Charge per 1,000 for 6,000 or More Gallons</u>
0.75 inch	\$ 850	\$ 28.26	\$3.53	\$4.10
1.00 inch	\$ 1,818	\$ 37.03	\$3.53	\$4.10
1.50 inch	\$ 3,432	\$ 51.62	\$3.53	\$4.10
2.00 inch	\$ 5,369	\$ 69.14	\$3.53	\$4.10
3.00 inch	\$10,534	\$115.85	\$3.53	\$4.10
4.00 inch	\$16,344	\$168.39	\$3.53	\$4.10
6.00 inch	\$32,484	\$314.39	\$3.53	\$4.10
8.00 inch	\$51,851	\$489.56	\$3.53	\$4.10

BE IT FURTHER RESOLVED that this Resolution becomes effective with the February to March 2023 billing period.

PASSED, APPROVED, AND ADOPTED this 7th day of March 2023, by the governing body of the City of Riverton, Wyoming.

CITY OF RIVERTON, WYOMING

Tim Hancock, Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

RESOLUTION NO. 1469

**A RESOLUTION ADJUSTING THE AMOUNT OF USER FEES
FOR THE CITY OF RIVERTON WASTEWATER SYSTEM.**

WHEREAS, section 13.20.340 of the Riverton Municipal Code states that sewer rates shall be reviewed by the city council following public notice and may be adjusted by resolution of the city council; and

WHEREAS, the City Council of the City of Riverton, Wyoming held a public hearing on March 7, 2023 to consider and determine same;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverton, Wyoming, hereby declare that the plant investment fees and wastewater user fees shall be as follows:

In City Sewer Fees & Charges

Water Meter Size in Inches	Plant Investment Fee	Monthly Minimum Charge	Unit Charge per 1,000 Gallons
0.75 inch	\$ 368	\$ 19.37	\$3.83
1.00 inch	\$ 675	\$ 28.20	\$3.83
1.50 inch	\$ 1,187	\$ 42.93	\$3.83
2.00 inch	\$ 1,797	\$ 60.59	\$3.83
3.00 inch	\$ 3,431	\$107.73	\$3.83
4.00 inch	\$ 5,271	\$160.73	\$3.83
6.00 inch	\$10,375	\$307.98	\$3.83
8.00 inch	\$16,503	\$484.69	\$3.83

Out of City Sewer Fees & Charges

Water Meter Size in Inches	Plant Investment Fee	Monthly Minimum Charge	Unit Charge per 1,000 Gallons
0.75 inch	\$ 460	\$ 24.21	\$4.79
1.00 inch	\$ 844	\$ 35.27	\$4.79
1.50 inch	\$ 1,482	\$ 53.66	\$4.79
2.00 inch	\$ 2,248	\$ 75.75	\$4.79
3.00 inch	\$ 4,290	\$134.65	\$4.79
4.00 inch	\$ 6,587	\$200.91	\$4.79
6.00 inch	\$12,970	\$384.98	\$4.79
8.00 inch	\$20,628	\$605.84	\$4.79

Other Sewer Fees & Charges

Residential Flat Sewer	\$ 45.98 per month
Commercial Flat Sewer	\$ 52.52 per month
Wastewater Dump	\$ 92.11 per 1,000 gallons
Grease	\$119.63 per 1,000 gallons
WWTP Dump-Sump	\$328.86 per 1,000 gallons

BE IT FURTHER RESOLVED that this Resolution becomes effective with the February to March 2023 billing period.

PASSED, APPROVED, AND ADOPTED this 7th day of March 2023, by the governing body of the City of Riverton, Wyoming.

CITY OF RIVERTON, WYOMING

Tim Hancock, Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

RESOLUTION NO. 1470

**A RESOLUTION ADJUSTING RATES FOR THE
COLLECTION AND DISPOSAL OF GARBAGE, RUBBISH,
AND DEBRIS.**

WHEREAS, Section 8.12.020 of the Riverton Municipal Code states that sanitation rates shall be reviewed by the city council following public notice and may be adjusted by resolution of the city council; and

WHEREAS, the City Council of the City of Riverton, Wyoming held a public hearing on March 7, 2023, to consider and determine same;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverton, Wyoming, hereby declares that an adjustment on all dollar amounts of the sanitation rate, rental rate and tipping fee be made as follows:

In City Sanitation Fees & Charges:

Regular Service Type	Regular Rate	Recycling Rate	Extra Container/Pickup Rate	Extra Container/Pickup Recycling Rate
Residential 90-Gallon Rollout	\$33.41	\$33.83	\$7.00	\$7.00
Residential 45-Gallon Rollout	\$31.63	\$31.63	\$3.51	\$3.51
Commercial 3-Yard Container	\$59.07	Not available	\$47.12	Not available
Commercial 1.5 Yard Container	\$39.23	Not available	\$12.97	Not available

Rental Service Type *	Delivery/Haul Fee	Rental Rate (Per Container)
20-Yard Roll-off	\$246.87	\$4.79/day + tipping fee
30-Yard Roll-off	\$246.87	\$4.79/day + tipping fee
Compactor (City Owned)	\$246.87	\$4.79/day + tipping fee
Compactor (Privately Owned)	\$246.87	Tipping fee
Recycle Trailer	\$246.87	-

*Rental Services are subject to container availability

BE IT FURTHER RESOLVED that this Resolution becomes effective with the February to March 2023 billing period.

