



City of Riverton
Regular Council Meeting
Tuesday, June 20, 2023 at 7:00 pm

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

At 6:45 P.M. on Tuesday, June 20, 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 – June 6, 2023 Regular Council Meeting.
 - Approval of the Minutes – June 6, 2023 Executive Session.
 - Approval of the Minutes – June 13, 2023 Special Council Meeting.
 - Approval of the Minutes – June 20, 2023 Finance Committee Meeting.
 - Approval of the Finance Committee Recommendations – June 20, 2023.
 - Open Container Permit Application: **Central Wyoming Softball**, Softball Tournament @ Softball Fields on Smith Rd, June 24, & June 25, 2023, 8:00 p.m. –11:00 p.m.
 - 9) Citizen Board Appointment: EDGE Committee.
 - 10) Citizen Board Appointment: Wind River Visitors Council.
 - 11) Consideration of Ordinance No. 23-006, 2nd Reading: Underage Purchase, Use, or Possession of Tobacco.
 - 12) Public Hearing & Consideration of Ordinance No. 23-007, 1st Reading: Clerk & Treasurer.
 - 13) Resolution No. 1474 – Airport Master Plan.
 - 14) Electric Vehicle Grant Application.
- 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 June 6, 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, Mike Bailey, Dean Peranteaux, Kyle Larson, and Kristy Salisbury (telephonically). Council Member Bailey led the pledge of allegiance, and Mayor Hancock conducted the invocation. 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, Chief Eric Hurtado, Finance Director Mia Harris, Community Development Director Michael Miller, and Administrative Assistant Max Batista.

Approval of the Agenda – Council Member Larson moved, seconded by Council Member Bailey to approve the agenda with the addition of an Open Container Permit Application to the consent agenda. Motion passed unanimously.

Communication from the Floor – Tom Earhart addressed the council and city staff regarding speeding and stop sign violators. Karl Falken provided a presentation on nuclear attacks and why the City should add this topic to the Emergency Response Plan.

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: Approval of the Minutes – May 16, 2023 Regular Council Meeting; Approval of the Minutes – May 23, 2023 Council Work Session; Approval of the Minutes – June 6, 2023 Finance Committee Meeting; Approval of the Finance Committee Recommendations – June 6, 2023 claims to be paid in the amount of \$711,359.73, manual checks in the amount of \$8,000.00, Elan credit card in the amount of \$9,647.37, and payroll & liabilities for 5/19/2023 in the amount of \$469,887.35 for a total of \$1,198,894.45; Approval of the Municipal Court Report for the month of May 2023; Open Container Permit Application: Ann Kalbach, Memorial BBQ @ Teter Park, June 10, 2023, 4:00 p.m. – 8:30 p.m.; Open Container Permit Application: Marilou Vaugh, Family Gathering @ Monroe Park, July 12, 2023, 4:00 p.m. – 8:30 p.m.; Open Container Permit Application: Bar 10, Sugarbeats Concert @ City Park, June 17, 2023, 4:00 p.m. – 11:00 p.m. Council Member Cox moved, seconded by Council Member Borders to approve the consent agenda as presented. Motion passed unanimously, with Council Member Peranteaux abstaining from the Traveling Computers and WyoNet claims on the claims approval list, and Council Member Bailey abstaining from the Bailey’s Enterprise claim on the claims approval list.

Public Hearing & Consideration: Fireworks Permit Application, Riverton Little League, June 22, 2023 – City Clerk/HR Resource Director Kristin S. Watson reported on the Fireworks Permit Application from Riverton Little League for an end-of-season celebration. Council Member Larson moved to open the public hearing seconded by Council Member Borders. Motion passed unanimously. There being no one to speak, Council Member Bailey moved, seconded by Council Member Larson to close the public hearing. Motion passed unanimously. Council Member Cox moved, seconded by Council Member Larson to approve the fireworks permit for Riverton Little League on June 22, 2023. Motion passed unanimously.

Citizen Board Appointment: EDGE Committee – City Administrator Kyle J. Butterfield presented Cody Beers as a mayoral citizen appointment to serve on the EDGE Committee. Council Member Borders moved seconded by Council Member Peranteaux to approve the mayoral appointment of Cody Beers to the EDGE Committee. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 23-006, 1st Reading: Underage Purchase, Use, or Possession of Tobacco – City Administrator Kyle J. Butterfield reported on Ordinance No. 23-006 – Underage Purchase, Use, or Possession of Tobacco. This ordinance would mirror the federal statute to make it illegal for any person under the age of eighteen (18) to purchase, use, or possess tobacco products. City Clerk/HR Recourse Director Kristin S. Watson read Ordinance No. 23-006 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 Bailey moved, seconded by Council Member Borders to close the public hearing. Motion passed unanimously. After discussion from the council, Council Member Larson moved, seconded by Council Member Cox to adopt ordinance No. 23-006 on first reading. Motion passed unanimously.

Amended Easement: Modeler’s Park – Community Development Director Michael Miller presented an amended easement to the council that provides 60-foot access, drainage, irrigation, and utilities. Council Member Bailey moved, seconded by Council Member Borders to approve the Gilpatrick’s 60-foot access, drainage, irrigation, and utility easement. Motion passed unanimously.

Aerial Applicator Lease Agreement – City Administrator Kyle J. Butterfield reported on a lease agreement with Crop Dusters, LLC. After discussion from the council and city staff, Council Member Peranteaux moved, seconded by Council Member Bailey to enter into a lease agreement with Crop Dusters, LLC for ground lease space at Central Wyoming Regional Airport (RIW). Motion passed unanimously.

Bid Award: Building Maintenance Vehicle – Public Works Director Brian Eggleston reported on one (1) bid that was submitted from Fremont Chevrolet, GMC, and Buick for a building maintenance vehicle. After discussion from the council, Council Member Larson moved, seconded by Council Member Cox to approve the purchase of one (1) new ³/₄ ton 4x4 work truck with a plow from Fremont Chevrolet, GMC, and Buick in the amount of \$59,880.50. Motion passed unanimously.

Right of Way Use Agreement: Advanced Communications Technologies, Inc. – City Administrator Kyle J. Butterfield reported on a Right of Way Use Agreement. After discussion from the council and city staff, Council Member Larson moved, seconded by Council Member Bailey to approve a Right of Way Use Agreement between the City of Riverton and Advanced Communications Technologies, Inc. relating to telecommunication facilities located in city right of ways. Motion passed unanimously

Council Committee Reports & Council Members’ Roundtable – Council Member Borders listed upcoming events that are happening; Council Member Cox reported on the senior endowment board and rec board meeting she attended; Council Member Bailey reported on the Daughters of The American Revolution luncheon he attended; Council Member Peranteaux reported on the Fremont County School District #25 Rec. Board he attended and upcoming one he plans to attend; Council Member Salisbury reported on the Wind River Visitors Council meeting she attended.

