



City of Riverton
Regular Council Meeting
Wednesday, July 5, 2023 at 7:00 pm
Riverton City Hall Council Chambers
816 N Federal Blvd.
Riverton, WY 82501

At 6:45 P.M. on Wednesday, July 5, 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 20, 2023 Regular Council Meeting.
 - Approval of the Minutes – June 20, 2023 Executive Session.
 - Approval of the Minutes – June 30, 2023 Special Council Meeting.
 - Approval of the Municipal Court Report for the month of June 2023.
 - Approval of the Minutes – July 5, 2023 Finance Committee Meeting.
 - Approval of the Finance Committee Recommendations – July 5, 2023.
 - Open Container Permit Application: **381 Subs and Salads**, Car Show @ 702 E Main, July 14, 2023, 3:00 p.m. – 11:00 p.m.
- 9) Introduction and Oath of Office – Administrative Services Director.
- 10) Public Hearing & Consideration: Fireworks Permit Application, **Riverton Rendezvous Committee**, July 15, 2023.
- 11) Consideration of Ordinance No. 23-006, 3rd Reading: Underage Purchase, Use, or Possession of Tobacco.
- 12) Consideration of Ordinance No. 23-007, 2nd Reading: Clerk & Treasurer.
- 13) Public Hearing and Consideration of Ordinance No. 23-008, 1st Reading: Riverview Cove Subdivision Rezone.
- 14) Contract Approval – Airport Master Plan
- 15) EDGE Funding Agreements: Brown Sugar, Golden Buffalo, Riverton Ice Hockey, Wild Mushroom.
- 16) Bid Award – Dump Truck with Plow and Attachments.
- 17) Resolution 1476: Designation of Authorized Signatories on Bank Accounts.

“Excellence in Service to the Rendezvous City”

Reports and Comments:

- 18) Council Committee Reports and Council Members' Roundtable.
- 19) City Administrator's Report.
- 20) Mayor's Comments.
- 21) Executive Session – If needed.
- 22) Adjourn.

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held June 20, 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. Council Member Peranteaux led the pledge of allegiance, and Council Member Larson 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, and Administrative Assistant Max Batista.

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

Communication from the Floor – Joe Stong with the Civil Air Patrol Unit addressed council members, city staff, and the public about membership and volunteer opportunities, as well as when the next meeting will take place. Greg Tallabas presented to council members and city staff and would like to schedule a public meeting. No objection from the council was received. Michelle Widmayer with the Eagles Hope Transition Center presented to council members, city staff, and the public cornhole tournament and invited all to join. Council members, city staff, and multiple members from the audience wished City Clerk/Human Resource Director Kristin S. Watson a farewell and wished her the best of luck in all future endeavors.

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: 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 claims to be paid in the amount of \$877,509.46 and payroll & liabilities for 6/2/2023 in the amount of \$215,498.10 for a total of \$1,093,007.56; 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. Council Member Larson moved, seconded by Council Member Salisbury to approve the consent agenda as presented. Motion passed unanimously, with Council Member Peranteaux abstaining from the Traveling Computers claim on the claims approval list, and Council Member Bailey abstaining from the Bailey’s Enterprise claim on the claims approval list.

Citizen Board Appointment: EDGE Committee – City Administrator Kyle J. Butterfield presented Jack Schmidt as a mayoral citizen to serve on the EDGE Committee. Council Member Borders moved seconded by Council Member Bailey to approve the mayoral appointment of Jack Schmidt as an alternate member of the Evolve, Diversify, and Grow our Economy (EDGE) Committee. Motion passed unanimously.

Citizen Board Appointment: Wind River Visitors Council – City Administrator Kyle J. Butterfield presented four (4) citizens interested in serving on the Wind River Visitors Council. After discussion from the council and the public, Council Member Bailey moved, seconded by Council Member Peranteaux to approve the appointment of community member Hal Herron to serve on the Wind River Visitors Council. Motion passed unanimously.

Consideration of Ordinance No. 23-006, 2nd 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 twenty-one (21) to purchase, use, or possess tobacco products. City Clerk/HR Director Kristin S. Watson read Ordinance

No. 23-006 by title only. Council Member Borders moved, seconded by Council Member Bailey to adopt ordinance No. 23-006 on second reading. Motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 23-007, 1st Reading: Clerk & Treasurer – City Administrator Kyle J. Butterfield reported on Ordinance No. 23-007 – Clerk & Treasurer. This ordinance would revise Chapter 2.12 “City Clerk” and Chapter 2.13 “Finance Director” of the Riverton Municipal Code. City Clerk/HR Director Kristin S. Watson read Ordinance No. 23-007 by title only. Council Member Peranteaux moved, seconded by Council Member Borders to open the public hearing. Motion passed unanimously. There being no one to speak, Council Member Borders moved, seconded by Council Member Bailey to close the public hearing. Motion passed unanimously. After discussion from the council, Council Member Cox moved, seconded by Council Member Peranteaux to adopt ordinance No. 23-007 on first reading. Motion passed unanimously.

Resolution No. 1474: Airport Master Plan – City Administrator Kyle J. Butterfield reported on Resolution No. 1474 – Airport Grant Application. This resolution would support the application of AIP 3-56-0024-057-2023 grant and its associated WYDOT grant. City Clerk/HR Director Kristin S. Watson read Resolution No. 1474 by title only. After discussion from the council and city staff, Council Member Bailey moved, seconded by Council Member Peranteaux to approve Resolution No. 1474. Motion passed unanimously.

Electric Vehicle Grant Application – Public Works Director Brian Eggleston presented to the council a charging and fueling infrastructure discretionary grant opportunity. Mayor Tim Hancock recused himself from this discussion and gave Council President Member Mike Bailey the floor. After discussion from the council and city staff, Council Member Peranteaux moved, seconded by Council Member Larson to concur with the Public Works Director’s submitted grant application to the U.S. Department of Transportation’s Charging and Fueling Infrastructure Discretionary Grant Opportunity. Motion failed with Council Members Cox, Peranteaux, and Larson voting aye, and Council Members Salisbury, Bailey, and Borders voting nay. Mayor Hancock then resumed his place on the dais.

Council Committee Reports & Council Members’ Roundtable – Council Member Borders listed upcoming events that are happening; Council Member Cox wanted to remind the council and public of the upcoming fireworks for the Riverton Little League; Council Member Bailey reported on the canceled Airport Board Meeting; Council Member Peranteaux reported on the Airport Board Meeting has been postponed to July 21, 2023.

City Administrator’s Report – City Administrator Kyle J. Butterfield reported on the upcoming Business Owners & Community Open House event. He also reported on the passing of Jim Davis and gave recognition. Mr. Butterfield gave the floor to Chief of Police Eric Hurtado to present to the council body armor and informed the council of supply and staffing concerns.

Mayor’s Comments – Mayor Tim Hancock reported on the Riverton Fire Department event he attended. Mayor Hancock also reported on meetings he attended such as; Circles Program with the Fremont County School District #25, the homelessness task force, and the budget meeting. Mr. Hancock encouraged the public to attend any meetings held by the City of Riverton.

Executive Session – Personnel & Potential Litigation – Council Member Bailey moved, seconded by Council Member Peranteaux to convene into executive session for the purpose of Personnel and Potential Litigation. Motion passed unanimously at 8:59 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 Larson moved, seconded by Council Member Bailey to reconvene into regular session. Motion passed unanimously at 9:29 p.m. ACTION ITEMS: Council Member Peranteaux moved, seconded by Council Member Salisbury to extend an employment contract to Mia Harris as Administrative Services Director. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Larson moved, seconded by Council Member Cox to adjourn the Regular Council meeting at 9:30 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
City Clerk/Administrative Services Director

Publication Date:

RIVERTON CITY COUNCIL
Minutes of the
Special Council Meeting
Held June 30, 2023
12:00 PM

The special meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Tim Hancock at 12:00 p.m. City Council Members present were Lindsey Cox and Kristy Salisbury. Council Members Mike Bailey, Dean Peranteaux, and Karla Borders were present telephonically. Council Member Salisbury led the pledge of allegiance, and Mayor Hancock conducted the invocation.

Roll call was conducted. Council Member Cox moved, seconded by Council Member Salisbury to excuse Council Member Kyle Larson. Motion passed unanimously. Mayor Hancock declared a quorum of the Council.

City Staff present: City Administrator Kyle J. Butterfield, City Clerk/Administrative Services Director Mia Harris, Public Works Director Brian Eggleston, Chief Eric Hurtado, Community Development Director Michael Miller, and Administrative Assistant Max Batista.

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

Consideration of Resolution No. 1475: Fiscal Year 2022-2023 Budget Amendment – City Clerk/Administrative Services Director Mia Harris reported on the amending Fiscal Year 2022-2023 year-end budget to account for unforeseen costs associated with projects and operations. City Clerk/Administrative Services Director Mia Harris read Resolution No. 1475 by title only. After discussion from the council and city staff. Council Member Peranteaux moved, seconded by Council Member Cox to approve Resolution No. 1475. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Salisbury moved, seconded by Council Member Cox to adjourn the Special Council meeting at 12:12 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
City Clerk/Administrative Services Director

Publication Date:

**RIVERTON MUNICIPAL COURT
REPORT**

**CASH RECEIPTING
MAY 26 THROUGH JUNE 29, 2023**

TOTAL DOCKETS FOR JUNE 88									
	TOTAL	ADMIN			CREDIT				TOTAL
DATE	RECVD	FEES	FINES	COSTS	CARD	BOND	VCF	REST	RECVD
5/26-6/1/23	\$ 2,832.75	\$ 4.00	\$ 1,018.75	\$ 20.00	\$ 1,420.00			\$ 370.00	\$ 2,832.75
6/2-6/8/23	\$ 2,599.79	\$ 768.00	\$ 1,224.75	\$ 10.00	\$ 367.04	\$ 100.00		\$ 130.00	\$ 2,599.79
6/9-6/15/23	\$ 2,144.75	\$ 756.00	\$ 843.75	\$ 10.00	\$ 415.00		\$ 100.00	\$ 20.00	\$ 2,144.75
6/16-6/22/23	\$ 2,301.75	\$ 2.00	\$ 604.75		\$ 1,565.00	\$ 120.00		\$ 10.00	\$ 2,301.75
6/23-6/29/23	\$ 1,368.00	\$ 2.00	\$ 914.00	\$ 10.00	\$ 257.00	\$ 100.00	\$ 60.00	\$ 25.00	\$ 1,368.00
SUB TOTAL	\$ 11,247.04	\$ 1,532.00	\$ 4,606.00	\$ 50.00	\$ 4,024.04	\$ 320.00	\$ 160.00	\$ 555.00	\$ 11,247.04
VCF	\$ 560.00	\$100 PD W/ CC 5/26, \$100 PD W/ CC 6/14; \$100 PD W/ CC 6/21, \$100 PD W/ CC 6/20							
REST	\$ 660.00	\$100 PD W/ CC 6/2, \$5 PD W/ CC 6/26							
BOND M	\$ 320.00								
OVER PAY									
<u>BCK GRNDS</u>									
E Shoshone	\$ 100.00								
WRC	\$ 150.00								
TOTAL	\$ 9,957.04								
							JUDGE MCKEE		



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: 381 Subs and Salads	ADDRESS, CITY, STATE, ZIP: 702 E. Main
ORGANIZATION (IF APPLICABLE):	
CONTACT PHONE NUMBER: 307-850-7961	CONTACT EMAIL ADDRESS: 381subsandsalads@gmail.com
NAME & PURPOSE OF EVENT: Car Show	
LOCATION OF EVENT: 381 Subs and Salads 702 E. Main	
DATE(S) OF EVENT: July 14 th	
TIME OF EVENT: FROM 3 PM TO 11 PM	
WILL THE EVENT OCCUPY A PUBLIC AREA? (park, street, etc.) <input type="checkbox"/> YES <input checked="" 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: 25.00	
*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: 100±

WILL UNDERAGE CHILDREN BE PRESENT?
 YES NO

IF UNDERAGE CHILDREN WILL BE PRESENT, PLEASE EXPLAIN HOW YOU WILL ENFORCE THE PROHIBITION OF UNDERAGE DRINKING AT YOUR EVENT:
Our bartenders are trained to check IDs and there will be people outside watching the event to make sure.

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.

William Powell
 Signature of Applicant

*REQUIRES COUNCIL APPROVAL

DATE PAID: 6/27/2023 PUBLIC HEARING DATE: 7/5/2023 # OF PERMITS APPROVED: 0

APPROVED / 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:
381 Subs and Salads

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

DATE PAID: _____ AMOUNT PAID: _____ # OF PERMITS APPROVED: _____

APPROVED / DENIED ON: _____
 City Clerk Signature

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

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

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.



Oath of Office

“I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.”

Tim Hancock
Mayor

Mia Harris
Admin. Services Director

Date

Date

“Excellence in Service to the Rendezvous City”



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: Pat Newlin & Christopher Houser	ADDRESS, CITY, STATE, ZIP: 815 N Federal Blvd. Riverton, WY 82501
ORGANIZATION (IF APPLICABLE): Riverton Rendezvous Committee	
CONTACT PHONE NUMBER: 307-851-6049 or 307-247-9396	CONTACT EMAIL ADDRESS: patricia.newlin@gmail.com & Wyoming307c@gmail.com
NAME & PURPOSE OF EVENT: Live Music & Fireworks Show @ Hot Air Balloon Glow	
LOCATION OF EVENT: CWC Soccer Fields & Jaycee Park	
DATE(S) OF EVENT: July 15, 2023	
TIME OF EVENT: FROM 6:30 AM TO 10:45 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 3.
WILL THE EVENT HAVE ALCOHOL PRESENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 2.	WILL THE EVENT HAVE FIREWORKS? <input checked="" type="checkbox"/> YES <input 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 checked="" type="checkbox"/> PARK RESERVATION	\$30.00
<input type="checkbox"/> STREET OR RIGHT-OF-WAY CLOSURE	\$50.00
SECTION 2: ALCOHOL PERMITS	
<input 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 checked="" type="checkbox"/> LOUDSPEAKER	\$25.00
SECTION 4: FIREWORKS PERMIT	
<input checked="" type="checkbox"/> FIREWORKS*	\$25.00
TOTAL PAYMENT:	\$ 0.00
<i>Fees waived</i>	
*REQUIRES COUNCIL APPROVAL	

EVENT INFORMATION

SECTION 1: PUBLIC AREA USE PERMITS

TYPES OF PERMITS:

- PARK RESERVATION
- STREET OR RIGHT-OF-WAY CLOSURE

FEE: \$30.00 FOR USE OF PARK SHELTER AREA
 \$50.00 RMC 10.04 TEMPORARY TRAFFIC MODIFICATION

PARK RESERVATION (SHELTER ONLY):

SPECIAL REQUESTS (i.e. bounce house, stakes, electricity, etc.)