PASSED, APPROVED AND ADOPTED this 7th day of March 2023, by the governing body of the City of Riverton, Wyoming.

CITY OF RIVERTON, WYOMING

By _____
Tim Hancock, Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

**Water
In City Water Fees & Charges
Proposed 3% Increase**

0.03

Water Meter Size in inches	Plant Investment Fee	3% Proposed increase	New Plant Investment Fee (Rounded to nearest \$)	Monthly Minimum	3% Proposed increase	New Monthly Minimum	Unit Charge	3%	New Unit Charge per 1,000 Gallons for 0-5,999 Gallons	Unit Charge	3%	New Unit Charge per 1,000 Gallons for 6,000 or more Gallons
							per 1,000 Gallons for 0-5,999 Gallons			per 1,000 for 6,000 or more Gallons		
.75 inch	\$ 661	\$ 20	\$ 681	\$ 21.95	\$ 0.66	\$ 22.61	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
1.00 inch	\$ 1,413	\$ 42	\$ 1,455	\$ 28.75	\$ 0.86	\$ 29.61	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
1.50 inch	\$ 2,666	\$ 80	\$ 2,746	\$ 40.09	\$ 1.20	\$ 41.29	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
2.00 inch	\$ 4,170	\$ 125	\$ 4,295	\$ 53.69	\$ 1.61	\$ 55.30	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
3.00 inch	\$ 8,181	\$ 245	\$ 8,426	\$ 89.97	\$ 2.70	\$ 92.67	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
4.00 inch	\$ 12,695	\$ 381	\$ 13,076	\$ 130.80	\$ 3.92	\$ 134.72	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
6.00 inch	\$ 25,230	\$ 757	\$ 25,987	\$ 244.17	\$ 7.33	\$ 251.50	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28
8.00 inch	\$ 40,273	\$ 1,208	\$ 41,481	\$ 380.23	\$ 11.41	\$ 391.64	\$ 2.77	\$ 0.08	\$ 2.85	\$ 3.18	\$ 0.10	\$ 3.28

Out of City Water Fees & Charges

Water Meter Size in inches	Plant Investment Fee	3% Proposed increase	New Plant Investment Fee (Rounded to nearest \$)	Monthly Minimum	3% Proposed increase	New Monthly Minimum	Unit Charge	3%	New Unit Charge per 1,000 Gallons for 0-5,999 Gallons	Unit Charge	3%	New Unit Charge per 1,000 Gallons for 6,000 or more Gallons
							per 1,000 Gallons for 0-5,999 Gallons			per 1,000 for 6,000 or more Gallons		
.75 inch	\$ 825	\$ 25	\$ 850	\$ 27.44	\$ 0.82	\$ 28.26	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
1.00 inch	\$ 1,765	\$ 53	\$ 1,818	\$ 35.95	\$ 1.08	\$ 37.03	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
1.50 inch	\$ 3,332	\$ 100	\$ 3,432	\$ 50.12	\$ 1.50	\$ 51.62	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
2.00 inch	\$ 5,213	\$ 156	\$ 5,369	\$ 67.13	\$ 2.01	\$ 69.14	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
3.00 inch	\$ 10,227	\$ 307	\$ 10,534	\$ 112.48	\$ 3.37	\$ 115.85	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
4.00 inch	\$ 15,868	\$ 476	\$ 16,344	\$ 163.49	\$ 4.90	\$ 168.39	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
6.00 inch	\$ 31,538	\$ 946	\$ 32,484	\$ 305.23	\$ 9.16	\$ 314.39	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10
8.00 inch	\$ 50,341	\$ 1,510	\$ 51,851	\$ 475.30	\$ 14.26	\$ 489.56	\$ 3.43	\$ 0.10	\$ 3.53	\$ 3.98	\$ 0.12	\$ 4.10

**Sewer
In City Sewer Fees & Charges
Proposed 3% Increase**

Water Meter Size in inches	0.03		New Plant Investment Fee		3% Proposed Increase		New Monthly Minimum		Unit Charge per 1,000 Gallons		3% Proposed Increase		New Unit Charge per 1,000 Gallons	
	Plant Investment Fee	3% Proposed increase	(Rounded to nearest \$)	Monthly Minimum	3% Proposed increase	New Monthly Minimum	per 1,000 Gallons	3% Proposed increase	New Unit Charge per 1,000 Gallons					
.75 inch	\$ 357	\$ 11	\$ 368	\$ 18.81	\$ 0.56	\$ 19.37	\$ 3.72	\$ 0.11	\$ 3.83					
1.00 inch	\$ 655	\$ 20	\$ 675	\$ 27.38	\$ 0.82	\$ 28.20	\$ 3.72	\$ 0.11	\$ 3.83					
1.50 inch	\$ 1,152	\$ 35	\$ 1,187	\$ 41.68	\$ 1.25	\$ 42.93	\$ 3.72	\$ 0.11	\$ 3.83					
2.00 inch	\$ 1,745	\$ 52	\$ 1,797	\$ 58.83	\$ 1.76	\$ 60.59	\$ 3.72	\$ 0.11	\$ 3.83					
3.00 inch	\$ 3,331	\$ 100	\$ 3,431	\$ 104.59	\$ 3.14	\$ 107.73	\$ 3.72	\$ 0.11	\$ 3.83					
4.00 inch	\$ 5,117	\$ 154	\$ 5,271	\$ 156.05	\$ 4.68	\$ 160.73	\$ 3.72	\$ 0.11	\$ 3.83					
6.00 inch	\$ 10,073	\$ 302	\$ 10,375	\$ 299.01	\$ 8.97	\$ 307.98	\$ 3.72	\$ 0.11	\$ 3.83					
8.00 inch	\$ 16,022	\$ 481	\$ 16,503	\$ 470.57	\$ 14.12	\$ 484.69	\$ 3.72	\$ 0.11	\$ 3.83					