City Administrator’s Report – City Administrator Kyle J. Butterfield reported on the upcoming Wyoming Association of Municipalities (WAM) event he plans to attend, and the upcoming task force meeting to add state office buildings in Riverton he plans to attend. Mr. Butterfield also reported on the public works truck show and the 2023 employee picnic event that he attended. Brian Eggleston also filled the council and city staff on the charging station grant he has been working on. This grant would allow the City of Riverton to install electric vehicle charging stations at the airport and city hall parking lot.

Mayor’s Comments – Mayor Tim Hancock reported due to a family vacation he was not able to attend any meetings. Mayor Hancock did report on an upcoming homelessness task force meeting he plans to attend.

Executive Session – Personnel & Potential Litigation – Council Member Larson moved, seconded by Council Member Bailey to convene into executive session for the purpose of Personnel and Potential Litigation. Motion

passed unanimously at 8:22 p.m. Invited to attend the executive session were City Administrator Kyle J. Butterfield and City Clerk/Human Resource Director Kristin S. Watson. Council Member Cox moved, seconded by Council Member Larson to reconvene into regular session. Motion passed unanimously at 9:20 p.m. ACTION ITEMS: Council Member Peranteaux moved, seconded by Council Member Cox to appoint Finance Director Mia Harris as Administrative Services Director and direct staff to draft an employment contract. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Larson moved, seconded by Council Member Borders to adjourn the Regular Council meeting at 9:21 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date:

RIVERTON CITY COUNCIL
Minutes of the
Special Council Meeting
Held June 13, 2023
7:00 PM

The special 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, Mike Bailey, Dean Peranteaux, Kyle Larson, and Kristy Salisbury telephonically. Council Member Bailey led the pledge of allegiance, and Mayor Hancock conducted the invocation.

Roll call was conducted. Council Member Peranteaux moved, seconded by Council Member Cox to excuse Council Member Mike Bailey and Council Member Kristy 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, Chief Eric Hurtado, Community Development Director Michael Miller, and Administrative Assistant Max Batista.

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

Public Hearing & Consideration of Resolution No. 1473: Adoption of Fiscal Year 2023-2024 Budget – City Administrator Kyle J. Butterfield reported on the proposed budget for the Fiscal Year 2023-2024. City Clerk/Human Resource Director Kristin S. Watson read Resolution No. 1473 by total only. After discussion from the council and city staff, Council Member Cox moved, seconded by Council Member Peranteaux to approve Resolution No. 1473. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Peranteaux moved, seconded by Council Member Borders to adjourn the Special Council meeting at 7:19 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date:



CITY OF RIVERTON

EVENT APPLICATION

&

USE OF PUBLIC SPACE

All applicable fees must be paid at time of submittal and are non-refundable. Please provide two (2) business days for staff approved items and up to three (3) weeks for council approved items (street closures, open container permits, & fireworks permits). Please contact the City Clerk's office at (307) 856-2227 with any questions.

EVENT INFORMATION	
NAME OF APPLICANT/RESPONSIBLE PARTY: Heidi Haines	ADDRESS, CITY, STATE, ZIP: 1415 W Park Ave, Apt 2C Riverton, WY 82501
ORGANIZATION (IF APPLICABLE): Central Wyoming Softball	
CONTACT PHONE NUMBER: 307-840-4447	CONTACT EMAIL ADDRESS: wyofirstresponders@gmail.com
NAME & PURPOSE OF EVENT: Battle for Mental Health Softball Tournament	
LOCATION OF EVENT: Softball Fields on Smith Rd	
DATE(S) OF EVENT: 6/24/2023 - 6/25/2023	
TIME OF EVENT: FROM 8:00 AM TO 11:00 PM	
WILL THE EVENT OCCUPY A PUBLIC AREA? (park, street, etc.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 1.	WILL THE EVENT HAVE A LOUDSPEAKER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 3.
WILL THE EVENT HAVE ALCOHOL PRESENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 2.	WILL THE EVENT HAVE FIREWORKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 4.

Upon signing any portion of this application, the applicant agrees to follow all rules and regulations set forth by the Riverton City Council and any current orders or directives issued by the Governor.

For alcohol related permits, the applicant accepts all responsibility for ensuring that no one under 21 years of age will be allowed access to any alcoholic beverages during the function and assumes responsibility for civil and criminal liability in the event a person under the age of 21 consumes or possesses alcohol at the function.

FOR OFFICE USE ONLY	
SECTION 1: PUBLIC AREA USE PERMITS	
<input type="checkbox"/> PARK RESERVATION	\$30.00
<input type="checkbox"/> STREET OR RIGHT-OF-WAY CLOSURE	\$50.00
SECTION 2: ALCOHOL PERMITS	
<input checked="" type="checkbox"/> OPEN CONTAINER*	\$25.00
<input type="checkbox"/> CATERING	\$50.00
<input type="checkbox"/> MALT BEVERAGE	\$50.00
<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE	\$50.00
SECTION 3: LOUDSPEAKER PERMIT	
<input type="checkbox"/> LOUDSPEAKER	\$25.00
SECTION 4: FIREWORKS PERMIT	
<input type="checkbox"/> FIREWORKS*	\$25.00
TOTAL PAYMENT: 50.00	
*REQUIRES COUNCIL APPROVAL	

SECTION 2: ALCOHOL PERMITS

TYPES OF PERMITS:	FEE:	CODE PROVISION:	
	<input checked="" type="checkbox"/> OPEN CONTAINER*	\$25.00	RMC 5.04.070 Allows alcoholic beverages on City property by permit with Council approval only.
	<input type="checkbox"/> CATERING	\$50.00	RMC 5.04.230 Allows retail liquor license holders to sell alcohol or malt beverages outside of their licensed building.
	<input type="checkbox"/> MALT BEVERAGE	\$50.00	RMC 5.04.100 Allows for the sale of malt liquors only for a picnic, bazaar, fair, rodeo, or similar gathering.
	<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE	\$50.00	RMC 5.04.100 Allows for the sale of product at meetings, conventions, private parties, dinners, or similar gatherings.

NUMBER OF PEOPLE IN ATTENDANCE: 300	WILL UNDERAGE CHILDREN BE PRESENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
---	---

IF UNDERAGE CHILDREN WILL BE PRESENT, PLEASE EXPLAIN HOW YOU WILL ENFORCE THE PROHIBITION OF UNDERAGE DRINKING AT YOUR EVENT:
 Parents will be responsible for their children.

OPEN CONTAINER PERMIT (OUTSIDE EVENTS ON PUBLIC PROPERTY OR RIGHT-OF-WAY ONLY):

The sale of alcohol is not permitted.
 Open containers are not allowed outside of the permitted area.
 The location shall be left clean and free of debris.