Park to be closed all day on Saturday July 15, 2023

This only reserves the shelter area and does not guarantee cleanliness of facilities or use of restrooms - please plan accordingly.
 Alcohol is not permitted without proper permit (see Section 2, if alcohol will be requested).
 Bounce houses, tents, stakes, etc. must be approved by parks staff.
 The location shall be left clean and free of debris.

Christopher Houser Veach
 Signature of Applicant

FOR OFFICE USE ONLY

DATE PAID: 6/26/23 AMOUNT PAID: waived SIGN WEBSITE

APPROVED / DENIED ON: 6/26/23 May Batista
 City Clerk Signature

OTHER CONDITIONS SET FORTH BY PARKS SUPERVISOR (OR DESIGNEE):

STREET OR RIGHT-OF-WAY CLOSURE REQUEST:

LOCATION DESCRIPTION OF DESIRED CLOSURE:

CLOSURE IMPACT (i.e. total closure, partial closure, remain open to traffic) Attach event map and traffic control plan:

EVENT DESCRIPTION:

STREET BARRICADES:

- CITY
- EVENT SPONSOR

PLEASE EXPLAIN BARRICADE TYPE PER TRAFFIC CONTROL PLAN.

PLEASE EXPLAIN HOW YOU WILL NOTIFY NEIGHBORS WHO MAY BE IMPACTED BY THE REQUESTED CLOSURE (i.e. door hangers, letters, in-person request, etc.):

STATE HIGHWAYS REQUIRE ADDITIONAL PERMITTING FROM WYDOT

Signature of Applicant

FOR OFFICE USE ONLY

DATE PAID: _____ AMOUNT PAID: _____

APPROVED / DENIED ON: _____

City Clerk Signature

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

OTHER CONDITIONS SET FORTH BY PUBLIC WORKS DIRECTOR (OR DESIGNEE):

SECTION 3: LOUDSPEAKER PERMIT

TYPES OF PERMITS:	FEE:	CODE PROVISION:
<input checked="" type="checkbox"/> LOUDSPEAKER	\$25.00	RMC 8.16.010 Allows loudspeakers & amplifiers by permit between 8:00 AM and 12:00 AM
LOUDSPEAKER PERMIT:		
PLEASE EXPLAIN THE NATURE OF EQUIPMENT, THE VOLUME OF AMPLIFICATION, AND THE PURPOSE OF THE SOUND:		
Band Live Music W/ Barcode 307		
Permit only issued for times between 8:00 AM and 12:00 AM. Permit not to exceed four (4) months.		
		<i>Christopher Houser Veach</i> Signature of Applicant
FOR OFFICE USE ONLY		
DATE PAID: <u>6/26/23 (waived)</u>	DATES APPROVED: <u>7/15/23</u>	TIMES APPROVED: <u>6:30 A-10:45 P</u>
<input checked="" type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED ON: <u>6/26/2023</u>	<i>[Signature]</i> Chief of Police Signature	
OTHER CONDITIONS SET FORTH BY CHIEF OF POLICE (OR DESIGNEE):		

SECTION 3: LOUDSPEAKER

SECTION 4: FIREWORKS PERMIT

TYPES OF PERMITS:	FEE:	CODE PROVISION:
<input checked="" type="checkbox"/> FIREWORKS*	\$25.00	RMC 8.04.010 Allows fireworks displays by permit with Council approval only.
FIREWORKS PERMIT:		
PERSON IN CHARGE OF FIREWORKS DISPLAY OR PYROTECHNIC OPERATIONS:		
Vortex Productions Inc.- Chuck Johnson, President		
LIST TYPES AND CLASS OF FIREWORKS TO BE DISPLAYED:		
See Attached		
EVENT DESCRIPTION (Attach site map):		
See Attached		
FIREWORKS DISPLAY MUST FOLLOW PROVISIONS OF THE CURRENT INTERNATIONAL FIRE CODE (IFC) CHAPTER 56, SECTIONS 5608.1-5608.10 AND CHAPTER 4, SECTION 403; AND NFPA 1123 OR NFPA 1126. APPLICANT IS REQUIRED TO ADVERTISE IN LOCAL NEWSPAPER OR MEDIA OUTLETS TO INFORM THE PUBLIC OF THE EVENT(S).		
Attach letter of recommendation from Riverton Volunteer Fire Department Fire Chief. Required attendance at public hearing.		
		<i>Christopher Houser Veach</i> Signature of Applicant
*REQUIRES COUNCIL APPROVAL		
FOR OFFICE USE ONLY		
DATE PAID: <u>6/26/23 (waived)</u>	PUBLIC HEARING DATE: <u>7/15/23</u>	
<input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED BY COUNCIL ACTION ON: _____	_____ City Clerk Signature	
OTHER CONDITIONS SET FORTH BY RIVERTON CITY COUNCIL:		

SECTION 4: FIREWORKS

RIVERTON



WYOMING

CITY OF RIVERTON

EVENT APPLICATION

&

USE OF PUBLIC SPACE

APPROVAL CARD

EVENT INFORMATION

NAME OF APPLICANT/RESPONSIBLE PARTY:

Pat Newlin & Christopher Houser

ADDRESS, CITY, STATE, ZIP:

**815 N Federal Blvd.
Riverton, WY 82501**

ORGANIZATION (IF APPLICABLE):

Riverton Rendezvous Committee

CONTACT PHONE NUMBER:

307-851-6049 or 307-247-9396

CONTACT EMAIL ADDRESS:

patricia.newlin@gmail.com & Wyoming307c@gmail.com

NAME & PURPOSE OF EVENT:

Live Music & Fireworks Show @ Hot Air Balloon Glow

LOCATION OF EVENT:

CWC Soccer Fields & Jaycee Park

DATE(S) OF EVENT:

July 15, 2023

TIME OF EVENT:

FROM **6:30**

PM

TO **10:45**

PM

The following application(s):

- PARK RESERVATION
- STREET OR RIGHT-OF-WAY CLOSURE*
- OPEN CONTAINER*
- CATERING
- MALT BEVERAGE
- MANUFACTURER'S OFF-PREMISE
- LOUDSPEAKER
- FIREWORKS*

are hereby:

- APPROVED AS SUBMITTED
- APPROVED WITH ADDITIONAL CONDITIONS
- DENIED

on:

Date

City Clerk Signature

ADDITIONAL CONDITIONS:

Riverton Volunteer Fire Department

Assistant Chief - Jesse Cassity
RRT Admin - Mike Hutchison

Treasurer - Chance Hinkle
Secretary - Terry Heard



Fire Chief - Jake Blumenshine

June 27, 2023

To Whom it May Concern:

On behalf of the Riverton Volunteer Fire Department I am endorsing the use of fireworks for a display to be held July 15th, 2023. With the understanding that the firework display will be held at the Jaycee Park off of W Sunset Dr, as it has been held there in the past.

RFD will be on standby with wildland trucks and an engine company if anything should arise.

The final decision to launch or cancel will be made mutually between the ranking fire officer on scene and a licensed pyrotechnician in the case of unfavorable conditions (for example wind or drought.)

If you have any questions, please feel free to contact me directly at (307) 851-4430.

Thank you,

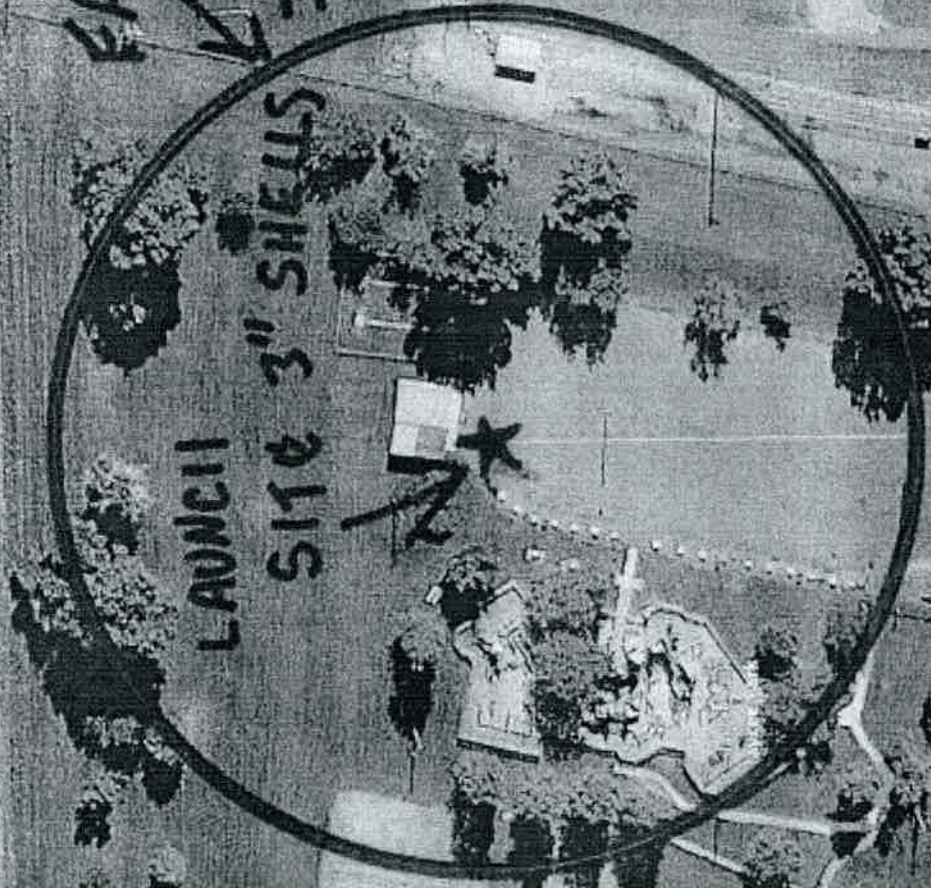
Jacob Blumenshine

**Fire Chief
Jake Blumenshine
(307) 851-4430**

RIVERTON WY

FAUDY ZONE
210' FEET
3" SHELLS MAX

LAUNCH
SITE
3" SHELLS



Google Earth

Map data © 1999-2013 Google, Imagery © 1999-2013 Google, Imagery Date: 11/7/2013, 45° 52' 00" N, 100° 25' 45" W, Alt: 5077 ft, Elev: 9917 ft

STATE OF UTAH
FIREWORKS



CERTIFICATE OF REGISTRATION

Issued to: MARC A. ARCOLIO
The above named person is qualified to perform:
Flame Effects Operator

State Fire Marshal

This certificate is for identification only, and shall not be used for recommendation or advertising.

License FE106211 Original 06/07/2018
Issued 06/07/2018 Last Exam 12/12/2022
Expires 12/31/2023 (or see stamp)

DOB	Weight	Height	Hair	Eyes	Sex
04/03/1958	165	510	BRO	BRO	M

Name MARC A. ARCOLIO
Address 3752 AMERICAN DRIVE
City & State WEST VALLEY, UT 84119

STATE OF UTAH
FIREWORKS



CERTIFICATE OF REGISTRATION

Issued to: MARC A. ARCOLIO
The above named person is qualified to perform:
Special Effects Operator

State Fire Marshal

This certificate is for identification only, and shall not be used for recommendation or advertising.

License FE3063 Original 03/09/2016
Issued 01/01/2017 Last Exam 12/12/2022
Expires 12/31/2023 (or see stamp)

DOB	Weight	Height	Hair	Eyes	Sex
04/03/1958	165	510	BRO	BRO	M

Name MARC A. ARCOLIO
Address 3752 AMERICAN DRIVE
City & State WEST VALLEY, UT 84119

STATE OF UTAH
FIREWORKS



CERTIFICATE OF REGISTRATION

Issued to: MARC A. ARCOLIO
The above named person is qualified to perform:
Display Operator

State Fire Marshal

This certificate is for identification only, and shall not be used for recommendation or advertising.

License FE3063 Original 06/27/1996
Issued 03/09/2016 Last Exam 12/12/2022
Expires 12/31/2023 (or see stamp)

DOB	Weight	Height	Hair	Eyes	Sex
04/03/1958	165	510	BRO	BRO	M

Name MARC A. ARCOLIO
Address 3752 AMERICAN DRIVE
City & State WEST VALLEY, UT 84119

VORTEX PRODUCTIONS INC. / dba VORTEX FIREWORKS ARTISTS

1. DATE: JUNE 26, 2023

2. Company Conducting Fireworks Display Information:
VORTEX PRODUCTIONS INC. / FIREWORKS ARTISTS
1865 WASATCH DRIVE
SALT LAKE CITY, UTAH 84108

CONTACT: CHUCK JOHNSON PHONE (801) 580-6389
EMAIL: chuckj@xmission.com

3. PERSON OR ORGANIZATION SPONSORING DISPLAY
Name: Christopher Houser Vice Pres Riverton Rendezvous
City of Riverton
816 N. Federal,
Riverton, WY 82501

DISPLAY INFORMATION:

A. NAME OF EVENT: RIVERTON WY RENDEZVOUS

B. DATE OF DISPLAY: SATURDAY JULY 15, 2023

C. LOCATION: JAYCEE PARK RIVERTON, WY

4. SITE PLAN: ATTACHED

5. BUDJET \$7,800.00

6. SHELL COUNT:

MAIN SHOW:

1. 2-1/2 inch shells = 100 Shot individually

2. 3 inch shells = 75 Shot individually

3. 7 Large Multi shot "Cakes"

FINALE:

1. 3 Inch Shells 25.

TOTAL SHELL COUNT

1. 2-1/2 Inch 100

2. 3 Inch 100

3. 7 Large Multi shot "Cakes"

7. INSURANCE LISTING ADDITIONAL INSURED: (ATTACHED)

SIGNATURE OF APPLICANT:



Certificate of Insurance

36653

Issue Date: 6/21/2023


PRODUCER Professional Program Insurance Brokerage Division of SPG Insurance Solutions LLC 1304 Southpoint Blvd., Suite 101 Petaluma, CA 94954	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Vortex Productions, Inc. DBA: Vortex Fireworks Artists 1865 Wasatch Drive Salt Lake City, UT 84108	INSURERS AFFORDING COVERAGE
	INSURER A: Certain Underwriter's at Lloyd's, London - AA-1128623
	INSURER B:
	INSURER C:
	INSURER D:

COVERAGES:
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS		
A	GENERAL LIABILITY CLAIMS MADE	PY/23-0025	3/21/2023	3/21/2024	EACH ACCIDENT	\$5,000,000	
						MEDICAL EXP (any one person)	
						FIRE LEGAL LIABILITY	\$50,000
						GENERAL AGGREGATE	\$5,000,000
						PRODUCTS-COMP/ OPS AGG	


DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate holder is additional insured as respects the following:

Date(s) of Display:	7/15/2023
Location:	Jaycee Park Riverton Wyoming
Additional Insured:	The City of Riverton Wyoming
Rain Date(s):	
Type of Display:	Aerial Fireworks Display

CERTIFICATE HOLDER City of Riverton Wyoming 816 N Federal Blvd. Riverton, WY 82501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	 AUTHORIZED REPRESENTATIVE

CITY COUNCIL STAFF REPORT

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

FROM: Kyle J. Butterfield, City Administrator 

DATE: July 5, 2023

SUBJECT: Tobacco Ordinance

Recommendation: The City Council approves on third 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 June 20, 2023

PASSED ON THIRD READING _____

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

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director


ATTESTATION

I, Mia Harris, 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 _____.