Out of City Sewer Fees & Charges

Water Meter Size in inches	New Plant Investment Fee		3% Proposed Increase		New Monthly Minimum		Unit Charge per 1,000 Gallons		3% Proposed Increase		New Unit Charge per 1,000 Gallons	
	Plant Investment Fee	3% Proposed increase	(Rounded to nearest \$)	Monthly Minimum	3% Proposed increase	New Monthly Minimum	per 1,000 Gallons	3% Proposed increase	New Unit Charge per 1,000 Gallons			
.75 inch	\$ 447	\$ 13	\$ 460	\$ 23.50	\$ 0.71	\$ 24.21	\$ 4.65	\$ 0.14	\$ 4.79			
1.00 inch	\$ 819	\$ 25	\$ 844	\$ 34.24	\$ 1.03	\$ 35.27	\$ 4.65	\$ 0.14	\$ 4.79			
1.50 inch	\$ 1,439	\$ 43	\$ 1,482	\$ 52.10	\$ 1.56	\$ 53.66	\$ 4.65	\$ 0.14	\$ 4.79			
2.00 inch	\$ 2,183	\$ 65	\$ 2,248	\$ 73.54	\$ 2.21	\$ 75.75	\$ 4.65	\$ 0.14	\$ 4.79			
3.00 inch	\$ 4,165	\$ 125	\$ 4,290	\$ 130.73	\$ 3.92	\$ 134.65	\$ 4.65	\$ 0.14	\$ 4.79			
4.00 inch	\$ 6,395	\$ 192	\$ 6,587	\$ 195.06	\$ 5.85	\$ 200.91	\$ 4.65	\$ 0.14	\$ 4.79			
6.00 inch	\$ 12,592	\$ 378	\$ 12,970	\$ 373.77	\$ 11.21	\$ 384.98	\$ 4.65	\$ 0.14	\$ 4.79			
8.00 inch	\$ 20,027	\$ 601	\$ 20,628	\$ 588.19	\$ 17.65	\$ 605.84	\$ 4.65	\$ 0.14	\$ 4.79			

Other Sewer Fees & Charges

	Current Rate	3% Proposed Increase	New Rate
Residential Flat Sewer/mo.	\$ 44.64	\$ 1.34	\$ 45.98
Commercial Flat Sewer/mo.	\$ 50.99	\$ 1.53	\$ 52.52
Wastewater Dump/1,000 gallons	\$ 89.43	\$ 2.68	\$ 92.11
Grease/1,000 gallons	\$ 116.15	\$ 3.48	\$ 119.63
WWTP Dump-Sump/1,000 gallons	\$ 319.28	\$ 9.58	\$ 328.86

Sanitation

In City Sanitation Fees & Charges

Proposed 2% Increase

0.02

Regular Service Type	Regular Rate	2% Proposed increase	New Regular Rate	Recycling Rate	2% Proposed increase	New Recycling Rate	Extra Container/Pickup Rate	2% Proposed increase	New Extra Container/Pickup Rate
Residentail 90- Gallon Rollout	\$ 32.75	\$ 0.66	\$ 33.41	\$ 33.17	\$ 0.66	\$ 33.83	\$ 6.86	\$ 0.14	\$ 7.00
Residentail 45-Gallon Rollout	\$ 31.01	\$ 0.62	\$ 31.63	\$ 31.01	\$ 0.62	\$ 31.63	\$ 3.44	\$ 0.07	\$ 3.51
Commercial 3- YD Container	\$ 57.91	\$ 1.16	\$ 59.07	Not Available			\$ 46.20	\$ 0.92	\$ 47.12
Commercial 1.5 Yard Container	\$ 38.46	\$ 0.77	\$ 39.23	Not Available			\$ 12.72	\$ 0.25	\$ 12.97
		\$ -							
Rental Service Type*		\$ -							
20-Yard Roll-off	\$ 242.03	\$ 4.84	\$ 246.87	\$ 156.05	\$ 3.12	\$ 159.17	\$ 3.72	\$ 0.07	\$ 3.79
30-Yard Roll- off	\$ 242.03	\$ 4.84	\$ 246.87	\$ 299.01	\$ 5.98	\$ 304.99	\$ 3.72	\$ 0.07	\$ 3.79
Compactor (City Owned)	\$ 242.03	\$ 4.84	\$ 246.87	\$ 470.57	\$ 9.41	\$ 479.98	\$ 3.72	\$ 0.07	\$ 3.79
Compactor (Privately Owned)	\$ 242.03	\$ 4.84	\$ 246.87						
Recycle Trailer	\$ 242.03	\$ 4.84	\$ 246.87						