[Signature]
 Signature of Applicant

*REQUIRES COUNCIL APPROVAL

FOR OFFICE USE ONLY		
DATE PAID: <u>6/13/2023</u>	PUBLIC HEARING DATE: <u>6/20/2023</u>	# OF PERMITS APPROVED: <u>0</u>
<input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED BY COUNCIL ACTION ON: _____		City Clerk Signature _____
OTHER CONDITIONS SET FORTH BY RIVERTON CITY COUNCIL:		

CATERING PERMIT (RETAIL LIQUOR LICENSE HOLDER ONLY):

LIQUOR LICENSE HOLDER:

PLEASE EXPLAIN YOUR SECURITY PLAN:

PLEASE DESCRIBE IN DETAIL HOW THE PERMITTED AREA IN WHICH SALES, POSSESSION, AND CONSUMPTION OF ALCOHOLIC BEVERAGES WILL BE RESTRICTED:

PLEASE DESCRIBE YOUR DESIGNATED DRIVER PLAN (i.e. offer free beverages to designated drivers, provide taxis, etc.)

 Signature of Applicant

FOR OFFICE USE ONLY		
DATE PAID: _____	AMOUNT PAID: _____	# OF PERMITS APPROVED: _____
<input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED ON: _____		City Clerk Signature _____

OTHER CONDITIONS SET FORTH BY CHIEF OF POLICE (OR DESIGNEE):

OTHER CONDITIONS SET FORTH BY CITY CLERK (OR DESIGNEE):

RIVERTON

WYOMING
CITY OF RIVERTON
 EVENT APPLICATION
 &
 USE OF PUBLIC SPACE

APPROVAL CARD

EVENT INFORMATION

NAME OF APPLICANT/RESPONSIBLE PARTY: Heidi Haines	ADDRESS, CITY, STATE, ZIP: 1415 W Park Ave, Apt 2C Riverton, WY 82501
ORGANIZATION (IF APPLICABLE): Central Wyoming Softball	
CONTACT PHONE NUMBER: 307-840-4447	CONTACT EMAIL ADDRESS: wyofirstresponders@gmail.com
NAME & PURPOSE OF EVENT: Battle for Mental Health Softball Tournament	
LOCATION OF EVENT: Softball Fields on Smith Rd	
DATE(S) OF EVENT: 6/24/2023 - 6/25/2023	
TIME OF EVENT: FROM <u>8:00</u> <u>AM</u> TO <u>11:00</u> <u>PM</u>	

The following application(s): <input type="checkbox"/> PARK RESERVATION <input type="checkbox"/> STREET OR RIGHT-OF-WAY CLOSURE* <input checked="" type="checkbox"/> OPEN CONTAINER* <input type="checkbox"/> CATERING <input type="checkbox"/> MALT BEVERAGE <input type="checkbox"/> MANUFACTURER'S OFF-PREMISE <input type="checkbox"/> LOUDSPEAKER <input type="checkbox"/> FIREWORKS*	are hereby: <input type="checkbox"/> APPROVED AS SUBMITTED <input type="checkbox"/> APPROVED WITH ADDITIONAL CONDITIONS <input type="checkbox"/> DENIED on: _____ Date _____ City Clerk Signature
--	--

ADDITIONAL CONDITIONS:

Section 2 Alcohol Permits - Conditions set forth by Riverton City Council:

ID & Distribution Requirements:

- Check identification - NO sales to underage person(s).
- Alcohol sales & consumption must be restricted to a specific area.
- No person distributing or managing alcohol sales shall consume alcohol.
- No sales to obviously intoxicated individuals.
- Servers must be at least 21 years of age.
- Only two cans/cups of alcohol may be purchased by one person at one time.
- The distribution/consumption area shall be clearly marked. No one under the age of 21 shall be allowed in the distribution area.
- Warning signs restricting access by underage persons to the dispensing area shall be posted.
- Distribution & consumption of alcohol shall conclude at least one hour prior to end of the event.
- Alcohol intoxication awareness training for management, security, and servers.


Dispensing of Alcohol:

- Use plastic cups or aluminum cans. No glass containers.
- Use distinguishable containers.
- Nonalcoholic beverages must be offered free of charge at a location separate from the alcohol dispensing area.

Other:

- Leave site clean and free of debris.
- Provide copy of approval card to all event staff.
- Keep an accurate incident log & submit to the City Clerk within 72 hours of event completion.

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council
FROM: Kyle J. Butterfield, City Administrator 
DATE: June 20, 2023
SUBJECT: EDGE Appointment

Recommendation: The City Council confirms Mayor Hancock's recommendation to appoint Jack Schmidt as an alternated member of the Evolve, Diversify, and Grow our Economy (EDGE) committee

Background: Pursuant to the bylaws of EDGE, membership of the committee shall consist of seven regular members and two alternate members to serve when regular members are absent. Alternate members shall vote in place of regular Committee members in the cases of absence. Seniority of appointment shall govern the order in which alternate members shall substitute for regular members. Members of EDGE serve a two-year term, beginning January 1st and ending on December 31st of the second calendar year or at the pleasure of the Riverton City Council, pursuant to appointments made by the Mayor and confirmed by the City Council.


Discussion: A vacancy recently occurred on the EDGE committee and was filled by an existing alternate member of the committee. To fill the vacancy now created in one of the alternate positions, staff advertised and solicited letters of interest from community members desiring to serve as an alternate to EDGE. Attached for your review and reference is the letter of interest received from the open advertisement.

Budget Impact: None.



CITIZEN BOARD EXPRESSION OF INTEREST FORM

Name: Jack Schmidt Date: 6-10-23

 Street Address: 1023 Cloverleaf Dr Riverton, Wy 82501

Mailing Address (if different): _____

Business Phone: _____ Home Phone: 307-349-4646

Email Address: 0348JHS@gmail.com

Years as a Resident of Riverton: 19

 Occupation: Retired Employer: _____

What board/committee are you applying for? EDGE Committee

Please list any current/previous civic or professional organizations and in what capacity:

- Fremont Local Foods---Board
- Riverton Local Food Hub--Presiden
- Local 'Food and Ag Liaison

 **Please list any City boards/committees (if any) that you currently serve on:**

Why would you like to serve? (Please discuss specific interest.)


I would like to help Evolve,Diversify and Grow our local economy

What special skills, training, or experience do you have that would be pertinent to this board position?


I am an entrepreneur, a raconteur and a good listener

Please return the form to: Kristin Watson, City Clerk @ 816 N Federal Blvd., Riverton, WY 82501.

This is considered public information and may be requested by news media and/or discussed in public meetings. Wyoming Public Records Act, W.S. § 16-4-201 et seq.

Signature: 

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council
FROM: Kyle J. Butterfield, City Administrator 
DATE: June 20, 2023
SUBJECT: Wind River Visitors Council Appointment

Recommendation: The City Council appoints a community member to serve on the Wind River Visitors Council.

Background: Pursuant to the amended Wind River Tourist Association Joint Powers Agreement (attached), the City of Riverton shall appoint two board members residing in the corporate limits or the area surrounding the corporate limits of the city to the Wind River Visitors Council. The agreement further explains the governing body shall give all due consideration to the recommendations submitted by the various motel associations in their community and that appointments for a full term shall be for three year staggered terms, provided that no member shall serve more than six years.

Discussion: Hal Herron currently serves on the Wind River Visitors Council, but his initial three year term will expire on June 30, 2023. At the direction of Mayor Hancock, staff advertised the future vacancy and solicited letters of interest from community members desiring to serve on the Wind River Visitors Council. Attached for your review and reference is the letters of interest received from the open advertisement.