Mia Harris
Administrative Services Director

CITY COUNCIL STAFF REPORT

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

FROM: Kyle J. Butterfield, City Administrator 

DATE: July 5, 2023

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

Recommendation: The City Council approves on second 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.

The municipal clerk and treasurer are expected to perform all of the duties imposed on these 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 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 June 20, 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:

Mia Harris
Administrative Services Director

ATTESTATION

I, Mia Harris, 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 _____.

Mia Harris
Administrative Services 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: July 5th, 2023

SUBJECT: Rezone Riverview Cove Lots 1, 2, 3, and 4

PETITIONERS: City of Riverton

Recommendation: The City Council approve on first reading Ordinance No. 23-008 Rezone of Riverview Cove Subdivision Lots 1, 2, 3 and 4.

Background: Riverview Cove was annexed into the City of Riverton in March of 2022. It is a subdivision of five (5) lots. Four of those lots are currently zoned Residential District R-1 and one (1) lot is currently zoned Commercial District C-1.

Discussion: The four lots that are currently zoned R-1 were never intended to be zoned R-1 in discussions and plat/annexation paperwork. Those four lots were intended to be zoned Residential District R2-A. A clerical error was discovered that those four lots had been zoned R-1 by ordinance. Due to this error, it is being petitioned by the City of Riverton to rezone the four residential lots from R-1 to R2-A. Rezone notifications by letter and posted signage have been done with no responses opposing the rezone having been received.

The City Planning Commission Recommended Approval on June 22nd, 2023

Alternatives:

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

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

PROPOSED ORDINANCE NO. 23-008

AN ORDINANCE AMENDING THE ZONING DISTRICT MAP OF THE CITY OF RIVERTON, WYOMING, DESIGNATING THE REZONE OF RIVERVIE COVE SUBDIVISION LOTS 1, 2, 3, AND 4, CITY OF RIVERTON, FREMONT COUNTY, WYOMING, FROM RESIDENTIAL DISTRICT R-1 TO RESIDENTIAL DISTRICT R2-A.

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 RESIDENTIAL DISTRICT R2-A

RIVERVIEW COVE SUBDIVISION LOTS 1, 2, 3 AND 3, 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 _____

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:

Mia Harris
City Clerk/Administrative Services Director

ATTESTATION

I, Mia Harris, 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 _____.

Mia Harris
City Clerk/Administrative Services Director



MORFEL

BETH DR

EAGLE DR

HILL ST

W MAIN

CIRCLE

HENRY RD

RIVERVIEW RD

MADDUX RD

AUGUSTA DR


GALLOWAY RD (Private)

VILLAGE DR

VILLAGE DR

RIVERSIDE DR

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council
FROM: Kyle J. Butterfield, City Administrator 
DATE: July 5, 2023
SUBJECT: Consultant Agreement – Airport Master Plan

Recommendation: The City Council approves a consultant agreement between the City of Riverton and Jviation, a Woolpert Company (Jviation) for the Airport Master Plan.

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.

On March 6, 2023, staff solicited statements of qualifications (SOQs) and experience from qualified firms to provide planning in the development of an airport master plan for the Airport. A selection committee rated SOQs, held interviews, and provided a recommendation to the City Council of the most qualified firm. At the May 2, 2023 business meeting, the council unanimously passed a motion to “approve Jviation as the firm for the Airport Master Plan and direct staff to finalize a scope of work and negotiate a fee for services.”

Discussion: Staff negotiated a scope of work and fee with Jviation for the Airport Master Plan project. The fee and scope were reviewed and approved by the FAA and WYDOT Aeronautics. The City Council unanimously adopted Resolution No. 1474 supporting the application of grants supporting 97.5% of costs associated with the planning project. The grants were awarded on June 28, 2022.

Attached to this report is the scope of work and contract for Jviation.

Budget Impact: The table below outlines the cost associated with the project and breaks out supporting funds.

FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	TOTAL
\$497,788	\$19,911	\$13,275	\$530,974

Professional Service Agreement (Aviation Services)

THIS PROFESSIONAL SERVICES AGREEMENT, is entered on _____ day of _____, 2023, between Jviation, A Woolpert Company, LLC, 720 S. Colorado Blvd., Ste. 1200-S, Glendale, CO 80246 ("Jviation" also referred to as "Consultant") and the City of Riverton ("Client" also referred to as "Sponsor"), and intends to describe Jviation's Professional Services ("Services") to be furnished for the: Airport Master Plan ("Project"), all as described below:

1. **Scope:** Jviation and Client agree the intended scope of service is limited to and described within Attachment A, which is hereby incorporated by reference. Client agrees that Jviation is entitled to additional fees for any additional service Jviation furnishes for the benefit of the Project, provided that such service is not required due to Jviation's error or omission. Jviation agrees to inform Client of any additional service it deems necessary, and to receive Client's written authorization before furnishing any additional service.

2. **Schedule/Term:** Client acknowledges that Jviation has developed and proposed a specific plan and project fee to furnish and complete its scope of professional services. Client understands that modifications to the Project's schedule may reasonably impact Jviation's anticipated performance, and that additional service and/or fee may be required to achieve a schedule change, which Jviation and Client agree to mutually consider and equitably resolve.

3. **Fees:** Client agrees the total compensation due Jviation for its professional service is provided in Attachment B which is hereby incorporated by reference. Client agrees that Jviation's compensation is not dependent or conditional upon Client's funding for the project. Client and Jviation agree that Jviation will submit monthly invoices that reasonably demonstrate the services furnished or completed, and that Client will issue payments within 30 days of any invoice. Client agrees that if it fails to make payment as provided, Jviation may suspend its service or terminate this Agreement as provided herein, without penalty or liability, and may suspend its services or terminate its agreement on any other project with Client, its subsidiary, or related entity. Client agrees to pay Jviation its costs of collection and including attorneys' fees. Amounts payable to Jviation are exclusive of taxes. Client shall be responsible for payment of all applicable sales or services taxes in connection with this Agreement and the transactions contemplated hereunder or shall otherwise provide Jviation with appropriate tax exemption certificates and documentation.

Expenses. Client shall pay all publishing costs for advertisements of notices, public hearings, requests for bids, and other similar items; shall pay for all permits and licenses that may be required by local, state, or federal authorities; and shall secure the necessary land, easements, and rights-of-way required for the Project. These costs are not included in the compensation to be paid to Jviation.

For the purposes of estimating, the cost of mileage, per diem, and lodging are calculated in accordance with applicable IRS and GSA guidelines. At the time of invoicing, mileage will be invoiced in accordance with published IRS rates at the time of service and per diem will be invoiced in accordance with published GSA rates at the time of service. Lodging will be invoiced as actual expense incurred except in the cases where specific client requirements exist that limit lodging to GSA standards.

4. **Instruments of Services/Ownership:** Drawings, specifications, documents, software, and data prepared or collected by Jviation are instruments of services and may be used by Client solely with respect to the scope of the project described within this Agreement; and unless otherwise agreed in writing, Jviation maintains ownership of any pre-existing intellectual property rights that may be incorporated into deliverables and will have independent ownership rights to reuse the items for other projects. Due to the easily alterable nature of electronic files, Jviation makes no warranties, either express or implied, with respect to the accuracy, completeness, merchantability, or fitness for any particular purpose, including, but not limited to, performance of electronic files in cost estimating, quantity calculating, survey layout, or other software used by the Client or any other consultant or contractor. If Client, or anyone for whom Client is responsible, makes or permits any changes to Jviation's deliverables without first obtaining Jviation's written consent or uses electronic files provided by Jviation, Client agrees to assume complete responsibility for the proximate consequences of any unauthorized change, and waives and releases any claim against Jviation and those for whom Jviation is responsible, from any liability arising directly or indirectly from any such change.

5. **Standard of Care:** Jviation shall perform the Services in accordance with that degree of care ordinarily exercised by members of the same profession. Client agrees that neither Jviation nor anyone for whom it is responsible, has offered or will offer Client any fiduciary service and no fiduciary responsibility shall be owed. Jviation disclaims any guarantee or warranty, whether expressed or implied, as to any professional service furnished under this Agreement. Jviation will not be required to author or execute any document that concerns a condition that Jviation has not been contracted to ascertain, over which Jviation has no control, or which was affected by another's actions or conduct.

6. **Client Representations:** Client agrees that any self-performed work will not interfere with Jviation's services, or impact Jviation's standard of care. Client will timely coordinate all self-performed work to allow Jviation's services to proceed as agreed. Client's failure to coordinate its work, timely act, and/or timely disclose all information material to the Project may constitute material non-performance under this Agreement. Client agrees to reasonably cooperate with Jviation, and to perform its responsibilities, obligations and work in a manner that allows Jviation to efficiently furnish its service. Client represents that Jviation shall be entitled to rely upon information provided by Client or its other consultants and Jviation shall not be liable in the event that erroneous information is supplied by the Client or its other consultants, and Jviation subsequently relies upon and incorporates such information in the performance of its services or any deliverable.

7. **Termination/Suspension:** Jviation may terminate this Agreement for convenience upon thirty (30) days prior written notice to Client without penalty or liability. In the event of Client's failure to make payments or substantially perform its obligations under this Agreement Jviation may suspend services or terminate this Agreement, without penalty or liability, upon seven days prior written notice and failure of the Client to cure the default within the seven day period. In the event of any termination, Jviation shall be paid for all

services performed through the date of termination. If it is later determined that any termination for failure of the Client to make payments or substantially perform its obligations was excusable, the termination shall be deemed to be a termination for convenience.

8. Site Safety: If the Services include activities on a Project site or design services, Client agrees that Jviation is not responsible for nor has control over any construction means, methods, techniques, sequences, or procedures; or for safety precautions and programs in connection with the work.

9. Hazardous Materials: Jviation is not responsible for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form, including mold or asbestos.

10. Insurance: Jviation agrees to maintain insurance coverage as set forth herein. Should Client require insurance coverage beyond the limits maintained by Jviation, Client shall be responsible for the increased costs to procure such insurance.

(a) Workers Compensation: statutory

(a) Commercial General Liability: \$1,000,000/\$2,000,000 per occurrence/aggregate;

(c) Automobile Liability: \$1,000,000 combined single limit bodily injury/property damage each accident; and

(b) Professional Liability: \$2,000,000/\$2,000,000 per claim/ aggregate

11. Duty to Notify: Jviation and Client agree to timely identify and disclose to the other all issues reasonably discovered and/or learned that may impact the other's performance in order to allow the impacted party an opportunity to evaluate the circumstance so that the Project's schedule, budget or quality is mitigated and/or remediated as timely and cost-efficiently as possible. Client agrees to promptly report to Jviation any known or suspected defects in Jviation's service. Client agrees to impose a similar requirement on all others under Client's control. Failure by Client or by those for whom Client is responsible to timely notify Jviation of any such defect shall relieve Jviation of the costs to remediate the condition(s) beyond the sum the remediation would have cost, if any, had prompt notice been provided when the defect was first discovered.

12. Limitation of Liability: Neither Jviation nor Client shall be liable to the other for any incidental, indirect, or consequential damage arising out of this Agreement, which shall include, without limitation, loss of use or profits. Except for one's willful misconduct, both parties agree that its employees, officers, directors, shareholders and agents will not be personally liable for any damages arising from this Agreement. Client agrees to limit Jviation's liability for any and all claims, losses, costs, expenses and/or damages of any kind whatsoever, including attorneys' fees and defense costs to Jviation's fee, or Fifty Thousand Dollars, whichever is greater.

13. Export/Import Control: Each party agrees that it shall comply with United States import and export control and asset control laws, regulations, and orders, including but not limited to software, processes, or technical data. Such regulations include without limitation the Export Administration Regulations ("EAR"), 15 C.F.R. 730-774, the International Traffic in Arms Regulations ("ITAR"), 22 C.F.R. 120 et seq., the Export Administration Act, 50 U.S.C. app. 2401-2420, and the Export Administration Regulations, 15 C.F.R. 730-774, customs laws, as well as all regulations and orders administered by the Treasury Department's Office of Foreign Assets Control. Client agrees if Jviation is prohibited from performing under this Agreement as a result of the inability to obtain necessary approvals or permits, Jviation's performance will be excused and this Agreement will be terminated for the convenience of Jviation.

14. Force Majeure: Jviation shall not be responsible for delays caused by reasons beyond its reasonable control, including but not limited to Acts of God, war, pandemic, government delay or order, delays caused by others not under the control of Jviation or similar delays experienced by its subconsultants.

15. Certifications: Jviation will not be required to author or execute any document that concerns a condition that Jviation has not been contracted to ascertain, over which Jviation has no control, or which was affected by another's actions or conduct.

16. Warranty Disclaimer: Jviation disclaims any guarantee or warranty, whether expressed or implied, as to any professional service furnished under this Agreement.

17. Construction/Site Safety: Client agrees that Jviation is not responsible for nor has control over any construction means, methods, techniques, sequences, or procedures; or for safety precautions and programs in connection with the work.

18. Section 163: The FAA's federal action is limited to airport layout plan (ALP) approval of only those portions of projects that meet the criteria established in 49 U.S.C. §47107(a)(16)(B), commonly referred to as Section 163(d) of the FAA Reauthorization Act of 2018. If it is determined that the FAA does not have authority over a portion of the project and associated work completed ahead of the determination is no longer FAA eligible, the Client will remain responsible for this portion of the work.

19. FAA Provisions: All services performed shall be in conformance with applicable rules and regulations of the FAA including the mandatory federal contract provisions as outlined in Attachment C for professional contracts as provided on:

https://www.faa.gov/airports/aip/procurement/federal_contract_provisions

The parties recognize that these Federal Provisions may be revised from time to time by the Federal Government. Any revisions to these Federal Provisions after the date of execution of this Agreement that results in a change of responsibilities or scope of services shall entitle Jviation to an equitable adjustment in compensation.