.75 inch meter with zero usage & 90 Gallon Regular Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 21.95	\$ 22.61	\$ 0.66	
Sewer	\$ 18.81	\$ 19.37	\$ 0.56	
Garbage	\$ 32.75	\$ 33.41	\$ 0.66	
Total	\$ 73.51	\$ 75.39	\$ 1.88	

.75 inch meter with 2,000 usage & 90 Gallon Regular Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 27.49	\$ 28.31	\$ 0.82	
Sewer	\$ 26.25	\$ 27.03	\$ 0.78	
Garbage	\$ 32.75	\$ 33.41	\$ 0.66	
Total	\$ 86.49	\$ 88.75	\$ 2.26	

.75 inch meter with 4,000 usage & 90 Gallon Regular Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 33.03	\$ 34.01	\$ 0.98	
Sewer	\$ 33.69	\$ 34.69	\$ 1.00	
Garbage	\$ 32.75	\$ 33.41	\$ 0.66	
Total	\$ 99.47	\$ 102.11	\$ 2.64	

.75 inch meter with 12,000 usage & 90 Gallon Regular Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 58.06	\$ 59.82	\$ 1.76	
Sewer	\$ 63.45	\$ 65.33	\$ 1.88	
Garbage	\$ 32.75	\$ 33.41	\$ 0.66	
Total	\$ 154.26	\$ 158.56	\$ 4.30	

.75 inch meter with 20,000 usage & Commercial Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 83.50	\$ 86.06	\$ 2.56	
Sewer	\$ 93.21	\$ 95.97	\$ 2.76	
Garbage	\$ 57.91	\$ 59.07	\$ 1.16	
Total	\$ 234.62	\$ 241.10	\$ 6.48	

1.00 inch meter with zero usage & 90 Gallon Regular Garbage				
Service	Current Charge	Proposed Increase	Difference	
Water	\$ 28.75	\$ 29.61	\$ 0.86	
Sewer	\$ 27.38	\$ 28.20	\$ 0.82	
Garbage	\$ 32.75	\$ 33.41	\$ 0.66	
Total	\$ 88.88	\$ 91.22	\$ 2.34	



History of Utility Rate Increases – By Percentage

Year	Water	Wastewater	Sanitation
2003	2.60%	2.60%	2.60%
2004	1.90%	1.90%	1.90%
2005	3.00%	3.00%	3.00%
2006	5.00%	11.50%	54.00%
2007	10.00%	15.00%	5.00%
2008	4.00%	8.00%	-
2009	-	-	-
2010	3.00%	-	3.00%
2011	5.00%	-	23.00%
2012	7.55%	3.22%	2.60%
2013	4.00%	2.00%	2.00%
2014	1.10%	7.00%	1.10%
2015	-	-	-
2016	-	-	-
2017	5.40%	2.70%	2.70%
2018	2.40%	2.40%	2.40%
2019	Changed Rate Structure based on study		
2020	-	-	-
2021	3.00%	3.00%	2.00%
2022	3.00%	3.00%	2.00%
2023	3.00%	3.00%	2.00%

CITY COUNCIL STAFF REPORT

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

FROM: Brian K. Eggleston, Public Works Director

THROUGH: Kyle Butterfield, City Administrator

DATE: March 2, 2023

SUBJECT: Consultant Selection – Willow Creek Elementary School Safe Routes to School Transportation Alternatives Program (TAP) Project

Recommendation: The City Council reviews the ratings from the selection committee for the Willow Creek Elementary School Safe Routes to School (SRTS) Transportation Alternative Program (TAP) and directs staff to proceed in contract negotiations with Inberg-Miller Engineers.

Background: In 2022, city staff applied for a grant to construct a walking path (sidewalk) to connect Willow Creek Elementary School to Riverview Road (West Adams Avenue) by a concrete path. This grant was administered through the Transportation Alternatives Program (TAP) and facilitated by the Local Programs Office of WYDOT. The city of Riverton received the grant to construct this sidewalk, taking into account drainage along the roadway and facilities to enable pedestrian traffic to cross Riverview Road in order to safely access Major Avenue and the Main Street Area. City staff also requested that a consultant be procured to produce a design that was ADA and MUTCD compliant and that could produce bidding documents in order that construction may commence on the walking path.