Budget Impact: None.

**FIRST AMENDMENT TO THE WIND RIVER TOURIST ASSOCIATION
JOINT POWERS AGREEMENT**

This First Amendment to the Wind River Tourist Association Joint Powers Agreement is made and entered into, by and between the Town of Shoshoni, the Town of Hudson, the Town of Dubois, the City of Riverton, the City of Lander and the County of Fremont, all as indicated by their respective letters of approval attached hereto.

WITNESSETH:

WHEREAS, on May 16, 1989 the above municipal and county entities entered into a Joint Powers Agreement to administer the proceeds of a county lodging tax; and

WHEREAS, paragraph 5 of the Agreement allowed the municipal entities to appoint 1 or 2 two board member who resided in the municipality; and

WHEREAS, the entities have determined that the restriction on appointing persons who reside in the municipal corporate limits is too restricting and does not account for other persons who may be suitable to serve on the board; and

WHEREAS, the entities desire to alter paragraph 5 of the Agreement to reduce the Board members from 11 to 10 and provide that the municipal entities may appoint persons to the board who reside in the corporate limits or the area surrounding the corporate limits; and

WHEREAS, the entities desire to change the name of the Board from the Wind River Tourist Association to the Wind River Visitors Council.

NOW THEREFORE, it is hereby resolved by the Town of Shoshoni, the Town of Hudson, the Town of Dubois, the City of Riverton, the City of Lander and the County of Fremont as follows:

4. JOINT POWERS BOARD.

There is hereby created, pursuant to W.S. 16-1-101 et seq., a joint powers board to be known as the "Wind River Visitors Council" (hereinafter referred to as "The Board"); said Board to consist of ten members who shall be qualified electors of Fremont County, Wyoming. The Board's function shall be to carry out the purposes of this AGREEMENT pursuant to the powers of the parties hereto and the powers and duties delegated to the Board through this AGREEMENT.

5. APPOINTMENT/TERMS OF OFFICE

Ten of the appointments to the Board shall be made by the parties hereto, as follows:

A. The Town of Shoshoni shall appoint one (1) Board member residing in the corporate limits or the area surrounding the corporate limits.

- B. The Town of Hudson shall appoint one (1) Board member residing in the corporate limits or the area surrounding the corporate limits.
- C. The Town of Dubois shall appoint two (2) Board members residing in the corporate limits or the area surrounding the corporate limits.
- D. The City of Riverton shall appoint two (2) Board members residing in the corporate limits or the area surrounding the corporate limits.
- E. The City of Lander shall appoint two (2) Board members residing in the corporate limits or the area surrounding the corporate limits.
- F. The County of Fremont shall appoint two (2) Board members from the other areas of the County, excluding residents of the municipalities signatory hereto.

In making the appointments, the governing bodies shall give all due consideration to the recommendations submitted by the various motel associations in their communities. Vacancies for the unexpired terms shall be filled by the appointment by the governing body responsible for the appointment which has become vacant. The initial appointments by the governing bodies shall, by mutual agreement between the parties, be staggered terms of one, two, and three years with right of reappointment, provided that no member shall serve more than six years successively. Appointments for a full term shall be for three year staggered terms. All Board members shall be required to take an oath of office similar in nature to the oath of office for elected officials in the State of Wyoming and members of the Board may be removed for cause by the governing bodies of the parties hereto pursuant to procedures agreed to and adopted by them. All appointed Board members shall physically reside in Fremont County, Wyoming for the term of his or her appointment.

All references in the initial Joint Powers Agreement to W.S. 39-6-101 et seq, which has been repealed, shall be amended to make reference to W.S. 16-1-101 et. seq

IN WITNESS WHEREOF, the parties hereto have executed this adopting and agreeing to the amendment.

City of Lander

By: *Alan McConie*
Mayor

Attest: *Robin Duff*
City Clerk

City of Riverton

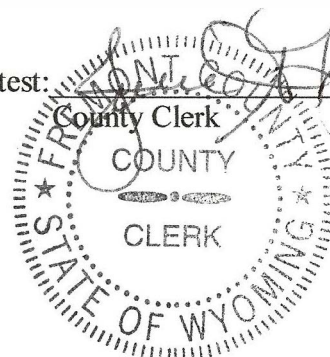
By: *John W. Baker*
Mayor

Attest: *Rosalee D. Noh*
City Clerk

Board of Fremont County Commissioners

By: *[Signature]*
Chairman

Attest: *[Signature]*
County Clerk



Town of Dubois

By: Twila Blakeman
Mayor

Attest: [Signature]
Town Clerk

Town of Shoshoni

By: [Signature]
Mayor

Attest: Teresa Taylor
Town Clerk

Town of Hudson

By: [Signature]
Mayor

Attest: Christy Kimber
Town Clerk

STATE OF WYOMING
OFFICE OF ATTORNEY GENERAL

In accordance with Wyoming Statute Section 16-1-105(a)(ii), I hereby certify that the foregoing first Amendment to the Wind River Tourist Association Joint Powers Agreement was received by this office and has been reviewed and is approved as to form and with respect to compliance with the Constitution and the Laws of the State of Wyoming. The approval of this First Amendment to the October 25, 1989 Joint Powers Agreement is limited to the terms and conditions of the Agreement and Amendment themselves, and the approval does not extend to any activities, services, project or financing of any activities, services or project contemplated under the Agreement or Amendment.

Approved this ____ day of _____, 201__.

ATTORNEY GENERAL

By: _____

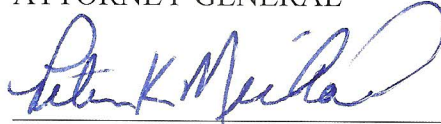
Attorney General
State of Wyoming

STATE OF WYOMING
OFFICE OF THE ATTORNEY GENERAL

In accordance with Wyo. Stat. § 16-1-105(a)(ii), the Wyoming Attorney General has reviewed the Wind River Tourist Association Joint Powers Agreement, now known as the Wind River Visitors Council Joint Powers Agreement, and determined that the agreement is compatible with the laws and constitution of the State of Wyoming. The approval of the agreement by the Attorney General is limited to the terms and conditions of the agreement itself and does not extend to any individual project or the financing of any individual project contemplated under the Agreement.

Approved this 15th day of November, 2017.

ATTORNEY GENERAL



Peter K. Michael

TO: Mayor Tim Hancock
Riverton City Council

FROM: Hal Herron

DATE: 1 June 2023

SUBJ: Wind River Visitor's Council Appointment

Dear Mayor Hancock:

As you are aware, I currently represent Riverton on The WRVC along with Ms. Julie Buller. My three (3) year term expires this month. Representatives are allowed to serve two consecutive terms.

Currently, my positions with WRVC include: executive committee, secretary and compensation committee person.

Being a long term resident of Riverton, serving on the WRVC has been educational and allowed myself and Ms. Buller to lobby for equitable consideration when WRVC tourism initiatives and marketing expenditures are discussed / implemented. .