20. Headings: Headings included herein are for convenience of reference only and shall not modify, define, expand or limit any of the terms or provisions hereof.

21. Choice of Law/Venue: This Agreement is to be governed by and construed in accordance with the laws of the State of Wyoming without regard to conflicts of law principles. Any action brought under this Agreement shall only be brought in a court of competent jurisdiction located within Fremont County, Wyoming.

22. **Entirety of Agreement:** This Agreement, inclusive of any attachments, constitutes the entire agreement and understanding between the parties. Jviation and Client agree to only be bound and obligated to the terms and conditions described within this Agreement. This Agreement may be amended only by a writing signed and/or acknowledged (as via email) by authorized representatives of both parties.

IN WITNESS WHEREOF, this Agreement is accepted as of the date first written above.

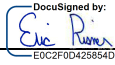
City of Riverton:

Signed: _____

Name: Kyle Butterfield

Title: City Administrator

Jviation, A Woolpert Company, LLC:

Signed: 

Name: Eric Risner

Title: Vice President



Attachment A: Scope of Services

Client's Representative

- Name: Paul Griffin
- Company: City of Riverton/Central Wyoming Regional Airport
- Address: 816 North Federal, Riverton, WY 82501
- Phone Number: 307-856-7063
- Email address: pgriffin@rivertonwy.gov

Aviation's Contact

- Name: Trent Holder
- Address: 720 S. Colorado Blvd, Ste. 1200-S, Glendale, CO 80246
- Phone Number: 303-524-3033
- Email address: trent.holder@woolpert.com

Services

See attached.

The following is a proposed Scope of Work to conduct an Airport Master Plan and Airport Layout Plan Update for the Central Wyoming Regional Airport (RIW). This master plan will be conducted in cooperation with the Airport Sponsor and Board, Airport Staff, Wyoming Department of Transportation (WYDOT) Aeronautics Division, and Federal Aviation Administration (FAA). Input from the public and other key stakeholders will be incorporated.

The Scope of Work outlines the tasks, levels of effort, and key elements of the master plan. Each task will be completed by Jviation or its approved subconsultant. The total cost of the master plan is not to exceed \$530,974.00 and is expected to take 18 months to complete from the date notice to proceed is given; this does not include final FAA review times. Detailed cost and schedule information is included in the attachments of this Scope of Work.



Trent Holder, CM
Senior Aviation Planner
Project Manager
Jviation

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AIRPORT MASTER PLAN

SCOPE OF WORK

FOR

CENTRAL WYOMING REGIONAL AIRPORT (RIW)

RIVERTON, WYOMING

PROJECT OVERVIEW

CENTRAL WYOMING REGIONAL AIRPORT (“RIW” or “Airport”) is a critical piece of the transportation system for Riverton, Fremont County, and the surrounding area. As the gateway to Riverton, RIW serves regional visitors by providing access to unmatched outdoor areas and activities, including Castle Gardens Petroglyph Site, connecting to higher level education at Central Wyoming College, participating in annual events, such as Hot Balloon Rally and the 1838 Mountain Man Rendezvous, and connecting to numerous critical businesses and entities. As a Part 139 airport, RIW accommodates a wide variety of aviation activity including commercial service, general aviation (GA), and military aircraft, throughout the year, directly supporting the region’s overall economic vitality. The City of Riverton (“City” or “Airport Sponsor”) seeks to improve the Airport by identifying long-term development opportunities, enhancing commercial service functions, protecting critical airspace and safety surfaces, and defining future land use requirements.

The last Airport Master Plan for RIW was completed in 2011. Given the time that has lapsed since that layout plan was last updated, a new comprehensive master plan is required that considers current federal and state airport design standards, identifies new development opportunities, and ensures any future proposed airside and landside improvements remain eligible for federal Airport Improvement Program (AIP) grants. Further, it will provide an enhanced planning tool to identify and better address current and future needs of Airport users and properly address development within the Airport’s environs.

Jviation, A Woolpert Company (“Jviation” or “Consultant”) will prepare this Airport Master Plan and associated Airport Layout Plan (ALP) in accordance with current (as of the date of the official Notice to Proceed for this planning effort) FAA requirements, regulations, rules, policies, grant assurances and Advisory Circulars (ACs). These include FAA ARP SOP 2.00, *FAA Airports Standard Operating Procedures (SOP) for FAA Review and Approval of Airport Layout Plans (ALPs)*; FAA ARP SOP 3.00, *FAA Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps*; FAA AC 150/5070-6B, *Airport Master Plans*; AC 150/5300-13B, *Airport Design*; AC 150/5060-5, *Airport Capacity and Delay*; and AC 150/5325-4B, *Runway Length Requirements for Airport Design*; 14 CFR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*; FAA Order 5100.38D, *AIP Handbook*; FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*.

As stated in Chapter 1 of the FAA’s AC 150/5070-6B, *Airport Master Plans*: “The elements of a master planning process will vary in complexity and level of detail, depending on the size, function, issues, and

problems of the individual airport. The technical steps described in this AC are generally applicable, *although each step should be undertaken only to the extent necessary to produce a meaningful product for a specific airport. The sponsor, the sponsor's consultant, and FAA representatives must carefully prepare a scope of work that reflects the circumstances (and requirements) of the individual airport."*

At a minimum, the FAA requires that each master plan include the following items:

- Inventory of Existing Conditions;
- Forecasts of Aviation Demand (formally approved by FAA);
- Landside, Airside, and Terminal Area Facility Requirements;
- Analysis of Development Alternatives;
- Environmental Considerations;
- Airport Layout Plan (signed by the Airport Sponsor);
- Airport Capital Improvement Plan (CIP); and
- Airport Recycling, Reuse, and Waste Reduction Plan.

FAA approval of the ALP is typically accompanied with a set of conditions, including the need to obtain necessary environmental review and approvals as well as the availability of federal funding. FAA also notes that its approval of an ALP is not a commitment to fund any of the projects shown on the Plan.

MASTER PLAN STUDY GOALS

The goal of this Airport Master Plan is to serve as a guiding plan that enables RIW to continue to operate the Airport in a safe, efficient, and effective manner as aviation demand, market conditions, and technologies evolve. The Airport must also be consistent with and meet the Airport Sponsor's goals for its public facility. As RIW is a public-use airport, the Airport Master Plan must ensure that the Airport will continue to comply with all appropriate federal regulations, obligations, and design standards. Specifically, the master plan must fulfill the broad master planning goals established by the FAA in FAA AC 150/5070-6B, *Airport Master Plans*, which include the following:

- Document issues that the proposed development will address;
- Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives;
- Provide an effective graphic presentation of the development of the Airport and anticipated land uses in the vicinity of the airport;
- Establish a realistic schedule for implementing the development proposed in the Master Plan, particularly the short-term capital improvement program;

- ➔ Propose an achievable financial plan to support the implementation schedule;
- ➔ Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before the project is approved;
- ➔ Present a plan that adequately addresses the issues and satisfies local, state, and federal regulations;
- ➔ Document policies and future aeronautical demand to support municipal or local deliberations on spending, debt, land use controls, and other policies necessary to preserve the integrity of the Airport and its surroundings; and
- ➔ Set the stage and establish the framework for a continuing planning process.

The FAA grant assurances strongly recommend that airports be financially self-sufficient to the extent feasible. As a result, sound financial management and planning is also required to ensure that the Airport meets its obligations, while not negatively impacting the Airport Sponsor's finances. This Airport Master Plan will present general recommendations for improving the Airport's financial sustainability that will require further study. Discussions with the Airport and key stakeholders will identify any other potential goals for the master plan.

AIRPORT MASTER PLAN KEY ISSUES

An effective master plan will identify and focus on the unique issues at the airport. Based on local conversations and understanding, the RIW Airport Master Plan will include the following actions and analyses:

- ➔ Inventory existing airside and landside facilities, perform a facility assessment of the existing terminal building.
- ➔ Inventory existing environmental resources to ultimately assess the need for additional environmental documentation for proposed projects.
- ➔ Prepare aviation activity forecasts.
- ➔ Prepare assessments of facility requirements needed to meet demand forecasts and meet FAA design standards.
- ➔ Assess functionality of terminal for current and future demand; plan for future development to meet long-term needs.
- ➔ Assess obstacles that may impede flight activity, specifically commercial service.
- ➔ Analyze alternatives for major development areas, including for consolidated agricultural spraying aircraft.
- ➔ Identification of future capital improvements based on the analysis of existing and future demand as well as a financial evaluation which will identify how those improvements may be funded and prepare a 20-year Capital Improvement Plan

- Engage appropriate Airport stakeholders, including the Sponsor, general aviation users and visitors, tenants, and public.
- A vision of future airport development.
- Produce an updated ALP drawing set in GIS software for submittal to the FAA for approval as well as creating shapefile and/or Google Earth deliverables for the Airport staff and Sponsor to utilize.
- Identify emerging aviation and airport-related technologies (e.g., electrification, Advanced Air Mobility, Sustainable Fuels, etc.) and plan for their potential future integration into the Airport.
- Survey the Airport's boundary and update the plats

TASK 1.0 STUDY DESIGN AND PROJECT MANAGEMENT

Jviation has the overall and primary responsibility for the preparation of the RIW Airport Master Plan and will conduct the project professionally, utilizing experienced staff to assure quality and the timely performance of scoped tasks. Contract provisions relevant to subcontractors will be in accordance with FAA's AC 150/5360-14E, *Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*.

1.1 Scope of Work, Fee, Schedule, Contract Execution

This Task consists of the production of a Draft and Final Scope of Work, project schedule, and consultant fee for review by the Airport Sponsor and the FAA. Jviation will hold one meeting/call with Airport staff to identify the goals, key issues, current trends, and review a Draft Scope of Work. Following these meetings and based on comments received, Jviation will produce a Final Scope of Work as well as a project cost estimate using detailed hourly fees and labor approximations by task.

Jviation will furnish the Final Scope of Work and blank fee spreadsheet to Airport staff for their use in preparing an Independent Fee Estimate (IFE). As addressed in FAA procurement guidelines, the Sponsor should prepare an IFE prior to receiving the Consultant's actual cost proposal. Once the Airport has received the IFE, it will compare the Jviation project cost estimate with the IFE that then conduct any negotiations, if required.

Note that the final project schedule is included in Attachment A, and the final project fee is included in Attachment B.

Upon approval of the Final Scope of Work, project schedule and fee, the Consultant will prepare the appropriate contract paperwork and coordinate approval with the Sponsor. The Consultant will initiate further consultant services upon execution of the Contract, which shall also serve as the official *Notice-to-Proceed*.

1.2 Project Management and Coordination

The Consultant will assist the Sponsor with various project management and contract administrative issues that arise during the progress of the project, from initiation through project close-out. This effort

includes miscellaneous consultation with Airport Staff, Sponsor, FAA, and WYDOT to discuss the status of the project; coordination with sub-consultant(s); maintaining the project schedule; coordinating funding issues relating to year-end expenditures for the Sponsor and the State; tracking DBE participation on the project; filing and processing of invoices (including sub-consultants) and other miscellaneous work items and coordination not captured in specific tasks noted above, including assistance to the Sponsor for complying with Federal, State and Local audits involving project records and files, project costs, schedule and other contract issues.

Task 1.0 Summary & Deliverables:

Task Product(s): A Final Scope of Work, project schedule (see Attachment A), and project fee (see Attachment B); and signed contractual agreements with all relevant parties to the study.

Sponsor Task Responsibilities: The Sponsor will actively coordinate with Aviation on providing detailed project goals and objectives, and on reviewing and commenting on the Scope of Work; will be responsible for providing an appropriate IFE; and will actively work to execute contracts.

TASK 2.0 STAKEHOLDER ENGAGEMENT

The Consultant will develop and manage a multi-faceted public outreach program tailored specifically to the RIW Airport Master Plan. The overall goals of the outreach program are to ensure those who are directly affected by, or who has an interest in the Airport, have access to pertinent information and have a voice in the planning process. One key element of the outreach program involves education regarding the laws, regulations, policies, guidelines, standards, and procedures that govern an airport's operation, maintenance, funding, and development. The public outreach process will utilize the internet and electronic media to increase public participation.

It is important that work products effectively reflect the character of the Airport, the Sponsor, and the region. To that effect, this task also encompasses a basic level of coordination to establish the product "look" (e.g., style, themes, colors, etc.) of the ultimate work products. This "look" will be consistently applied to all documents, presentations, public communications, etc.

2.1 Project Management Team

A Project Management Team (PMT) will be established to provide management, oversight, guidance, advice, assistance, and to ensure the project is executed within the approved scope of work, budget, and schedule. The PMT is a smaller, targeted team and may include representatives from the Airport staff, Sponsor, FAA, WYDOT, and/or the project Consultant team. FOUR PMT meetings will be held during the study that may be a combination of in-person and virtual. Note that the first meeting will serve as an official project "kick-off" meeting.

2.2 Technical Advisory Committee

A committee, known as the Technical Advisory Committee (TAC), will be established to help guide the direction of the master plan and offer feedback at critical points on elements of the plan as it is developed. The committee may include members from the Airport staff, City and/or County, local economic development organizations, SkyWest, Transportation Security Administration (TSA), local Life Flight companies, airport users, local government groups, the public, and other key stakeholders. Final membership will be determined by the Airport which will provide a listing of participants as well as extend formal invitations to the TAC participants. It is anticipated the TAC will be comprised of between 6 to 12 members.

TAC Meetings will be conducted at key points during the master plan process to solicit guidance, feedback and direction to the plan. Membership and meeting dates/times will be identified and incorporated into the project schedule. Agendas will be prepared and distributed to the TAC prior to meetings. Meeting notes will be provided to all committee members and will be included in the final documentation.

While it will provide input to the planning process, the TAC *will not* have any decision-making authority. TWO TAC meetings are anticipated to occur during the following phases of the planning process. It is anticipated that the TAC meetings will be held on the same day as PMT meetings.

2.3 General Aviation Users Meeting

As an important user group of RIW, two meetings will be held with the general aviation community to understand their unique concerns and desires. Attendees may include hangar tenants, FBO(s), and Airport staff. Jviation will provide all required meeting materials and facilitate the meeting. These meetings will be held on the same day as other meetings.

2.4 Survey Commercial Passengers

Surveys will be conducted of commercial air service passengers to collect information and opinions related to ease of Airport access, passenger facilities and processing, passenger conveniences and amenities, passenger service costs and fees, and areas of potential improvement as well as passenger-specific socioeconomic data. These surveys may be conducted through a combination of personal interviews conducted over a defined period in the departing passenger holdroom, stacked paper copies of surveys with signage and directions, and/or through use of an online survey.