City staff began advertising on January 28, 2023 for Statements of Qualifications (SOQs) from qualified firms for consultant and design services (see advertisement packet attached). Along with complying with applicable federal, state, and city design standards and laws, the advertised description of work included:

1. Work with the City of Riverton and the WYDOT Local Program Coordination office to administer and design the Transportation Alternative Program (TAP) grant funded project.
2. Topographical survey.
3. Analyze drainage infrastructure (curb, gutter, inlets, pipe, etc.) and recommend appropriate improvements.
4. Analyze walking, biking and other alternative transportation needs and design ADA appropriate facilities to safely take pedestrian traffic from the South Major Hill to Willow Creek Elementary School. Designed facilities will take pedestrian traffic through the South Major/Riverview Road intersection. Special attention should be given to the South Major/Riverview Road intersection to safely route pedestrian traffic through the intersection.
5. Complete a NEPA report or categorical exclusion to satisfy the TAP grant requirements. Perform other grant items, as necessary, to bring the project to construction.
6. Analyze and recommend constructability options if it is determined the designed/engineered improvements should be broken into numerous phases/projects.
7. Construction cost estimates, bidding and contract documents, and work to secure any necessary permitting.

8. Bidding services to include posting the bid, answering questions, holding a pre-bid meeting and bid opening as well as recommending a contractor to do the work. Bidding and bid documents should be put together in accordance to the requirements of the TAP grant and the Federal funding for the project.

Specifications for the awarding of this project to a consulting firm require that only qualifications be considered of each firm submitting. With the federal grant dollars associated with this project and the city to match less than 10%, the city consultant selection policy can be used to select the firm. The only stipulation made by the nature of the grant state that no cost estimates be considered until the top firm is chosen then price negotiations can be entered into.

Discussion: SOQs related to the advertised Willow Creek Safe Route to School Project were received February 9, 2023. Five firms responded to the RFQ. A Selection Committee was appointed to rate the SOQs against 5 weighted criteria (Completeness of Submittal – 10%, Understanding of the Proposed Project – 25%, Past Performance Record and Qualification of the Consulting Firm – 25%, Successful Completion of Similar Projects – 30%, Capability to Meet the Proposed Project Schedule – 10%) for a total perfect score of 100 points by each member of the committee. The Selection Committee consisted of two city staff members and two members of FORCC. The table below and attached sheet represent the committee’s rating total from their independent rating sheets.

Consultant Name	Total Rating (400 Possible)
Inberg-Miller Engineers	388
Engineering Associates (EA)	383
James Gores & Associates	382
William H. Smith & Associates	381
Civil Engineer Professionals Inc. (CEPI)	380

Inberg-Miller was ranked highest by the Selection Committee. The other top engineering firms interested in the project were Engineering Associates and James Gores and Associates. Pursuant to the Professional Services Selection Policy, the committee made a recommendation to the Public Works Director to present Inberg-Miller Engineers to the City Council for selection and permission to begin contract negotiations.

Alternative: The City Council may explore the following alternative action:

1. Direct staff to assemble an Interview Committee, consisting of three (3) City of Riverton staff members, independent of the Consultant Selection Committee, to interview the top three firms, based on the same evaluation criteria, used by the Consultant Selection Committee.

Staff will proceed at the direction of the council. The project can be awarded, after WYDOT review. The timeline for this project is to complete engineering and design in 2023 and award the project in Fiscal Year 2024.

**City of Riverton
Willow Creek Elem. SRTS Project
Consultant Selection - 2023**

		Detail and Completeness of Submittal and Overall Quality of Response	Understanding of the Proposed Project, Familiarity with Area, Awareness of Construction Conditions	Past Performance Record and Qualification of the Consulting Firm	Successful Completion of Similar Improvement Projects	Capability to Meet the Proposed Project Schedule	Total	Rank
		10	25	25	30	10	100	
1	James Gores & Assoc.	8	24	24	28	10	94	3
2		10	25	25	29	10	99	1
3							0	5
4		9	25	22	30	10	96	2
5		10	25	25	25	8	93	4
Total		37	99	96	112	38	382	3
Average		9	25	24	28	10	76	3

		Detail and Completeness of Submittal and Overall Quality of Response	Understanding of the Proposed Project, Familiarity with Area, Awareness of Construction Conditions	Past Performance Record and Qualification of the Consulting Firm	Successful Completion of Similar Improvement Projects	Capability to Meet the Proposed Project Schedule	Total	Rank
		10	25	25	30	10	100	
1	Engineering Assoc.	8	24	23	28	10	93	3
2		10	24	24	30	10	98	2
3							0	5
4		9	25	25	30	10	99	1
5		10	25	25	25	8	93	3
Total		37	98	97	113	38	383	2
Average		9	25	24	28	10	77	2

		Detail and Completeness of Submittal and Overall Quality of Response	Understanding of the Proposed Project, Familiarity with Area, Awareness of Construction Conditions	Past Performance Record and Qualification of the Consulting Firm	Successful Completion of Similar Improvement Projects	Capability to Meet the Proposed Project Schedule	Total	Rank
		10	25	25	30	10	100	
1	Inberg-Miller Engineers	9	24	24	29	10	96	3
2		10	25	24	29	10	98	2
3							0	5
4		10	25	25	30	10	100	1
5		8	25	25	25	9	92	4
Total		37	99	98	113	39	386	1
Average		9	25	25	28	10	77	1

		Detail and Completeness of Submittal and Overall Quality of Response	Understanding of the Proposed Project, Familiarity with Area, Awareness of Construction Conditions	Past Performance Record and Qualification of the Consulting Firm	Successful Completion of Similar Improvement Projects	Capability to Meet the Proposed Project Schedule	Total	Rank
		10	25	25	30	10	100	
1	CEPI	7	24	23	28	9	91	4
2		10	23	25	30	10	98	1
3							0	5
4		9	24	24	30	10	97	2
5		10	23	25	28	8	94	3
Total		36	94	97	116	37	380	5
Average		9	24	24	29	9	76	5