Anyone who knows me will acknowledge that I care deeply about our community and am willing to work for it to prosper. It would be my pleasure to continue the WRVC representation on behalf of our fine City.

Best regards,

Hal Herron

June 9, 2023

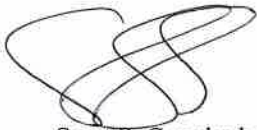
Dear Mayor Hancock,

Good morning! Each October a single event Trail Hero, held in Sand Hollow State Park, brings in \$2.5 MILLION to Utah, and the towns of St. George and Hurricane. Rock crawlers and off road vehicle owners spend millions of dollars in surrounding states of Utah, Colorado, Montana and South Dakota, but Wyoming is missing out on those very large income streams. Wyoming and Fremont County need to have a similar draw, and I can help bring it about.

I am sending this letter as request for your consideration to be the liaison or representative to the Wind River Visitor's Council Board of Directors. I have spent years traveling the country and have been part of opening trail systems for off road vehicles, specifically rock crawlers, working with groups and local governments to designate trails and preserve the environment, in a balanced effort to both beautify and use our public lands.

Please let me know if you'd like to discuss the appointment to the Board, and the potential to bring substantial revenue to our State, our County and our City.

Thank you,

A handwritten signature in black ink, appearing to read 'Scott S. Cunningham', with a stylized, overlapping loop structure.

Scott S. Cunningham
307-363-2488

Kyle Butterfield

From: Tim Hancock
Sent: Thursday, June 15, 2023 9:43 PM
To: Kyle Butterfield
Subject: Fwd: WRVC interest

Sent from my iPhone

Tim Hancock

Begin forwarded message:

From: Kimberly Hummel <kimberly@himtnjerky.com>
Date: June 15, 2023 at 7:39:47 PM MDT
To: Tim Hancock <thancock@rivertonwy.gov>
Subject: WRVC interest

Good evening, Mayor Hancock ,
I'm on vacation and not returning until tomorrow. I just spoke with Julie Buller expressing my interest to serve on the WRVC and she informed me that the deadline is today. I honestly didn't even know that there were any positions open.

While I realize that this is informal, please accept my interest in serving on this worthwhile board. I'm happy to provide a resume or fill out any necessary paperwork.

Thank you kindly for your time. Enjoy your evening.
Sincerely,
Kimberly Hummel
307-709-2256

Sent from my iPhone

E-mail correspondence to and from me in connection with this transaction of public business is subject to the Wyoming Public Records Act, W.S. § 16-4-201 et seq., and may be disclosed to third parties.

Kyle Butterfield

From: Tim Hancock
Sent: Thursday, June 15, 2023 9:42 PM
To: Kyle Butterfield
Subject: Fwd: WRVC Board

Sent from my iPhone

Tim Hancock

Begin forwarded message:

From: Amanda Henry <amanda@brownsugar.coffee>
Date: June 15, 2023 at 9:24:38 PM MDT
To: Tim Hancock <thancock@rivertonwy.gov>
Subject: Re: WRVC Board

Dear Mayor Hancock & Riverton City Council,

I am writing to express my interest in serving on the Wind River Visitor's Council (WRVC) board. My current term, after serving three (3) years, on the WYRiverton Chamber & Visitor's Center board is up at the end of June 2023. My experience serving on that board has given me an understanding about TAD funding and the importance of utilizing those funds to best serve the needs of our community. It is my hope that with my TAD experience and my over 25 years of marketing experience, I can be an asset for Riverton on the WRVC board.

I am a native to Fremont County and have lived in Riverton for the past twenty (20) years. I am the founder/owner of Rainmaker Marketing Solutions, LLC best known for our WYHomes Real Estate Guide as well as the Owner/President of Brown Sugar Coffee Roastery. I am blessed to be a mother, daughter, boss and friend. My passions include being outdoors hiking or biking, along with building my business and community. My strengths are in entrepreneurship, marketing and business development.


I thank you for your consideration in this position and if you feel I would be the right fit for this position, I am ready and happy to serve.

Warmest Regards,

Amanda Henry

CITY COUNCIL STAFF REPORT

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

FROM: Kyle J. Butterfield, City Administrator 

DATE: June 20, 2023

SUBJECT: Tobacco Ordinance

Recommendation: The City Council approves on second reading Ordinance No. 23-006 related to the purchase, use, or possession of tobacco.

Background: President Trump signed legislation amending the Federal Food, Drug, and Cosmetic Act to raise the federal minimum age for the sale of tobacco products from 18 to 21 years. This legislation, known as “Tobacco 21” or “T21,” makes it illegal for a retailer to sell any tobacco product—including cigarettes, cigars, and e-cigarettes—to anyone under 21.

Wyoming Statute § 14-3-302 mirrors federal T21 legislation and states that “no individual shall sell, offer for sale, give away or deliver nicotine products to any person under the age of twenty-one (21) years.” Fines for violating this statute begin at \$250 and escalate to \$500 and \$750 for subsequent offenses. Wyoming Statute § 14-3-304 and § 14-3-305 make it illegal to purchase or possess nicotine products—including electronic cigarettes and vapor material—for individuals under the age of 21. Any person violating these statutes “is guilty of a misdemeanor punishable by a fine of twenty-five dollars (\$25.00).” The court may allow violators to perform community service or attend a tobacco or nicotine cessation program and be granted credit against their fine and court costs at the rate of ten dollars (\$10.00) for each hour of work performed or each hour of tobacco or nicotine cessation program attended.

Riverton Municipal Code is in conflict with the above referenced federal and state laws. Specifically, it has not been updated since the age limit was increased from 18 to 21 for the purchase or possession of tobacco products. The existing code is included below.

9.16.030 Purchase, use or possession of tobacco by minors prohibited.

A. No person under the age of eighteen (18) years shall:

- 1. Purchase tobacco products;*
- 2. Misrepresent his or her identity or age, or use any false or altered identification for the purpose of purchasing tobacco products; or*
- 3. Possess or use any tobacco product or “vaping” device that involves inhaling vapors or fumes, regardless of the substance being inhaled.*

B. Any person who violates any provision of subsection A of this section is guilty of a misdemeanor, and shall be subject to RMC 1.20 “General Penalty.” Any person charged with a violation of subsection A must appear in court with a parent or legal guardian.

C. *It is an affirmative defense to a prosecution for a violation of subsection (A)(3) of this section, that the person possessed or used the tobacco product in the home of, or under the direct supervision of, his or her parent or guardian.*

D. *For the purpose of this section, “tobacco products” means any substance containing tobacco leaf or nicotine, regardless of origin, including without limitation, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco. Vaping devices, including electronic cigarettes, regardless of the substance intended for inhalation, are included as violations of this section. (Ord. 16-001 § 1, 2016; prior code § 16-106)*

Discussion: The aforementioned conflict was discussed by the City Council during its work session on May 9, 2023. The consensus of the council during that meeting was to update the existing language of the city code to match federal and state law. The proposed ordinance does so.