2.5 Survey Airport Tenants & Users

A survey will be conducted of airport users, airport tenants, airport businesses, based aircraft owners/pilots, transient aircraft pilots, and airport users at large. They will be surveyed concerning their existing and planned activities on the Airport, as well as their existing and anticipated facility needs, using hardcopy and electronic survey methods. The survey results will be collated, analyzed, and included in the technical analysis.

2.6 Project Website

To assist in educating and gathering information from the public, Jviation will develop a project-specific website that can be accessed through a link on the City of Riverton and Airport's website. The site will include pertinent project information and provide an interface for the public to provide comment regarding the master plan. The website and dedicated URL will be maintained by Jviation for the duration of the project.

2.7 Final Documents Presentation

Jviation will make one formal briefing to the Airport Sponsor and/or Board to present the recommended development plan.

2.8 Public Workshop

It is important the local community be afforded the opportunity to review and comment on the master plan study. TWO public workshops will be conducted to present study findings following the draft forecast and identification of alternatives. Jviation will assist the Airport in drafting a notice to the public for inclusion in the local newspaper and/or other media. The public workshops will be held in an open house/workshop format, and will include display materials to provide information about RIW and the master plan project.

Task 2.0 Summary & Deliverables:

Task Product(s): An Airport tenant/user survey; commercial passenger survey, project website; identify members and form a PMT and TAC, and the following meetings/presentations (total of four trips to RIW to cover all 11 meetings):

Meeting Summary

1. Project Kick-off (*one consultant planner and one consultant engineer attend in-person*)
 - a. PMT Meeting
2. Draft Forecast (*one consultant planner and one consultant engineer attend in-person*)
 - a. PMT Meeting
 - b. TAC Meeting
 - c. GA Users Meeting
 - d. Public Workshop
3. Draft Alternatives (*one consultant planner and one consultant engineer attend in-person, supported by public workshop facilitator in preparation, and in-person or virtual attendance*)
 - a. PMT Meeting
 - b. TAC Meeting
 - c. GA Users Meeting
 - d. Public Workshop
4. Final Documents (*one consultant planner and one consultant engineer attend in-person*)
 - a. PMT Meeting
 - b. Sponsor/Board Presentation

Sponsor Task Responsibilities: The Sponsor will actively coordinate with Aviation to schedule and provide an appropriate location for each meeting; will provide guidance in the design of the overall coordination program; review survey materials and assist in data collection, provide potential members for the PMT and TAC; and will assist in reviewing presentation and publication materials.

TASK 3.0 INVENTORY OF EXISTING CONDITIONS

This phase involves the establishment of a basis for plan development through the compilation, assimilation and documentation of current airport base data. A thorough inventory is designed to provide essential data regarding the physical, operational, environmental, and functional characteristics of the Airport, its sub-components, and both on- and off-airport environs. This process is intended to identify the linkages between the Airport, its users and the community services and facilities that support these activities. Utilization of existing information that is applicable to the objectives and overall intent of this study will be made to avoid redundancy and unnecessary data collection.

3.1 Collect and Review Existing Documentation

Existing (and secondary) data and information, such as, but not limited to, the previous master plan, documents, maps, studies and projects currently underway or in the planning stages (on- and off- airport property and in the vicinity) which may directly or indirectly influence this study effort will be identified and documented. Such information would, for example, include a review of any existing master plans, statewide plans, ALPs, environmental plans, surface transportation plans, utility plans, engineering and construction plans and reports, local comprehensive plans, community master plans, and regional transportation plans, among others. One on-site inspection of the Airport will be conducted to collect information and inspect the runway, taxiways, runway safety area, and other key safety and operational areas of the Airport.

3.2 Existing Airport Facilities Inventory

Data will be collected on the specifications and conditions of all relevant existing facilities on and around the Airport. Airport elements to be inventoried will include the following:

- *Airfield Facilities*: Paved and unpaved runways/landing areas, taxiways, navigation aids, communications facilities, etc.
- *Airspace*: Critical airspace surfaces as defined within 14 CFR Part 77, *Objects Affecting Navigable Airspace* and FAA AC 150/5300-13B, *Airport Design*.
- *Meteorological Data*: Available wind information relative to the Airport, through its on-site ASOS, will be obtained from the FAA's Airport's GIS for the most recent ten-year reporting period. Analyses will quantify the prevailing wind conditions for current VFR and IFR conditions, as well

as for selected approach minimums. Additional meteorological data such as temperature and precipitation also be obtained.

- General Aviation Facilities: Aircraft hangars, aircraft parking aprons and tiedowns, airport buildings/Fixed Base Operators (FBOs), etc.
- Support Facilities: Airfield maintenance facilities, airport maintenance equipment, fuel storage facilities, fuel dispensing facilities and equipment, vehicle storage sheds, etc.
- Access, Circulation, and Parking: Airport access road(s), automobile parking areas, ground transportation, etc.
- Other Facilities and Equipment: Airport fencing, airport perimeter road, airport security systems, airfield maintenance vehicles, snow removal equipment (SRE), aircraft rescue and firefighting (ARFF), etc.
- Utilities: Electrical, water, natural gas, sewer, stormwater, telephone, internet, cable/fiber optics, etc.

3.3 Terminal Assessment

Jviation will conduct a visual Facility Condition Assessment (FCA) of the RIW airport terminal. This study will detail the requirements for a planned future year terminal renovation/expansion. The effort will include:

- Assessment of existing conditions to identify functional and infrastructure deficiencies;
- Recommendations for renovation or reconstruction priorities based on the outcome of the assessment; and
- Rough Order of Magnitude cost estimate for the recommended repairs or replacements.

As part of the FCA, the Consultant will review existing data, including but not limited to the following:

- As-built documentation;
- Supporting reports;
- Maintenance records.

The Consultant (Civil and Architect) and Subconsultants (Structural and Mechanical/Electrical/Plumbing) will coordinate with RIW staff for onsite assessment activities and escorting prior to project start. A virtual kick-off meeting will be held to review scope of work, schedule, budget, safety elements, lines of communication and escorting requirements.

The Consultant and Subconsultants will conduct a visual condition assessment for the terminal to assess the existing conditions and provide recommendations for repair/replacement decisions. This will include a mini-charette with the facility end-users/ staff to review and confirm pain points and needs. The scope will include the following:

- ➔ Assess Functional Deficiencies: Meet with end-users and stakeholders on-site to discuss space issues, ongoing maintenance issues, and future use of the facility.
 - Visually assess infrastructure deficiencies, including:
 - Structures, building envelope, roof, and foundation;
 - Building systems (electrical, mechanical, fire protection, plumbing, security);
 - Utility services;
 - Core services (restrooms, kitchen);
 - Architectural elements (condition of flooring, walls, baseboards, windows).

Based on visual observations (no testing or technical engineering analysis), evaluate the identified asset class to determine if there is physical evidence to warrant a complete replacement of an asset or system versus repairing only portions of the asset or system. Assessors to provide a condition rating for each observed deficiency and make recommendations for repairs or replacement strategies. Condition rating of 1 (failing) to 5 (excellent) shall used.

Report to include a Rough Order of Magnitude (ROM) cost estimate, utilizing RS Means adjusted to the local area, for the recommended repairs or replacements. Percentages for contingency and inflation will be added. The ROM will only provide for like-to-like replacements of the existing assets or new/recommended assets as required.

3.4 Regional Setting and Land Use

Assembled from existing information, an inventory of existing land uses on and around the Airport and zoning within the environs of the Airport will be documented and reviewed, including those areas anticipated to be affected by this study effort. Existing incompatible land uses off-airport will be documented. In addition, future land use maps created by local planning agencies will be reviewed for compatibility with existing and future airport development. Natural characteristics that could impact development and planning on- and off-airport property will be identified.

3.5 Existing Environmental Conditions

The Airport's environmental setting must be documented early in the planning process to identify any potential problem areas on or near the Airport that may impact potential future operational and/or facility development. As stated in FAA AC 5070-6B, *Airport Master Plans*, considering environmental factors throughout the master planning process provides useful information and planning principles that will help expedite the eventual environmental review of projects. This task recognizes the need to achieve a balance between the developed and natural environment. Jviation will do the following:

1. Assess applicable environmental laws and regulations on Federal, State and Local levels. (In particular, FAA Order 5050.4B, *National Environmental Policy Act (NEPA)*, and FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and should be consulted as a guide to help planners identify potential environmental impacts specific to the Airport that should be considered as planning continues.)

2. In order to directly integrate environmental considerations into the planning process, existing environmental data and documentation on and around the Airport that are related to those applicable laws and regulations will be inventoried. This inventory will be based on existing data available from primary and secondary online sources.
3. Produce a listing of existing Airport-related environmental permits, orders of conditions, current status, other relevant documentation. (i.e., SWPPP, WHMP, etc.), etc.

The aviation industry is currently working towards mitigating issues from the previous use of PFAS-based firefighting foam, and finding and deploying an acceptable replacement. This section will contain a concise summary to help educate the Airport Sponsor on what PFAS is and the current planned response by the aviation industry. Mitigation strategies that have been carried out at other airports will be discussed.

3.6 Airport Recycling, Reuse, and Waste Reduction Plan

This review will include analysis of existing solid waste reuse, including a waste stream audit (as applicable), identification of recycling programs, and recommendations to minimize the generation of airport solid waste, consistent with applicable State and local recycling laws. In accordance with *FAA Guidance on Airport Recycling, Reuse and Waste Reduction Plans*, this task will review best practices in relation to the airport's current efforts, and will address the feasibility of:

- Establishing solid waste recycling at the airport;
- Minimizing the generation of solid waste at the airport;
- Operation and maintenance requirements associated with waste recycling;
- Waste management contracts; and
- Potential cost savings or revenue generation.

Task 3.0 Summary & Deliverables

Task Product(s): An airport inventory of the critical data elements for successfully conducting the master planning effort; terminal assessment; inventory of existing conditions with an environmental overview as pertinent.

Sponsor Task Responsibilities: The Sponsor will actively coordinate with Aviation to identify data and sources for required inventory elements; will collect required inventory elements and provide to Aviation in a timely manner, and coordinate with Survey to provide access to the airfield for collection of limited survey elements.

TASK 4.0 AVIATION ACTIVITY FORECASTS

Assessing future trends relating to airport utilization and operational activity levels is especially significant in the development of the master plan because many of the proposals and recommendations of the plan

will be principally based on aviation activity demand forecasts. This ultimately enables the determination of potential impacts created by the type and magnitude of future operational activity at the Airport.

In essence, forecasting acts as the hub for the remainder of the plan. Airport facility requirements are driven by the need to provide adequate operational capital to accommodate both existing and anticipated traffic levels, as well as the need to meet FAA design standards. In many cases, managerial and project implementation decisions are based on conditions and occurrences that are projected to transpire in the future, including aircraft operational levels as well as types of activity. Because of the importance and potential long-term effects of aviation activity forecasts, they must be reasonable, appropriate, and defensible.

The activity forecasts will be prepared in conformance with FAA AC 150/5070-6B, *Airport Master Plans*, as well as FAA's *Forecasting Aviation Activity by Airport 2001*, and FAA's *Guidance on Review and Approval of Local Aviation Forecasts*. A summary on the impacts of COVID on the aviation industry and RIW specifically will be prepared. This summary will also detail to what level the Airport has recovered from the pandemic and describe, if any, anticipated long-term impacts.

4.1 Historical and Existing Aviation Activity Data Analysis

A variety of sources of aircraft activity data will be utilized to analyze and present operational data for the Airport, and may including the following:

- FAA Airport Master Record Form 5010;
- FAA Terminal Area Forecast (TAF);
- FAA Traffic Flow Management System Counts (TFMSC);
- FAA National Offload Program (NOP);
- FAA National Based Aircraft Inventory System;
- On-site operation counting system (ADS-B);
- Previous airport planning documents;
- Discussions with Airport Management, airport tenants, and users;
- Airport activity and fueling records; and
- Wyoming State Aviation System Plan.

4.2 Aviation Activity Projections

The Consultant will compile a summary of aviation activity and operational data for the Airport to indicate historical growth and present a basis for statistical analysis of future based aircraft, annual aircraft operations, and related factors. These projections are intended to provide an indication of the types and levels of activity expected at the Airport during a 20-year planning period. For FAA and WYDOT review and approval, forecasts will be developed for the period of 2023 through 2043 and broken down into short-term, intermediate-term, and long-term (for 0-5 year, 6-10 year and 11-20 year) time periods. The

existing and future design aircraft will be determined. Projections of aviation demand will be developed using FAA-approved forecasting methodologies, and will include the following:

- **Critical Aircraft:** The existing and future critical aircraft will be defined along with an appropriate Runway Design Code (RDC) for each runway. A “critical aircraft” is defined as the most operationally demanding aircraft that conducts, or projected to conduct, at least 500 annual operations on a given runway.
- **Based Aircraft:** A forecast will be developed for the total number of based aircraft by classification consistent with FAA categorizations (single-engine, multi-engine, turboprop, etc.). Airport staff will perform a based aircraft inventory at the start of the project.
- **Operations Forecasts:** Forecasts of operations will be made for the following classifications:
 - Total annual operations, subdivided by air carrier, air taxi, general aviation, and military
 - Percent local versus itinerant operations
 - Instrument (IFR) operations
 - Passenger Enplanements
 - Peaking Characteristics for operations and passengers
- **Passenger Enplanements:** Including day/hour peaking characteristics.

Forecast methodologies will be identified. Only acceptable methodologies will be used, in accordance with FAA documentation. Annual operations will be determined using methods identified in FAA AC 150/5000-17, *Critical Aircraft and Regular Use Determination*.

The forecasts will be compared to FAA’s TAF to determine if they are within the range of variance allowed by FAA. If the Master Plan forecasts exceed FAA’s allowable variance, the differences between the Master Plan and TAF will be coordinated with FAA for additional review and approval. Aviation will request an update of FAA’s Airport Master Record (SF 5010) to reflect based aircraft and operations counts approved by the FAA.

4.3 Master Plan Forecast Review and Approval

The FAA and WYDOT will review and ultimately approve the forecasts of aviation demand. The Master Plan forecasts will be compared with the FAA’s TAF. Following Sponsor approval, the forecasts will be submitted to the FAA’s Denver Airport District Office (ADO) and WYDOT for review and approval, and all comments will be addressed. Once approved by the FAA and WYDOT, the forecasts will then be used for the facility requirements determination.