		Detail and Completeness of Submittal and Overall Quality of Response	Understanding of the Proposed Project, Familiarity with Area, Awareness of Construction Conditions	Past Performance Record and Qualification of the Consulting Firm	Successful Completion of Similar Improvement Projects	Capability to Meet the Proposed Project Schedule	Total	Rank
		10	25	25	30	10	100	
1	WH Smith	8	24	24	28	10	94	4
2		9	24	24	30	9	96	1
3							0	5
4		6	25	25	30	10	96	1
5		10	23	25	28	9	95	3
Total		33	96	98	116	38	381	4
Average		8	24	25	29	10	76	4

REQUEST FOR QUALIFICATIONS

**Willow Creek Elementary Safe Route to School
Transportation Alternative Program (TAP) Project
Engineering Services
January 28, 2023**

**Statement of Qualifications Due
Wednesday, February 15, 2023
2:00 p.m.**



City of Riverton
816 N. Federal Blvd.
Riverton, WY 82501

Telephone: 307.856.2227
REQUEST FOR QUALIFICATIONS (RFQ)
CIVIL ENGINEERING SERVICES
CITY OF RIVERTON, WYOMING
FOR THE WILLOW CREEK ELEMENTARY SAFE ROUTE TO SCHOOL TRANSPORTATION
ALTERNATIVE PROGRAM (TAP) PROJECT

The City of Riverton requests statements of qualification from consultants to provide Engineering Services. Statements shall conform to a prepared set of specifications available from Riverton City Hall or www.publicpurchase.com. Questions regarding the RFQ, including receiving a copy of the RFQ specifications, should be posted on the Public Purchase website or directed to Brendan P. Thoman, City Engineer, at 307.856.3687 or bthoman@rivertonwy.gov. Questions will be received up to **2:00 p.m. Thursday, February 9th**. The City reserves the right to reject any or all qualification statements or waive any specification or requirement if it is in the City's interest to do so. The City assumes no liability for the cost of preparing responses to this request. **Statements will be received until 2:00 p.m. (Mountain Time) on Wednesday, February 15, 2023** at Riverton City Hall. Address your packet to the attention of Kyle Butterfield, 816 N. Federal Blvd., Riverton, Wyoming 82501. Proposal documents should be clearly marked on the outside of the envelope with *"Statements of Qualifications and Experience for Engineering Services Consultant Selection"*. Qualifications received after the stated time, including faxed or e-mailed material, will not be accepted. The City reserves the right to extend the proposal submittal date if needed. It is the responsibility of the proposer to be properly recorded as a proposer of record with the City of Riverton Public Works Department for purposes of receiving clarifications, addenda, or other pertinent information.

Dated this 28th day of January 2023.

Brendan P. Thoman
City Engineer
City of Riverton

Publish: January 28, February 1 and 4, 2023

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING SERVICES FOR THE
CITY OF RIVERTON**

DESCRIPTION OF WORK

The City of Riverton is soliciting statements of qualifications and experience from full service engineering consultants to engineer, design and work with the Wyoming Department of Transportation Local Government Coordination Office, as well as the City of Riverton. Only firms with recent and relevant experience on similar engineering projects should respond.

Engineering and design services shall commence at the limit of the end of the sidewalk on the Willow Creek Elementary School Project. Sidewalk, curb, gutter and drainage will continue west then North along Monroe Avenue and South Major Avenue to and through the intersection of South Major and Riverview Road. Additionally, some sidewalk/pathway may be considered along Riverview Road connecting to Adams Avenue. Requested services may include, but are not limited to, the following:

1. Work with the City of Riverton and the WYDOT Local Program Coordination office to administer and design the Transportation Alternative Program (TAP) grant funded project.
2. Topographical survey.
3. Analyze drainage infrastructure (curb, gutter, inlets, pipe, etc.) and recommend appropriate improvements.
4. Analyze walking, biking and other alternative transportation needs and design ADA appropriate facilities to safely take pedestrian traffic from the South Major Hill to Willow Creek Elementary School. Designed facilities will take pedestrian traffic through the South Major/Riverview Road intersection. Special attention should be given to the South Major/Riverview Road intersection to safely route pedestrian traffic through the intersection.
5. Complete a NEPA report or categorical exclusion to satisfy the TAP grant requirements. Perform other grant items, as necessary, to bring the project to construction.
6. Analyze and recommend constructability options if it is determined the designed/engineered improvements should be broken into numerous phases/projects.
7. Construction cost estimates, bidding and contract documents, and work to secure any necessary permitting.
8. Bidding services to include posting the bid, answering questions, holding a pre-bid meeting and bid opening as well as recommending a contractor to do the work. Bidding and bid documents should be put together in accordance to the requirements of the TAP grant and the Federal funding for the project.

Services shall comply with City of Riverton design standards, the Manual for Uniform Traffic Control Devices, the Americans with Disabilities Act, and any other applicable laws, regulations, and standards.