9.16.030 Purchase, use or possession of tobacco ~~by minors~~ prohibited.

A. *No person under the age of ~~eighteen (18)~~twenty-one (21) years shall:*

1. *Purchase tobacco products;*
2. *Misrepresent his or her identity or age, or use any false or altered identification for the purpose of purchasing tobacco products; or*
3. *Possess or use any tobacco product or “vaping” device that involves inhaling vapors or fumes, regardless of the substance being inhaled.*

B. *Any person who violates any provision of subsection A of this section is guilty of a misdemeanor, and shall be subject to RMC 1.20 “General Penalty.” Any person charged with a violation of subsection A must appear in court with a parent or legal guardian.*

C. *It is an affirmative defense to a prosecution for a violation of subsection (A)(3) of this section, that the person possessed or used the tobacco product in the home of, or under the direct supervision of, his or her parent or guardian.*

D. *For the purpose of this section, “tobacco products” means any substance containing tobacco leaf or nicotine, regardless of origin, including without limitation, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco. Vaping devices, including electronic cigarettes, regardless of the substance intended for inhalation, are included as violations of this section*

Budget Impact: None.

PROPOSED ORDINANCE NO. 23-006

AN ORDINANCE AMENDING TITLE 9 “PUBLIC PEACE, MORALS AND WELFARE” TO REVISE CHAPTER 9.16 “OFFENSES BY OR AGAINST MINORS”, SECTION 09.16.030 “PURCHASE, USE OR POSSESSION OF TOBACCO BY MINORS PROHIBITED”, OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Section 9.16.030 of the Municipal Code for the City of Riverton is hereby amended to read as follows:

9.16.030 Purchase, use or possession of tobacco ~~by minors~~ prohibited.

A. No person under the age of ~~eighteen (18)~~twenty-one (21) years shall:

1. Purchase tobacco products;
2. Misrepresent his or her identity or age, or use any false or altered identification for the purpose of purchasing tobacco products; or
3. Possess or use any tobacco product or “vaping” device that involves inhaling vapors or fumes, regardless of the substance being inhaled.

B. Any person who violates any provision of subsection A of this section is guilty of a misdemeanor, and shall be subject to RMC 1.20 “General Penalty.” Any person charged with a violation of subsection A must appear in court with a parent or legal guardian.

C. It is an affirmative defense to a prosecution for a violation of subsection (A)(3) of this section, that the person possessed or used the tobacco product in the home of, or under the direct supervision of, his or her parent or guardian.

D. For the purpose of this section, “tobacco products” means any substance containing tobacco leaf or nicotine, regardless of origin, including without limitation, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco. Vaping devices, including electronic cigarettes, regardless of the substance intended for inhalation, are included as violations of this section.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby 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 June 6, 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. 23-006 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: Kyle J. Butterfield, City Administrator 

DATE: June 20, 2023

SUBJECT: Ordinance No. 23-007 – City Clerk and City Treasurer

Recommendation: The City Council approves on first reading Ordinance No. 23-007.

Background: As a municipality with a population over 4,000, the City of Riverton is considered by the State of Wyoming as a first class city and is governed by Chapter 3 of Title 15 of Wyoming Statute. As part of this, WS 15-3-204 specifically states the city shall fill the positions of treasurer and clerk.

Municipal clerks and treasurers are perform all of the duties imposed on their offices by state laws, by municipal ordinances, and by custom. The clerk is the general record keeper and recorder for the city or town. All major actions, records, and transactions are typically completed or filed in the clerk’s office. The clerk is further responsible for seeing that actions of the governing body, meetings, public hearings, liquor license renewals, bids, and other items are properly advertised in the official newspaper of the municipality. The treasurer is the custodian of all moneys belonging to the city or town. The duties of such custodian are to: Receive all moneys belonging to the municipality; Keep accounts and books in the manner prescribed by law; Keep the municipality’s moneys separate and distinct from personal and other funds; Disburse the municipality’s moneys only upon proper authorization; and Submit interim reports of the receipts and expenditures of the city as specified by the governing body.

Discussion: References to the positions of City Clerk and City Treasurer in Riverton Municipal Code have taken several forms over the years. The position of clerk for example has vacillated between Administrative Services Director and City Clerk. The position of treasurer has also changed from being tied to the clerk position or aforementioned director position. Currently, the Finance Director is referenced in municipal code as the ex officio treasurer.

Proposed Ordinance 23-007 revises Chapter 2.12 “City Clerk” and Chapter 2.13 “Finance Director” of Riverton Municipal Code. It clarifies language related to the position of clerk and changes references to the position of Finance Director to City Treasurer. These revisions are consistent with the requirement of state statute.

Budget Impact: None.

ENROLLED ORDINANCE NO. 23-007

AN ORDINANCE AMENDING TITLE 2 “ADMINISTRATION AND PERSONNEL”, TO REVISE CHAPTER 2.12 “CITY CLERK” AND CHAPTER 2.13 “FINANCE DIRECTOR”, OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Chapter 2.12 of the Municipal Code for the City of Riverton is hereby revised to read as follows:

Chapter 2.12 CITY CLERK

2.12.010 Appointment.

The governing body, by majority vote, shall appoint a city clerk. This position shall be set by contract as approved by the governing body. (Ord. 21-015 § 6, 2021; Ord. 17-018 § 1, 2017; Ord. 05-016 § 1, 2005; Ord. 99-014 § 37, 1999; prior code § 2-73)

2.12.030 Duties generally.

The city clerk shall:

- A. Keep the corporate seal, papers and books belonging to the city;
- B. Attend all regular and special meetings of the city council and keep an accurate journal of its proceedings, unless excused by the city administrator;
- C. Keep a record of all of the ordinances passed by the council;
- D. Issue all licenses authorized by this code and other ordinances of the city;
- E. Attest all warrants, bonds and licenses, except gas, sewer, building and water permits issued in pursuance of the orders and ordinances of the city council and affix the corporate seal thereto;
- F. Perform all other duties required of him or her by law, this code or other ordinance of the city; and

~~—G. 1. Authority. Wyoming Statute Section 9-2-410 states: “All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413.” These statutes and the Riverton Municipal Code provide the city clerk the city clerk is hereby granted authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation and disposition of records developed by certain city agencies.~~

~~—2. Purpose. The citizens of the city of Riverton have a right to expect efficient and cost effective government, and the management of city records is necessary for the economic operation of the city. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of city records is necessary for continuity of records procedures and access to records.~~

~~—3. Establishment of a Records Program. The governing body of the city of Riverton declares its support of the city clerk’s efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records of the city. The creation of a records program will be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The state of Wyoming Records Management Manual shall be adopted by the city of Riverton as its records management manual.~~

~~—4. Benefit of Records Retention Program. The records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records; provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure that the city stays in compliance with state law.~~

~~—5. Municipal Retention Schedules. The city clerk’s office will implement the records retention schedule for each city division according to the state of Wyoming Records Management Manual adopted by the Wyoming Archives, Museum and Historical Department, Archives Records Management Division.~~