4.4 Develop Working Paper 1

Aviation will develop a detailed working paper describing the project initiation/introduction, data collection and analysis efforts, and forecasting comprised in Tasks 1.0 through 4.0. This working paper will be written in terms that are easily understandable to a layperson and serve as the basis of discussions with the Airport Staff and public engagement. Ultimately, the Working Paper will also form the basis of the first chapters of the Airport Master Plan that documents the results of efforts associated with these tasks.

Task 4.0 Summary & Deliverables:

Task Product(s): Working Paper 1 that summarizes the project Tasks 1.0 through Task 4.0; an aviation activity forecast reviewed and approved by FAA and WYDOT that will serve as input for subsequent tasks.

Sponsor Task Responsibilities: The Sponsor will assist Aviation as required in reviewing and updating Working Paper 1, as well as in ultimately approving the aviation forecasts.

TASK 5.0 FACILITY REQUIREMENTS

This task will utilize the results of the FAA-approved Aviation Activity Forecasts to assess the ability of existing airside and landside facilities to meet the forecasted level of demand for the 5, 10 and 20-year planning horizons. Activities conducted under this task will result in the detailed definition of requirements for additional facilities, expansion to existing facilities and the determination of those facilities that will meet the forecast of demand over the course of the planning period.

Guidance to be utilized in this analysis includes FAA AC 150/5300-13B, *Airport Design*; and FAA AC 150/5060-5, *Airport Capacity and Delay*. The Airport's landside and airside facilities will be evaluated in relation to several criteria/factors:

- ➔ Ability to meet forecasted demand levels;
- ➔ Physical condition, and remaining functional (service) life of the facilities;
- ➔ Compliance with FAA design criteria; and
- ➔ Suitability of facilities for additional aeronautical uses.

The extent of improvement required to meet these criteria will be determined and documented with appropriate calculations during this task. The facility requirements analysis will identify the needed improvements for both airside and landside areas.

5.1 Aircraft Operational Requirements

Based on the aviation demand forecasts, Aviation will identify the types of aircraft expected to operate at the Airport, with particular attention being given to the critical aircraft defined in the previous task. Aviation will analyze the operational requirements of these aircraft to assist in the determination of facility standards, including the Runway Design Category (RDC) and Taxiway Design Group (TDG). This will include runway length requirement determinations.

5.2 Airfield Demand/Capacity Analysis

The Airport's ability to accommodate existing and projected activity will be determined using an approved FAA capacity methodology. The capacity, or that level of activity at which unacceptable delay occurs, will be compared with aviation forecasts to determine if additional capacity should be provided. Using the FAA's methodology for calculating annual service volume (ASV), the Airport's annual operational

processing capacity will be estimated. Inputs for this analysis include fleet mix; NAVAIDs; physical orientation of runways and taxiways; spacing of taxiway exits; percentage of training activity; and peaking characteristics. Steps to resolve identified capacity-related problems will be one of the factors used to form development alternatives.

Landside facilities at RIW will be analyzed in terms of their capacity and ability to accommodate current demand. Using FAA guidelines, and Aviation-developed factors, capacities of facilities such as terminal buildings, hangars, aircraft and auto parking will be determined. These capacities will be compared to current and projected demand identified during the inventory and forecast elements to determine their adequacy. This analysis will also define operational levels at which the Airport could reach its full development and other offsite alternatives should be considered.

5.3 Airport Design Standards Review/Evaluation

An evaluation of the airfield dimensional criteria will be conducted and recommendations made for resolution for any discrepancies. The facility analysis and recommendations related to the critical/design aircraft and the existing and future physical layout of the runway system at the Airport will be addressed. Any deviations from FAA design standards, along with proposed remedies, will be identified. Those deviations deemed to be irreparable will be submitted to the FAA for review and approval through the “Modification to Standards” process. It is important to note; however, that modifications are not arbitrary and must provide an equal amount of safety as meeting the standard. Any such determinations would have to be included in the Master Plan document as well as on the ALP and are rarely approved by FAA. If there are approved modifications to standards, a review of the reasoning that led to those adjustments will occur. The facility requirements chapter will indicate if those deviations will continue or will be eliminated.

This task will include review of any RSA Inventories within the FAA’s Airport Data and Information Portal (ADIP). In addition, an RSA Safety Area Analysis will be completed using LiDAR that will be collected and classified to ground along with the Airport Mapping phase of this project. This LiDAR will be utilized to prepare a graphic analysis of grades within the RSA to identify areas that may be out of compliance. If required, the RSA Inventory within ADIP for any runway end at RIW will be completed and/or updated using existing data and data collected through the mapping and surveying effort. Required data will be submitted to the FAA to allow issuance of applicable RSA Determinations.

5.4 Airside Requirements

Based on the aviation forecasts, Aviation will convert the aeronautical demand forecast into the number, type, and amount of airside facilities required to meet future demand including the following:

- **Runway:** The analysis will include comparing the existing length, width, and pavement strength against FAA’s recommended RDC, critical design aircraft for the runway, and aircraft manufacturer runway length recommendations (if available). Declared distances will be determined, if needed.
- **Airfield Protection:** Standards for runway protection on- and off-airport: runway safety areas (RSA), object free areas (ROFA), object free zones (OFZ), runway protection zones (RPZ) are included in this analysis.

- Taxiways: The existing taxiway system will be analyzed against FAA's recommended TDG for adequate geometry, width, capacity, lighting and/or safety related enhancements, particularly in relation to the latest FAA airport design standards.
- Deicing Pad: Review deicing needs and examine if RIW needs a dedicated pad and catchment system.
- Airfield Lighting, Markings and Navigational Aids: This task will analyze whether any additional navigation aids, particularly any new instrument approaches are warranted given the level and type of activity identified, as well as the prevailing weather. Note that as a general policy, FAA is not installing any new ground-based navigation transmitters (such as VORs, ILS's, or NDBs) at GA airports, but they are publishing new GPS instrument approach procedures. Airfield lighting and markings will be reviewed for safety related items.
- Airspace – Obstruction Removal: The FAA's grant assurances require airport sponsors to protect the appropriate airspace near an airport. Based on the survey and mapping provided by the Airport, and obstacles existing in the FAA OIS database, the FAR Part 77 imaginary surfaces and other critical surfaces identified in FAA AC 150/5300-13B, *Airport Design*, will be analyzed. If penetrations to those surfaces are identified, recommendations will be presented to clear the imaginary surfaces of those penetrations, as well as options that include lighting, marking, or use of visual approach guidance systems that may be viable alternatives to physically removing objects.

5.5 Landside Requirements

Considering established facility standards, aviation will convert the aeronautical demand forecast into generalized information regarding number, type, amount and nature of aprons, terminal area aircraft parking spaces, hangars, automobile parking, access roads, security fencing and facilities, and regional roadway network interfaces, automobile parking requirements, maintenance buildings, fueling facilities location, and the approximate land area needed. Aviation will also identify airport land areas that are not suitable for facilities that require taxiway access as well as those areas that are deemed to be available for non-aeronautical uses (if any). Landside requirements will include the following:

- Terminal Building Requirements: The terminal building serves the needs transient visitors, local pilots, and others. As a building that serves a variety of purposes it will be evaluated for meeting the needs of its users. A key focus of this review will be space needed for potentially upgauging of commercial aircraft serving RIW.
- Aircraft Parking and Storage Requirements: Anticipated requirements for general aviation aircraft, including transient and tie-down aprons and hangars, will be determined. The demand for additional corporate jet and turboprop aircraft parking facilities will also be addressed. A review will be conducted of aircraft and ground vehicle operations on the apron and potential separation considerations between vehicles and aircraft. The amount of additional paved parking apron, and the number of hangars by type of hangar, will also be identified.

- ➔ *Aviation Fuel Storage & Dispensing*: Discussions with RIW, and a review of fuel sales data, will be used to determine if current fuel storage and through-put capacity is adequate. The fuel tank farm will be evaluated for conformance with regulations and airport needs. Self-fueling options will be reviewed and discussed.
- ➔ *Airport Support Facilities*: Various support facilities and equipment are necessary to operate the Airport. The need for any support facility renovation, snow removal storage, grounds maintenance storage, or additional support facilities will be identified.
- ➔ *Airport Road Circulation and Vehicle Parking*: This task will assess the public road and vehicle parking needs for the fixed base operator, based aircraft owners and businesses at the Airport.
- ➔ *Utilities*: Utility requirements (electricity, gas, water, sewer, phone, cable, fire hydrants, etc.) for future facilities and activities will be determined based on the projected aviation activity, potential non-aeronautical commercial development, aviation requirements, and the location of existing utilities. (Note output will largely be a function of the quality of existing utility data.)
- ➔ *Emergency Response/Security*: Emergency response and security issues relative to the needs of the Airport will be reviewed and recommendations provided. This will include airport perimeter fencing, gating and access/surveillance systems.

5.6 Emerging Technologies

The need to cater and stay at the forefront of emerging technologies is imperative for RIW. This section will include a planned approach for thoughtful integration of electric aircraft, Advanced Air Mobility (AAM) operations, and future sustainable fuels within existing airport facilities and the community as a whole. Discussion will detail needs and types of potential new facilities.

A description of the state of the AAM industry will include the different type of electric vertical take-off and landing (eVTOL) that could operate at RIW, including multicopters, vector and thrust aircraft, and vector thrust aircraft, and identify the needs of these aircraft for operation. This section will generally identify and describe landing and movement area requirements for AAM. Critical infrastructure siting needs will be identified for AAM uses at RIW as it relates to cargo versus passenger operations and landside access. Discussion of vertiport integrations compared to use of existing airside facilities will be included. Industry-leading best practices will be utilized throughout the planning effort as well as standards from FAA Draft Engineering Brief (EB) 105, *Vertiport Design* and other applicable guidance documents.

For electric fixed-wing aircraft that operate similar to typical fixed-wing aircraft, airside charging station needs and locations will be evaluated. Size, number, and utility needs will be discussed as well as potential for dual-use with electric GSE and/or through-the-fence for electric vehicles. Electrification of items beyond aircraft, such as GSE, will also be discussed.

Fueling system requirements, size and number of tanks, for Sustainable Aviation Fuel (SAF) and potential 100LL replacements will be detailed.

Task 5.0 Summary & Deliverables:

Task Product(s): Applicable airport capacity and facility requirements data and summaries; emerging technologies narrative.

Sponsor Task Responsibilities: The Sponsor will assist Jviation as required in reviewing and updating data generated as part of this task.

TASK 6.0 DEVELOPMENT ALTERNATIVES AND RECOMMENDED PLAN

Based on the defined goals of the project and an evaluation of potential alternatives for airport development, this task will result in a specific recommended plan for long-term development of RIW. Specifically, conceptual alternatives that can accommodate the facility requirements identified in the previous task will be analyzed and presented. In evaluating practical development alternatives to satisfying existing and forecasted aviation needs, alternative concepts/layout and Rough Order of Magnitude (ROM) cost estimates for airside and landside facilities will be prepared. Additionally, building on the environmental data collection previously described detailed, environmental criteria will be considered in weighing alternatives.

6.1 Review/Update Master Plan Goals

Jviation will review and update the project goals to ensure that they are consistent with the intent and direction of the Airport Sponsor. These updated goals will serve as the basis for the preparation of the recommended development plan and will help to ensure a commonality in terms of communication, direction and cohesiveness of future airport improvements. Additionally, Jviation will prepare the physical, environmental and policy-related evaluation criteria that will guide the development of the Airport and its facilities. This will consist of identifying those factors that restrict or constrain potential development, as well as those factors that may guide the direction of development.

6.2 Viable Development Alternatives

Starting with the identified required facility needs and improvements, several viable alternatives, where needed, to implement these facilities will be developed and analyzed. The process of identifying alternatives will begin with a “brainstorming” session with the Airport Staff and others, as appropriate. Multiple conceptual plans that are capable of meeting the requirements will be developed for analysis in subsequent tasks. This could include alternatives related to the configuration of the runway and taxiway system. User feedback gathered through meetings and surveys will be incorporated as appropriate.

Alternatives related to appropriate airport sites for such facilities as: NAVAIDs, fuel facilities, hangars, aircraft aprons, vehicle parking, and other areas requiring redevelopment discovered through the planning process will be established. Airport compatible land uses as well as other considerations identified as the planning process evolves will also be studied.

6.3 Evaluate and Rank Development Alternatives

The development alternatives will be evaluated through the use of a decision matrix that will rank the concepts. This evaluation will be conducted in conjunction with a ROM cost analysis and environmental review in order to ensure that the established goals of the Airport are met and that they are consistent with Federal requirements. While additional assessment criteria may be identified, it is anticipated that the evaluation factors will include the following at a minimum:

- ➔ Operational Performance (demand-capacity, aeronautical safety and efficiency)
- ➔ Compliance with FAA design standards
- ➔ Tower line-of-sight
- ➔ Environmental factors/compatibility
- ➔ Cost
- ➔ Compatibility with future aviation needs, activities, and development
- ➔ Ability to support stated Sponsor goals and objectives

At the discretion of the Airport, the evaluation factors can be weighted in terms of their priority, and the weighted evaluation system then used to rank the various options. Each element of the Airport will be assessed (e.g., future land uses, facility alternatives, aeronautical vs. non-aeronautical land uses). The final preferred layout concept will be assessed in terms of the overall airport operation and efficiency.

6.4 Recommended Development Plan and Program

Based on the results of the alternatives evaluation process, Jviation shall prepare a Recommended Development Plan and Program in both narrative and graphic form, as a precedent to the preparation of the ALP. The Recommended Development Plan and Program shall depict specific projects in concert with an implementation phasing program. Note, the implementation program will be "demand based" to facilitate timed development activities which are focused on project need, available resources, anticipated activity levels and prevailing conditions. Physical and operational aspects of the Airport will be evaluated as a part of this assessment.

6.5 Develop Working Paper 2

Jviation will develop a detailed working paper describing the analysis efforts comprised in Task 5.0 and Task 6.0. This working paper will form the basis of two chapters of the Airport Master Plan that document the results of these task efforts.

Task 6 Summary & Deliverables:

Task Product(s): Working Paper 2 that summarizes the analysis efforts associated with Tasks 5.0 and Task 6.0 and their associated sub-tasks.

Sponsor Task Responsibilities: The Sponsor will assist Jviation as required in reviewing and updating Working Paper 2.

TASK 7.0 AIRPORT LAYOUT PLAN (ALP)

Jviation will prepare an ALP drawing set that reflects existing conditions and the recommended development. The ALP will conform to FAA Airports Standard Operating Procedure (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)* and SOP 3.00, *Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps*. The completed checklist(s) will be submitted to the FAA with the ALP set. The ALP set will be prepared in full color with aerial photo backgrounds where available for ease of readability. Drawings will be based on mapping provided in Task 3.7, as well as land use plans and zoning maps provided by the Sponsor. Supplemental FAA guidance in FAA Order 5100.38, *Airport Improvement Program Handbook* and AC 150/5070-6B will also be followed.