Services may include a drainage study or analysis and geotechnical/pavement analysis as necessary to determine an appropriate improvement.

A Transportation Alternatives Program (TAP) grant from the WYDOT LPC office will be used to accomplish the South Major Avenue Transportation Alternative Program. The City of Riverton will conduct an open engineering selection process in accordance with City policy (attached) based solely on qualifications.

CONTRACT TIME

The contract awarded, if any, to the selected consultant is anticipated to be terminated only after bidding services are complete and a recommendation of award by the consultant has been submitted. The City reserves the right to terminate the contract or consultant services at any time during the term of the contract. The selected consultant will be required to enter into a consultant services contract within four (4) weeks of selection by the City Council and concurrence by the WYDOT LPA office.

INCURRING COSTS

The City is not liable for any cost incurred by the consultant in the preparation of the statement of qualifications or interview, if required.

SUBMITTAL REQUIREMENTS

The consulting firm must submit a detailed qualification statement that meets the requirements as set forth in this RFQ. Five (5) printed copies, one (1) marked "Original" and four (4) marked "Copies", and one (1) electronic version of the completed submittal in a PDF format is required (the electronic PDF should be submitted on a jump drive). The City is not requesting elaborate or special brochures. The submittal should be clear and concise, not exceeding 30 total pages. The submittal shall include, at a minimum, the following, and shall be submitted in this order:

- A. Cover Letter or Introduction
- B. A statement detailing the consultant's understanding of the project, which may include, but is not limited to, ability to meet schedules and deadlines, current workload, understanding of existing conditions, proposed corrections, and special circumstances affecting the project.
- C. A general description of the consultant, which includes, but is not limited to, company organization structure, company size, company history, and the name of the person(s) authorized to represent the consultant in negotiation and execution of a contract that may result.
- D. A list and brief description of related projects the consultant has completed in the last Five (5) years. Identify the start and end date of each project and the owner or sponsor's contact person and telephone number.
- E. A current resume for professional persons who will be working on the project, which includes a description of qualifications, skills and responsibilities. This may include, but is not limited to, the environmental planner, surveyor, project manager, design engineer, or resident engineer.

- F. A detailed description of potential sub-consultants working on the project (engineering, soil testing, construction administration, Q/C, surveying, etc.), including a contact person(s) and telephone number(s).
- G. Evidence of general liability and professional liability insurance.

Proposers shall **NOT** include a cost of service or fee proposal for the proposed project at this time. The fee will be negotiated later with the selected firm. If a satisfactory cost is not reached with the winning firm, negotiations will continue with the next consultant in rank. TAP funds, as well as city designated funds, can be used to pay for the design and bidding consultant fees on this project.

SELECTION AND EVALUATION PROCEDURES

The selection process shall be in accordance with City policy. A Selection Committee will be appointed to evaluate the received submittals. The Selection Committee will review all submittals, evaluate required criteria, and prepare an order of preference that ranks consultant submittals. The Selection Committee may conduct either phone interviews or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the submittals received. Received submittals will be evaluated and ranked on how fully it meets the criteria listed in the Selection Criteria and Rating section of this RFQ. Each Selection Committee member will total the results of all criteria to determine the score of each submittal.

The City Administrator or their designee shall review the Selection Committee's order of preference that ranks the most qualified consultants for the proposed project. They may then present the Selection Committee's highest rated consultant to the City Council for consideration, or interview a minimum of the top two (2), but not more than the top three (3), rated consultants for further analysis.

If the City Administrator or designee chooses to interview the top rated consultants, an Interview Committee consisting of three (3) city council or city staff members shall be established. Interviews performed by the Interview Committee will include, but not be limited to, discussion of the consultant's qualifications, approaches to the solicited work, ability to furnish the required services, use of alternatives, and an estimated fee based on the City's preliminary description of the work. Prior to performing interviews, the Interview Committee will establish evaluation factors and respective weights to quantify its analysis. The consultant's separately provided and sealed estimated fee may be used as a one of the weighted evaluation factors. The Interview Committee shall rank the interviewed consultants and recommend to the City Administrator or designee the highest ranked consultant for City Council consideration.

It is anticipated that the highest ranked consultant will be presented to the Riverton City Council for consideration on Tuesday, March 7, 2023. The City Council may then direct City Staff to enter negotiations with the selected consultant.

SELECTION CRITERIA AND RATING

1. Detail and completeness of the submittal and overall quality of the response (10 points).
2. Understanding of the proposed project, familiarity with the project area, and awareness of construction conditions (25 points).

3. The qualification and performance record of the consulting firm and the individuals involved, verifiable through references and resumes. This includes identifying staff with experience in similar improvement projects (25 points).
4. Successful completion of improvement projects similar to the proposed project (30 points).
5. Demonstrated capability to meet the proposed project's schedule and experience to meet deadlines without delays (10 points).