~~—6.— Transfer of Records to Records Retention Facility. All divisions affected by this section are required to work directly with the city clerk’s office on records retention. The city clerk shall be advised of all requests for indexing, locating, microfilming and disposing of records through utilization of certificates of disposition provided by the city clerk’s office. All records requested to be turned over to the state of Wyoming Archives office will be submitted through the city clerk who shall consult with the director of the Department of State Parks and Cultural Resources, a successor to the State Archives per W.S. 9-2-404E, for the preservation of public records through reproductive processes (i.e., microfilming, microphotographic, photographic, photostatic) necessary for the archival retention of said records pursuant to W.S. 9-2-413C. Disposition of records submitted to the city clerk will be archived or disposed of only after review and written approval of the respective division department heads. (Ord. 17-018 § 1, 2017; Ord. 07-015 §§ 1—6, 2007; Ord. 05-016 § 2, 2005; Ord. 99-014 § 39, 1999; prior code § 2-75)~~

~~2.12.050 Deputy city clerk.~~

~~—A.— The city clerk may designate a deputy city clerk or clerks as needed.~~

~~—1.— The deputy city clerk or clerks shall assist the city clerk to properly administer the affairs of the office of the city clerk. (Ord. 17-018 § 1, 2017; Ord. 05-017 § 1, 2005; Ord. 99-014 §§ 41, 42, 1999; prior code §§ 2-78, 2-79)~~

2.12.070 Records program

A. The city clerk is hereby granted authority to develop and maintain a records management system that effectively and efficiently ensures the safety, maintenance, preservation and disposition of records developed by certain city agencies.

B. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of city records is necessary for continuity of records procedures and access to records.

C. The records program shall be administered pursuant to legal, fiscal, administrative, and archival requirements and in accordance with state law. The state of Wyoming Records Management Manual shall be adopted by the city of Riverton as its records management manual.

D. The city clerk shall implement a records retention schedule for each city division according to the state of Wyoming Records Management Manual adopted by the Wyoming Archives, Museum and Historical Department, Archives Records Management Division.

E. All divisions affected by this section are required to work directly with the city clerk’s office on records retention. The city clerk shall be advised of all requests for indexing, locating, microfilming and disposing of records through utilization of certificates of disposition provided by the city clerk’s office. All records requested to be turned over to the state of Wyoming Archives office will be submitted through the city clerk for the preservation of public records through reproductive processes (i.e., microfilming, microphotographic, photographic, photostatic) necessary for the archival retention. Disposition of records submitted to the city clerk will be archived or disposed of only after review and written approval of the respective division department heads.

Section 2. Chapter 2.13 of the Municipal Code for the City of Riverton is hereby revised to read as follows:

Chapter 2.13 ~~FINANCE DIRECTOR~~ CITY TREASURER

2.13.010 Appointment.

The governing body, by majority vote, shall appoint a ~~finance director~~ city treasurer. This position shall be set by contract as approved by the governing body. (Ord. 21-015 § 7, 2021; Ord. 17-018 § 2, 2017)

2.13.030 Duties generally.

The ~~finance director~~ city treasurer shall:

A. Attend all regular and special meetings of the city council, unless excused by the city administrator;

B. Be responsible for the day-to-day accounting activities, including but not limited to, accurate accounting for cash, bank reconciliations, journal entries, month-end balancing, reports, and city financial records; and

C. Perform all other duties required of him or her by law, this code or other ordinance of the city.

D. Keep a full and accurate account of all moneys received and disbursed by him or her in behalf of the city, specifying the date of receipt and disbursement, from who received and to whom disbursed, and on what account received and disbursed. He or she shall pay no money from the treasury, except upon order, to be drawn for the amount appropriated.

E. Supervise the billing and collection of all water and utility service charges and fees and shall maintain appropriate journals and records.

F. Quarterly, provide to the mayor and each member of the city council financial reports of the city, sufficient to fully inform the mayor and city council concerning the financial conditions of the city for the quarter immediately preceding the date of such financial reports.

(Ord. 17-018 § 2, 2017)

2.13.040 Ex officio treasurer generally.

~~—A. The finance director shall be ex officio city treasurer. As the city treasurer, he or she shall keep a full and accurate account of all moneys received and disbursed by him or her in behalf of the city, specifying the date of receipt and disbursement, from who received and to whom disbursed, and on what account received and disbursed. He or she shall pay no money from the treasury, except upon order, to be drawn for the amount appropriated.~~

~~—B. The finance director shall supervise the billing and collection of all water and utility service charges and fees and shall maintain appropriate journals and records.~~

~~—C. Quarterly, the finance director shall provide to the mayor and each member of the city council financial reports of the city, sufficient to fully inform the mayor and city council concerning the financial conditions of the city for the quarter immediately preceding the date of such financial reports. (Ord. 17-018 § 2, 2017)~~

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 _____

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. 23-007 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: Kyle J. Butterfield, City Administrator 

DATE: June 20, 2023

SUBJECT: Resolutions No. 1474 – Airport Grant Applications

Recommendation: The City Council approves Resolution No. 1474 supporting the application of AIP 3-56-0024-057-2023 grant and its associated WYDOT grant.

Background: The existing master plan for the Central Wyoming Regional Airport (Airport) was completed in November of 2011 and is due to be replaced. The development of a new master plan will identify facility needs and future development options to accommodate potential growth and sustain operations. The city engaged in an open selection process to select a planning firm to prepare a new master plan. The City Council selected Jviation as the most qualified firm to complete the plan on May 2, 2023.

Discussion: To ensure airports maintain the standards required by the Part 139 operating certificate, both the State of Wyoming and the FAA provide financial support for improvement or planning projects. Through the Airport Improvement Program (AIP), the FAA supports 93.75% of improvement costs. The State of Wyoming matches federal AIP grants at 3.75% of improvement costs. The Wyoming Aviation Capital Improvement Program (WACIP) prioritizes projects that are eligible for federal and state funding. The airport master planning project is scheduled on the WACIP and Resolution No. 1474 supports the city's application to the FAA and WYDOT for supporting grants.

Budget Impact: The table below outlines the requested amounts and matching requirements for each grant application.

GRANT APPLICATION	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	TOTAL
AIP 57	\$501,069	\$20,042	\$13,363	\$534,474

RESOLUTION NO. 1474

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RIVERTON SUPPORTING THE APPLICATION OF AIRPORT IMPROVEMENT PROGRAM GRANT NO. 3-56-0024-057-2023 FROM THE FEDERAL AVIATION ADMINISTRATION AND ITS CORRESPONDING GRANT FROM THE AERONAUTICS DIVISION OF THE WYOMING DEPARTMENT OF TRANSPORTATION

WHEREAS, the Governing Body of the City of Riverton is responsible for the operation of Central Wyoming Regional Airport; and

WHEREAS, the existing master plan for the Central Wyoming Regional Airport was completed in November of 2011 and is due to be replaced; and

WHEREAS, the Wyoming Aviation Capital Improvement Program has prioritized the development of a new master plan to identify facility needs and future development options to accommodate potential growth and sustain operations at the airport; and

WHEREAS, the Federal Aviation Administration provides financial support to airports for planning improvements through the Airport Improvement Program; and

WHEREAS, the State of Wyoming matches a percentage of funds granted by the Federal Aviation Administration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING that a grant application be submitted to the Federal Aviation Administration and the Aeronautics Division of the Wyoming Department of Transportation to complete a new airport master plan.