7.1 ALP Drawing Set

In accordance with FAA SOP 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)*, the ALP drawing set will include the following drawings:

- Cover Sheet: The cover sheet will include the title of the project, location and vicinity maps, and a sheet index.
- Airport Layout Plan (ALP) Drawing(s): All proposed development will be provided in a format consistent with current ALP standards, including all existing and proposed information and data as required by FAA AC 150/5070-6B, *Airport Master Plans*, FAA AC 150/5300-13B, *Airport Design*, as well as all other applicable FAA standards and SOPs.
- Airport Data Sheet: A data sheet will be provided that includes wind roses, wind coverage tables, airport data tables, appropriate runway and taxiway data tables, declared distances table, and non-standard conditions tables, and others.
- Terminal Area Plan: Jviation will prepare a terminal area plan that will illustrate existing and proposed facilities of the airport's terminal area, including such elements as terminal configuration and location, taxiway and apron development, vehicle access roads and parking areas, specifically indicating those facilities which currently exist and those which are proposed.
- Airport Airspace Drawing: Based on AC 150/5300-13B, *Airport Design*, an Airport Airspace Drawing will be prepared in accordance with the findings, recommendations and approvals resulting from the study. All existing 14 CFR Part 77 imaginary surfaces will be shown with 50-foot contours on a base map at an appropriate scale.
- Inner Portion of the Approach Surface Drawing(s): Jviation will prepare Inner Portion of the Approach Surface Drawings that reflects each runway end (Runway 10/28 and Runway 1/19), based on AC 150/5300-13B, *Airport Design* and 14 CFR Part 77 imaginary surfaces.

- **Runway Departure Surface Drawing(s)**: Jviation will prepare a Runway Departure Surface Drawing that reflects each runway end with pertinent departure procedures (Runway 10/28 and Runway 1/19), based on AC 150/5300-13B, *Airport Design*.
- **Land Use Drawing**: Jviation will prepare a Land Use Drawing depicting existing and recommended uses of all land within the ultimate airport property line (on-airport) and within the vicinity of the Airport (off-airport).
- **Exhibit 'A' Airport Property Map**: This plan will meet the requirements established in FAA SOP 3.00, *Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps*. The existing Airport Property Map will be used as a basis for developing a new Exhibit 'A' Airport Property Map. Limited deed research may be performed to update any ownership changes. Sponsor coordination and a possible title search may be required for any missing or inaccurate data on the drawing's Property Table, including inconsistencies with prior FAA-approved Exhibit A's and grant descriptions for land acquired with Federal funds.

7.2 ALP Drawing Set Approval Process

FAA approval and signature of the ALP drawing set is required in order to complete this task. To accomplish this, Jviation will follow the established FAA procedure for ALP review and approval. FAA will review and comment on the draft ALP prior to its submission for airspace analysis. The revised ALP drawing set resulting from this initial FAA review will be submitted for FAA airspace analysis. All comments and conditions resulting from FAA's airspace analysis will be addressed to FAA's satisfaction.

7.3 ALP Drawing Set Deliverables

The draft and final ALP set will be plotted in full size and copies distributed as appropriate. Electronic files of the FAA-approved ALP set sent to the Sponsor, FAA, and State.

Task 7.0 Summary & Deliverables:

Task Product(s): Jviation will produce an ALP Drawing set that is compliant with FAA SOP standards; will update the DRAFT ALP based on appropriate comments provided by the Sponsor and FAA; will follow the prescribed FAA process to obtain signatures on the final ALP Drawing; will produce draft and final ALP sets.

Sponsor Task Responsibilities: The Sponsor will provide Jviation with any information required to complete the sets and will review the DRAFT ALP set.

TASK 8.0 PROGRAM IMPLEMENTATION PLAN

A key component of the master planning process is to identify a development program that is practical, reasonable, and capable of enhancing the economic viability of the Airport. The Program Implementation Plan presents the estimated costs and guidance on how to implement the findings and recommendations of the overall planning effort. Note, the plan must balance funding constraints, project sequencing

limitations, environmental processing requirements, agency and tenant approvals and coordination process, business issues, and Sponsor's preferences.

8.1 Project Cost Estimates

Cost estimates of proposed capital improvements, based on current dollars, will be prepared for the first five-year period; a more generalized cost breakdown will be prepared for the 10-year period; and a facility breakdown with costs will be prepared for the 20-year period. Conceptual planning-level facility costs will be prepared using unit prices extended by the size of the facility tempered with engineering judgment considerations. Cost estimates are intended to be used for planning purposes only and are not to be construed as formal opinions of probable construction cost.

8.2 Airport Capital Improvement Plan (CIP)

Development and updating of the Airport's CIP will involve:

- ➔ Identification of capital improvements to be undertaken in the next 20 years.
- ➔ Ranking each project based on FAA's priority ranking system, as well as factors such as lead times for environmental review and approval, and financial capability.
- ➔ Potential capital improvement funding sources will be identified, as well as potential shares of each project cost. (There is no commitment by any party to fund or implement any specific project shown on the ALP. Funding of future projects provided by any party will be contingent on their financial condition and funding status, which is subject to change over time.)
- ➔ An implementation schedule will be established in three phases:
 - Phase I — 1-5 Year
 - Phase II — 6-10 Year
 - Phase III — 11-20 Year
- ➔ A financial analysis will be conducted that will outline the actions and initiatives necessary to carry out the CIP in a fiscally sound manner. Included in the financial analysis will be the identification of alternate project phasing considerations and projections of revenues and expenses based on a number of factors including historical operating results, anticipated inflationary impacts, tenant lease provisions and terms, and anticipated operational changes that could affect the airport's financial performance.

8.3 Airport Development Plan

In addition to being listed and described in tabular format in the report, the proposed projects will be identified on a drawing entitled "Airport Development Plan" that will graphically display all the planned projects by phase.

8.4 Develop Working Paper 3

Jviation will develop a detailed working paper describing the data collection and analysis efforts comprised in Task 7.0 and Task 8.0. The working paper will form the basis of two chapters of the Airport Master Plan that documents the results of efforts associated with these tasks.

Task 8.0 Summary & Deliverables:

Task Product(s): Jviation will produce an appropriate and reasonable 20-year CIP, in addition to a financial plan designed to guide development. Jviation will produce Working Paper 3 that summarizes the analysis efforts in draft and final formats.

Sponsor Task Responsibilities: The Sponsor will assist Jviation as required in reviewing and updating Working Paper 3.

TASK 9.0 AIRPORT BOUNDARY SURVEY, AERONAUTICAL SURVEY, AIRSPACE ANALYSIS, AND AIRPORTS GIS

Jviation will complete an aeronautical survey and airspace analysis to support the development of an Airport Layout Plan. This survey will follow the standards for an aeronautical survey and submission to the FAA Airports GIS (AGIS) through the FAAs Airport Data and Information Portal (ADIP) as outlined in the following guidance:

- FAA Advisory Circular 150/5300-16B, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey.*
- FAA Advisory Circular 150/5300-17C, *Standards for Using Remote Sensing Technologies in Airport Surveys.*
- FAA Advisory Circular 150/5300-18B, *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards.*

This project will consist of completing an aeronautical survey and data collection project following the **Airport Layout Plan** Column from Table 2-1 of the FAA AC -18B, a Vertically Guided Runway airspace analysis for all existing runways, as well as FAR Part 77 and FAA Advisory Circular 150/5300-13B, *Airport Design*, approach and departure surface analysis for each runway. In addition, Jviation will analyze the PAPI OCS/LSCS Surfaces for each appropriate runway, truncated to the extents of the VG surface area.

9.1 Aeronautical Survey Data Collection and Obstruction Analysis for -18B

Jviation will collect and submit the necessary data for an airspace analysis based on existing airfield conditions. All necessary existing data will be submitted through the Airport Data and Information Portal (ADIP) as required by the aforementioned Advisory Circulars (AC). The following items will be performed as a part of this survey:

- Initiate and complete an AGIS Project within the Airport Data and Information Portal (ADIP). A Safety-Critical Data Collection, Not Including Design Data survey project will be created.
 - Develop and submit the Project SOW
 - Develop and submit an Imagery Plan
 - Develop and submit a Survey and Quality Control Plan
- Prepare Airport Manager/Operator interviews

- ➔ Establish or validate airport Geodetic Control. It is assumed that the existing PACS and SACS at the airfield are in good condition and can be verified. If it is determined the PACS and SACS are lost and/or disturbed, Temporary Survey Marks (TSMs) will be established in accordance with -16B and utilized as the basis of control for this project.
 - Perform, document, and report the tie to National Spatial Reference System (NSRS)
 - Document control features requiring digital photographs
 - Document control features requiring sketches
- ➔ Establish photogrammetric control and collect stereo imagery covering the surface area defined by the **-18B Vertically guided (VG)** surfaces, **FAR Part 77** approach and departure surfaces, **-13B Approach and Departure** surfaces, and the **PAPI OCS/LSCS** surfaces, as shown in *Exhibit No. 9-1*.
 - Estimated 24 control points and 5 check points.
 - Collect imagery with a 6" ground sample distance (GSD), flight layout will be provided.
 - Collected with leaf-on conditions.
- ➔ Geo-referencing of aerial photography
- ➔ Perform or validate and document an airport airspace analysis based on existing airfield conditions for objects penetrating the Vertically Guided surfaces.
 - Jviation will request existing obstacle data from the FAA for review of the OIS. As a value-added service, Jviation will validate and update existing obstacles as necessary to reduce the number of duplicated obstacles within the FAA obstacle database.
 - Jviation will collect objects penetrating the OIS using the Object Density Selection Criteria (ODSC) as specified in Section 2.7.1.6 of FAA AC 150/5300-18B.
- ➔ Field verify a sampling of critical existing obstacle data currently in the FAA Obstacle Authoritative Source
- ➔ Survey, monument, and document runway critical points (ends, thresholds, blast pads, stopways)
 - Determine runway length and width
 - Determine runway profile on all runways using 50-foot stations elements (10-foot stations and 10-foot offset left and right for all Part 139 airports)
 - Determine the touchdown zone elevation
 - Determine the runway true azimuth
 - Document runway critical features requiring digital photographs
 - Document runway critical features requiring sketches
- ➔ Determine or validate and document the position of navigational aids (NAVAID) and runway abeam points
 - Document NAVAID features requiring digital photographs
 - Document NAVAID critical features requiring sketches
- ➔ Collect major landmark features within imagery coverage.
- ➔ Populate calculable and required attributes.
- ➔ Develop an AGIS-compliant data file containing the safety critical data required to achieve instrument approach procedure development.
- ➔ Prepare a 6" pixel resolution ortho-rectified aerial photo from collected imagery covering the full extent of the OIS
- ➔ Develop and submit a final project report
- ➔ Develop and submit an imagery acquisition report

9.2 Planimetric Mapping, Contours and Ortho-Rectified Aerial Photo of Airport Property

Jviation will Complete 1"=100' scale airport planimetric mapping and 2-foot contour interval DEM of the area shown covering airport property.

- Mapping will include features required for standard Airport Layout Plan (ALP) base mapping, as shown in *Table No. 9-1*
- Prepare a 6" pixel resolution ortho-rectified aerial photo from collected imagery covering airport property, owned in fee, approximately 1,250 acres
- Airport planimetric mapping will be delivered in AutoCAD format

9.3 Obstruction Analysis for Part 77 and FAA AC 150/5300-13B Approach and Departure Surfaces

Jviation will complete additional analysis covering the FAR Part 77 surfaces, FAA AC 150-5300-13B Approach and Departure Surfaces, and PAPI OCS/LSCS surfaces for each runway, as applicable. The following surfaces will be analyzed for obstacles using the imagery collected as part of task item 9.1. The analysis will be compiled and delivered in AutoCAD format and incorporated into the ALP. Groups of trees or heavily wooded areas that are obstructions will be represented with polyline boundaries depicting the extent of the surface penetration.

- Jviation will collect objects penetrating these surfaces using the Object Density Selection Criteria (ODSC) as specified in Section 2.7.1.6 of FAA AC 150/5300-18B.
- Representative tree top elevations will also be reported within each area.

Runway 10 - Existing

- Part 77 Non-Precision Type C (34:1) with primary surface width of 1,000 feet to match opposite PIR Runway
- AC 150/5300-13B Surface 5 LPV (20:1)
- AC 150/5300-13B Surface 7 Departure
- VGSI OCS/LSCS-PAPI (4-box) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 28 - Existing

- Part 77 Precision Instrument Runway
- AC 150/5300-13B Surface 6 ILS (30:1)
- AC 150/5300-13B Surface 5 LPV (34:1)
- AC 150/5300-13B Surface 7 Departure
- VGSI OCS/LSCS-PAPI (4-box) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 01 - Existing

- Part 77 Visual B
- VGSI OCS/LSCS-PAPI (2-light) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 01 – Future with Instrument Procedures

- Part 77 Non-Precision Type C (34:1)
- AC 150/5300-13B Surface 4 (20:1)
- AC 150/5300-13B Surface 7 Departure
- VGSI OCS/LSCS-PAPI (2-light) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 19 - Existing

- Part 77 Visual B
- VGSI OCS/LSCS-PAPI (2-light) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 19 – Future with Instrument Procedures

- Part 77 Non-Precision Type C (34:1)
- AC 150/5300-13B Surface 4 (20:1)
- AC 150/5300-13B Surface 7 Departure
- VGSI OCS/LSCS-PAPI (2-light) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Runway 19 – Future 600’ Extension

- Part 77 Non-Precision Type C (34:1)
- AC 150/5300-13B Surface 4 (20:1)
- AC 150/5300-13B Surface 7 Departure
- VGSI OCS/LSCS-PAPI (2-light) analysis will be truncated to the extent of the 18B Vertically Guided Surface/Imagery Limits

Areas of terrain that penetrate the specified OIS surface shall be contoured at 2-foot intervals.

All railroad and road centerlines will have a spot elevation where they cross the extended runway centerline and the exterior limits of the OIS surfaces.