CONTRACT NEGOTIATIONS

After completing the selection process, the City Council shall direct the City Administrator or their designee to negotiate a contract with the selected firm. A meeting with the selected consultant shall be scheduled to discuss the scope of the proposed professional or specialized services. Once the details of the scope of services are mutually resolved, the consultant will prepare a cost proposal to perform the required services. Upon receipt of the consultant's proposal, the City Administrator or designee, shall review the submitted material and determine both the reasonableness of the proposal and the areas of substantial difference, which may require further discussion and negotiation. If the City Administrator or their designee is unable to negotiate a satisfactory contract with the selected consultant at a price determined to be fair and reasonable, negotiations with that firm shall be terminated. They shall then begin negotiations with the consultant ranked second in the order of preference.

PROJECT INQUIRIES

Questions regarding the scope or content of the RFQ should be directed to Brendan Thoman, City Engineer, 307.856.3687 or e-mail at: bthoman@rivertonwy.gov. Questions may also be submitted through www.publicpurchase.com. Project tours are available upon request but are not necessary for preparation of the firm's Statement of Qualifications.

EXHIBIT A

Location Maps

(Locations are approximate and not intended for design)

CITY OF RIVERTON, WYOMING



MIDDLE SCHOOL

HIGH SCHOOL

SUNSET DR

N 8th ST W

FEDERAL BLVD

MAJOR AVE

SMITH'S SHOPPING CENTER

MAIN ST

SWEETWATER GARDENS

POSTAL ANNEX BUILDING

ADAMS AVE

PROJECT LOCATION

MONROE AVE

WILLOW CREEK SCHOOL

Starting Location

C:\Users\bsprague\Desktop\Willow Creek Concrete.dwg, 7/14/2022 10:46:53 AM



WILLOW CREEK ELEMENTARY SCHOOL SAFE ROUTE TO SCHOOL PROJECT OVERVIEW

S Main Ave

Riverview Rd

CROSSWALKS TO BE INSTALLED AT THE RIVERVIEW/MAJOR INTERSECTION AND FLASHING LIGHT FOR THE PEDESTRIAN CROSSING




T&T Appliance Inc

Willow Creek Elementary

W Monroe Ave

Rein Park Soccer Complex

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council
FROM: Kyle J. Butterfield, City Administrator 
DATE: March 7, 2023
SUBJECT: Fiscal Year 2024 City Council Goals

Recommendation: The city council adopts Resolution No. 1471 and establishes goals for fiscal year 2024.

Background: The city council met to develop the annual goals for the City of Riverton on February 28, 2023. The process included a review of previous goals, establishing guiding principles, and significant discussion about each councilmembers priorities and goals. The meeting was moderated by Gary Michaud, Administrator for the Fremont County Association of Governments.

Discussion: The proposed set of goals are the result of the above referenced meeting. All items are intended to be tracked internally and reported on a quarterly basis to the council. Additionally, upon adoption, all staff memos for council consideration will denote how the action relates to council goals. The annual goals are designed to follow the fiscal year budget for the purposes of tracking and accounting. Upon adoption, staff will work to further develop timelines and work plans for the different goals.

Alternatives: Council may modify the goals or direct staff as desired.

Budget Impact: There is no immediate financial impact to the adoption of the proposed goals. Future actions driven by the adopted goals will have associated costs, which will be denoted at the time of those respective approvals.

RESOLUTION NO. 1471

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RIVERTON ESTABLISHING GOALS AND OBJECTIVES FOR FISCAL YEAR 2023-2024 TO PROMOTE THE LONG-TERM WELFARE AND SUCCESS OF THE CITY OF RIVERTON.

WHEREAS, the Riverton City Council has established goals and objectives relative to the promotion, success and beautification of the City of Riverton; and,

WHEREAS, the governing body of the City of Riverton convened a work session to discuss and identify community enhancements that will improve the quality of life for its citizens; and,

WHEREAS, the City Council recognizes the need for their proactive role in promoting the long-term health, safety and welfare of the community through annual goals and objectives.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Riverton, hereby adopts the 2023-2024 goals and objectives, which is included as Exhibit “A” hereto.

PASSED, APPROVED, AND ADOPTED this 7th day of March 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock, Mayor

ATTEST:

Kristin S. Watson, City Clerk/Human Resource Director



FISCAL YEAR 2024 CITY COUNCIL GOALS

1. COMMUNICATION AND TRANSPARENCY

- Ensure website and social media platforms are relevant with current, regular, and accurate content
- Engage in mediums to push information to the community and allow residents to report items to city staff

2. INFRASTRUCTURE AND FACILITIES

- Assess existing resources and assets
- Ascertain priorities and plan for improvements

3. COMMUNITY AND ECONOMIC DEVELOPMENT

- Support two major community events each year
- Collaborate with local and regional stakeholders on development opportunities
- Beautify entryways and community amenities

4. CITY OPERATIONS

- Inform the community of city operations through appropriate mediums
- Develop financial and operational contingencies to protect against emergencies

5. BUDGET

- Protect the city from the impacts of economic hardship, inflation, and unknown financial climates
- Engage with city staff in budget meetings
- Support community improvements and events

6. BEAUTIFICATION AND IMAGE

- Promote the use of trails, greenspaces, and parks
- Improve park and trail facilities

7. SAFETY AND LAW ENFORCEMENT

- Increase visibility and engage in community policing
- Create a safe atmosphere along trails, parks, and public spaces
- Promote traffic safety through increased enforcement