BE IT FURTHER RESOLVED, the City Administrator and Airport Division Manager are hereby designated as authorized representatives and signatories of the City of Riverton on all matters relating to this grant.

PASSED, APPROVED, AND ADOPTED by the governing body of the City of Riverton, Wyoming, this 20th day of June, 2023.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

CITY COUNCIL STAFF REPORT

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

FROM: Brian Eggleston, Public Work Director

THROUGH: Kyle J. Butterfield, City Administrator

DATE: June 21, 2023

SUBJECT: Charging and Fueling Infrastructure Discretionary Grant Opportunity

Recommendation: The City Council provides concurrence to the Public Works Director’s submitted grant application to the U.S. Department of Transportation’s Charging and Fueling Infrastructure Discretionary Grant Opportunity.

Background: Congress passed the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act, on November 15, 2021. BIL provides \$550 billion in new investments for transportation, water, power and energy, environmental remediation, public lands, broadband and other public works improvements over a five year period from FY22 through FY26. The \$550 billion is broken into two categories: \$284 billion to improve transportation networks and \$266 billion to enhance core infrastructure. Specifically, funding categories related to BIL are referenced below. These dollars are being made available across dozens of new and existing programs.

Roads & Bridges: \$110 billion	Reconnecting Communities: \$1 billion
Transit: \$39 billion	Water: \$55 billion
Rail: \$66 billion	Broadband: \$65 billion
Safety: \$11 billion	Energy & Power: \$73 billion
Airports: \$25 billion	Environmental Remediation: \$21 billion
Ports & Waterways: \$17 billion	Western Water Infrastructure: \$8.3 billion
Electric Vehicle Charging: \$7.5 billion	Resiliency: \$46 billion
Electric Buses: \$7.5 billion	

Discussion: The U.S. Department of Transportation has published a Notice of Funding Opportunity (NOFO) for \$700 million in grant funding through the Charging and Fueling Infrastructure Discretionary Grant Program (CFI Program), established under the Infrastructure Investment and Jobs Act (“Bipartisan Infrastructure Law” or “BIL”). The \$700 million is divided into two separate grant categories:

- (1) Up to \$350 million for the Community Charging and Fueling Program (CFI) Grants (Community Program), to strategically deploy electric vehicle (EV) charging infrastructure, hydrogen fueling infrastructure, propane fueling infrastructure, and natural gas fueling infrastructure located on public roads or in other publicly accessible locations; and

(2) Up to \$350 million for the Alternative Fuel Corridor (AFC) Grants (Corridor Program).

The CFI Program is designed to accelerate an electrified and alternative fuel transportation system that is convenient, affordable, reliable, equitable, accessible, and safe. The CFI Program will also help put the U.S. on a path to a nationwide network of at least 500,000 EV chargers by 2030 and improve networks for vehicles using hydrogen, propane, and natural gas. The CFI Program builds on the FHWA Alternative Fuel Corridor (AFC) program and complements the National Electric Vehicle Infrastructure (NEVI) Formula program, which is initially focused on enabling long distance trips along the National Highway System (NHS). The goals of the CFI Program are to supplement, not supplant, necessary private sector investment, complement existing Federal programs, facilitate broad public access to a national charging and alternative fuel infrastructure network to accelerate adoption of zero emissions vehicles, implement Justice40 objectives, lower transportation costs, and increase economic opportunity, advance job quality, workforce development, workforce equity, and reduce greenhouse gas and vehicle related emissions.

Patrick Lawson, President of Wild West EV, approached staff with a proposal, to see if the City of Riverton would sponsor a grant application, to establish two charging locations, on city property. The first site would be located at the Riverton City Hall, parking lot, which would provide rapid charging infrastructure for travelers commuting through the area. This site provides adequate space that is close to restaurants and shopping opportunities.

The second location would be at Central Wyoming Regional Airport, and provide charging facilities for airport commuters, to park an electric vehicle, and charge the vehicle until the commuter returns to the airport. This location would also provide for electric vehicle rentals, and the associated infrastructure to support the operation.

The City of Riverton will sponsor the grant application; however, Wild West EV would be required to provide the 20% match, before the grant, if successful, would be executed. Wild West EV has signed a Letter of Intent, which outlines the company's obligation for the 20% match.

Additionally, a second provision was included to the Letter of Intent indicating that the City of Riverton would require a bond, or other agreeable guarantee to cover all of the Federal Share and Matching Funds for the project. The provision is necessary to protect the City of Riverton from any unforeseen issues. As part of the award, any funded facilities have to remain operational, and publicly available for a period not less than five (5) years from the initial date of operation. As the grantee, the City of Riverton must ensure this provision is met, or face the potential of having to repay the grant.

Although the City Council was aware of the application, the project cost was not available during the last meeting. Timing was also an issue, as the grant required submission by June 13, 2023 at 11:59 PM Eastern Standard Time. Pursuant to the city's Grant Management Policy & Procedures document, "staff may apply for grants prior to Council approval with the authorization of the City Administrator. When such application is made without City Council approval prior to application, Staff shall seek concurrence from Council for said application as soon as reasonably possible following the application. If permission is not provided, Staff will cancel or rescind the grant application."

Budget Impact: The cost of the total project is estimated, based on current pricing, to be \$869,353.54. Wild West EV has an estimated commitment of \$173,870.71 as the 20% matching component.

It should be noted that this funding is provided as a reimbursement with the upfront cost paid by the City of Riverton. The request for sponsorship was sought after the FY24 budget was established and no funding

was allocated for the project. If the grant were successful, this issue would need to be addressed in the budget.

Wild West EV

Patrick A. Lawson
President

2240 West Park
Riverton, WY 82501
pat.lawson@wildwestev.com

Brian Eggleston
Public Works Director/City of Riverton

816 North Federal Blvd
Riverton, WY 82501
307-856-2227
beggleston@rivertonwy.gov

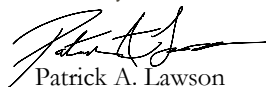
06/09/2023

Dear Director Eggleston

Please accept this document as our formal Letter of Intent, and acknowledgement of our commitment to provide the required 20% match, in reference to the Charging and Fueling Infrastructure Grant that the City of Riverton has agreed to sponsor on our behalf. This 20% match will be provided to the City of Riverton, to hold in escrow, or other agreeable form or terms, prior to the acceptance of any grant award under the above listed funding opportunity. The total project cost using the most up to date numbers is \$869,353.54. Wild West EV's estimated commitment would be \$173,870.71 for the project. This figure is based on current information and is subject to change.

Before the grant is accepted by the City of Riverton, a bond or other guarantee will be required to cover the Federal Share and Matching Funds for the project. This provision is necessary to protect the City of Riverton from any unforeseen issues that may arise, that would lead to the City of Riverton being responsible to repay the Federal Share and/or Matching Funds related to this project.

Sincerely,


Patrick A. Lawson
President