Table No. 9-1

Safety Critical				
#	AC 150/5300-18BSection Number	Features	On Airport	Off Airport
1	5.8.	AirportControlPoints	X	X
2	5.8.9.	CoordinateGridArea	X	X
3	5.4.19.	MarkingArea (Runway only)	X	
4	5.4.20.	MarkingLine (Runway only)	X	
5	5.10.	Navaidequipment	X	X
6	5.5.2.	Obstacle	X	X
7	5.5.3.	ObstructionArea	X	X

8	5.5.4.	ObstructionIDSurface	X	X
9	5.4.22.	Runway	X	
10	5.4.25.	RunwayBlastPad	X	
11	5.4.8.	RunwayCenterline	X	
12	5.4.12.	RunwayElement	X	
13	5.4.26.	RunwayEnd	X	
14	5.4.9.	RunwayHelipadDesignSurfaces	X	X
15	5.4.10.	RunwayIntersection	X	
16	5.4.27.	RunwayLabel	X	
17	5.4.11.	RunwayLAHSO	X	
18	5.4.18.	TouchDownLiftOff	X	

Non-Safety Critical				
#	AC 150/5300-18BSection Number	Features	On Airport	Off Airport
1	5.4.4.	AirfieldLight	X	
2	5.4.15.	AirportSign	X	
3	5.4.1.	AircraftGateStand	X	
4	5.4.2.	AircraftNonMovementArea	X	
5	5.4.16.	Apron	X	
6	5.4.5.	ArrestingGear	X	
7	5.13.1.	Bridge	X	X
8	5.9.1.	Building	X	X
9	5.13.2.	DrivewayArea	X	
10	5.13.3.	DrivewayCenterline	X	
11	5.8.10.	ElevationContour	X	X
12	5.9.4.	Fence	X	
13	5.9.5.	Gate	X	
14	5.8.11.	ImageArea	X	X
15	5.5.1.	LandmarkSegment	X	X
16	5.4.19.	MarkingArea (Off Runway)	X	
17	5.4.20.	MarkingLine (Off Runway)	X	
18	5.4.21.	MovementArea	X	
19	5.13.4.	ParkingLot	X	X
20	5.4.7.	PassengerLoadingBridge	X	
21	5.13.5.	RailroadCenterline	X	X
22	5.13.6.	RailroadYard	X	X

23	5.13.7.	RoadCenterline	X	X
24	5.13.8.	RoadPoint	X	X
25	5.13.9.	RoadSegment	X	X
26	5.4.24.	RunwayArrestingArea	X	
27	5.7.11.	Shoreline	X	X
28	5.4.29.	Shoulder	X	
29	5.6.10.	State	X	X
30	5.14.1.	TankSite	X	
31	5.4.31.	TaxiwayElement	X	
32	5.4.14.	Taxiwayholdingposition	X	
33	5.4.30.	TaxiwayIntersection	X	
34	5.9.6.	Tower	X	X
35	5.7.12.	Wetland (no official delineation)	X	
36	5.7.5.	Forest Stand Area	X	X

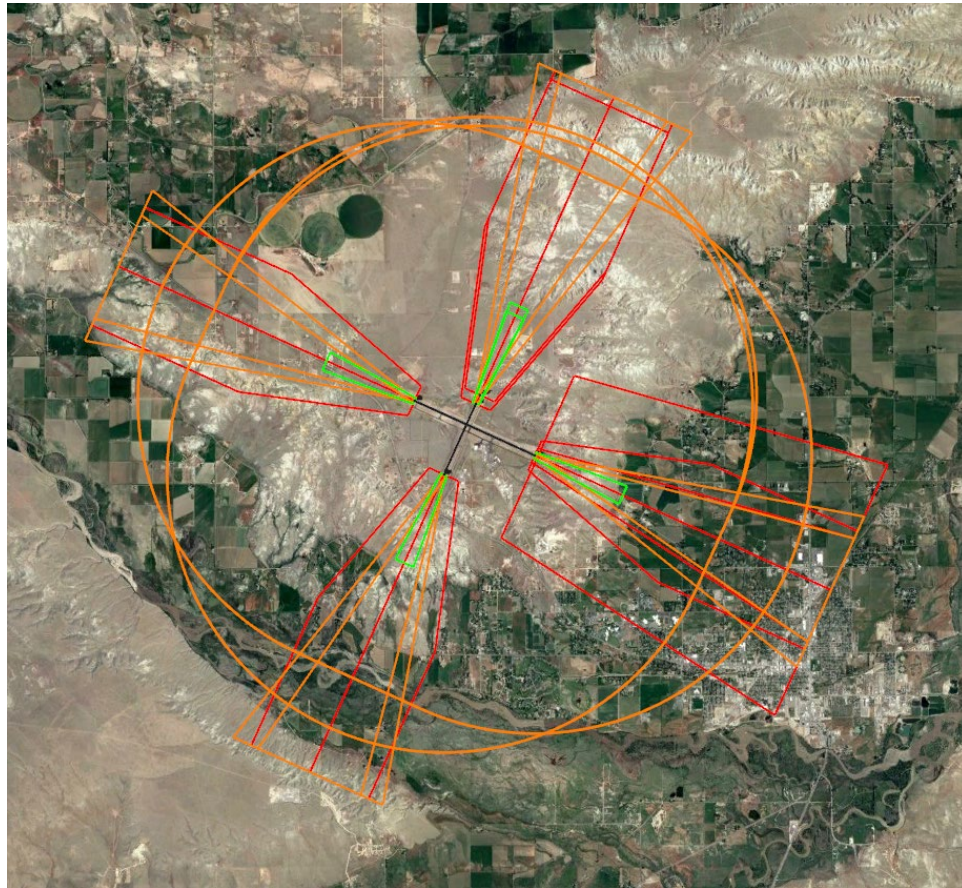


Exhibit No. 9-1

9.4 Airport Boundary Survey

Jviation will complete an airport boundary survey under the direct supervision of a Professional Land Surveyor licensed in the State of Wyoming. The survey will include:

- ➔ A boundary survey that delineates the exterior boundary of the airport property
- ➔ Research of existing public records for U.S. Public Land Survey Corner Records, survey plats, records of survey, deeds, easements, and encumbrances
- ➔ If necessary, a local land title company will be employed to efficiently assist with land records research
- ➔ Locate and rehabilitate and/or re-establish all lost corners for the airport boundary in accordance with State of Wyoming and local land survey laws and statutes
- ➔ Set fiberglass monument markers to delineate the location of land survey markers along the airport boundary
- ➔ File appropriate Corner Recordation forms as required by State laws and guidance
- ➔ File a Record of Survey with the County and the City of Riverton at the completion of this project

Task 9.0 Summary & Deliverables

Task Product(s): Jviation will actively coordinate with Sponsor to identify required inventory elements; will provide the Sponsor with a detailed listing of inventory elements that they will be required to collect and make available; will provide the compiled airport inventory data to the Sponsor as a project deliverable. Jviation will conduct online research and use available existing data and drawings, together with collection of new imagery and production of updated planimetric mapping, to create a comprehensive airport basemap.

A complete airport inventory of the critical data elements required by FAA AC 150/5070-6B, *Airport Master Plans*, for successfully conducting the planning effort; a CAD basemap updated using current as-built drawings, imagery and planimetric mapping and other available resources will serve as the basis for the new ALP.

Sponsor Task Responsibilities: The Sponsor will actively coordinate with Jviation to identify data and sources for required inventory elements; will collect required inventory elements (including any CAD files of the existing RIW ALP) and provide to Jviation data and assistance in collecting available as-built and other drawings needed to update the ALP set as thoroughly as possible.

TASK 10.0 PROJECT DOCUMENTATION

In addition to the documentation described in previous tasks, the following documentation elements are included in this project scope.

10.1 Draft and Final Master Plan Technical Report

An Airport Master Plan Technical Report will be prepared that meets the standards of FAA AC 150/5070-6B, *Airport Master Plans*. The report will be submitted in draft working papers for review and comment

by the Sponsor and FAA throughout the study as indicated in previous tasks. The Technical Report will generally follow the structure of this Scope of Work and will include the following sections:

- Chapter One: Introduction and Goals (based on Working Paper 1)
- Chapter Two: Inventory of Existing Conditions (based on Working Paper 1)
- Chapter Three: Aviation Activity Forecasts (based on Working Paper 1)
- Chapter Four: Facility Requirements (based on Working Paper 2)
- Chapter Five: Development Alternatives and Recommended Plan (based on Working Paper 2)
- Chapter Six: Airport Layout Plan (ALP) (based on Working Paper 3)
- Chapter Seven: Program Implementation Plan (based on Working Paper 3)
- Appendices: Glossary of terms, Outreach Program summary; additional backup data used for a significant analysis will be included in the appendix

At the conclusion of the project, the Technical Report will be produced as a bound document with pull-out copies of the ALP drawing set for ease of reference. Electronic files in PDF format of each project deliverable and the final technical report will be submitted to the Sponsor, FAA, and State. GIS shapefiles of appropriate safety areas and/or development will be delivered to the relevant governmental planning department.

10.2 Executive Summary

A concise summary document, with detailed graphics and tables, will be produced for high-level review of important details, decisions and recommendations. Electronic files of the Executive Summary in PDF format will be provided to the Sponsor, FAA, and State. In addition, hardcopies of the Executive Summary will be provided to the Sponsor.

Task 10.0 Summary & Deliverables:

Task Product(s): Jviation will produce a Master Plan Technical Report (draft and final), and an Executive Summary. ALP drawing sets will be provided as hard copies and electronic files as requested (Task 7.3).

Sponsor Task Responsibilities: The Sponsor will assist Jviation as required in reviewing and updating the various documents in a timely manner.

EXHIBIT A – PROJECT SCHEDULE

It is envisioned that this project will take approximately 18 months to complete. This estimate includes product review time for the client, but not all review periods for FAA approvals (which may take multiple additional months). A task-by-task schedule, including project meetings, is presented below. This schedule is based on an anticipated receipt of notice to proceed by July 1, 2023.

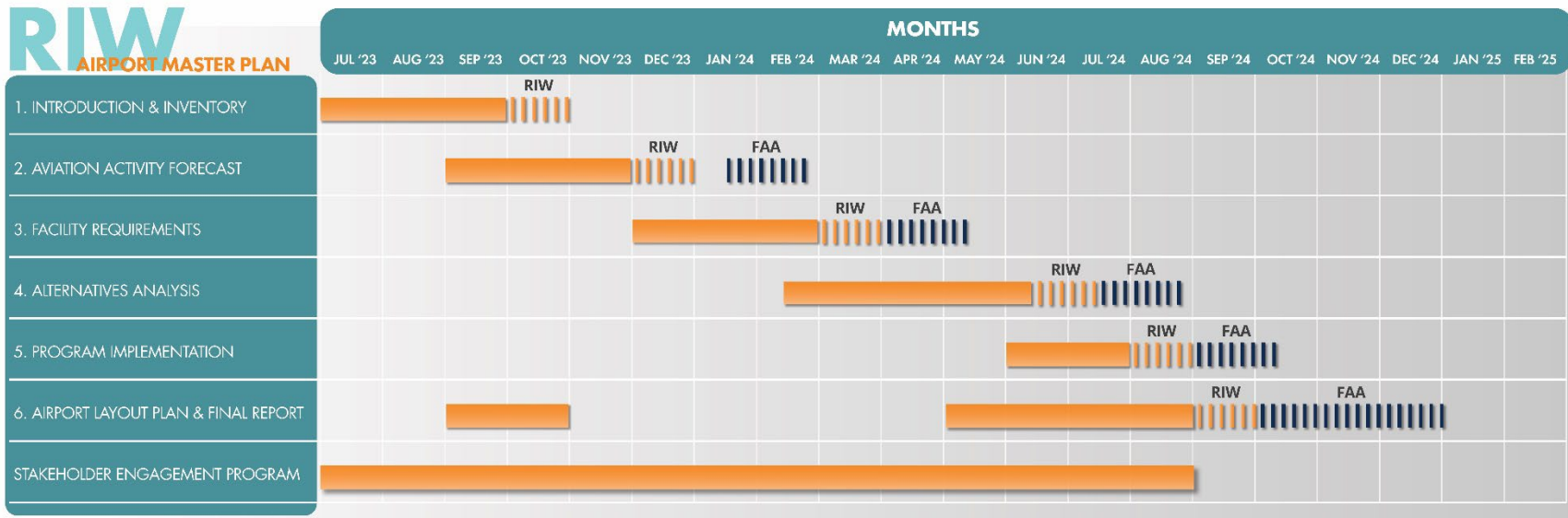


EXHIBIT B – PROJECT FEE

The total cost associated with this project is \$530,974.00. A task-by-task summary of project costs is shown below.

AIRPORT: Central Wyoming Regional Airport

LOCATION: Riverton, Wyoming

PROJECT DESCRIPTION: Airport Master Plan and Airport Layout Plan Update

SUMMARY FEE PROPOSAL	Total Fee
1.0 Study Design and Project Management	\$23,940.00
2.0 Stakeholder Engagement	\$82,300.00
3.0 Inventory of Existing Conditions	\$41,770.00
4.0 Aviation Activity Forecasts	\$19,720.00
5.0 Facility Requirements	\$22,950.00
6.0 Development Alternatives and Recommended Plan	\$30,760.00
7.0 Airport Layout Plan (ALP)	\$96,790.00
8.0 Program Implementation Plan	\$30,040.00
9.0 Aeronautical Survey	\$111,290.00
10.0 Project Documentation	\$9,800.00
EX Expenses	\$12,134.00
SUB Imagery Acquisition	\$10,980.00
SUB Apex Surveying	\$18,800.00
SUB Elevation Structural Design	\$7,200.00
SUB West Plains Engineering, Inc.	\$12,500.00
TOTAL PROJECT FEES	\$530,974.00




Attachment B: Compensation

CITY COUNCIL STAFF REPORT

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

FROM: Mia Harris, Administrative Services Director

THROUGH: Kyle J. Butterfield, City Administrator 

DATE: July 5, 2023

SUBJECT: EDGE Funding Agreements

Recommendation: The City Council approves, via individual motions, an Agreement for Use of Economic Development Tax Funds between the City of Riverton and Brown Sugar, Inc., JoKr, Inc., High Country Fungus, LLC, and Riverton Ice Hockey Association.

Background: Resolution No. 1422, adopted September 1, 2020, established the Evolve, Diversify, and Grow our Economy (EDGE) committee to advise the mayor and council on the use of the revenues generated by the Optional ½ Percent Excise Tax. The committee serves to represent economic development priorities for the community, solicit project proposals, and recommend funding proposals to the governing body.

The City Council considered recommendations from EDGE for applications received between March 1, 2023 to March 31, 2023. As recorded in the meeting minutes, the council unanimously approved a motion “to direct staff to prepare funding agreements for approval based on the recommendations of the EDGE Committee.” The recommended recipients for funding are included below.

Organization	Recommended Funding
Brown Sugar Coffee Roastery	\$196,000
High County Fungus, LLC	\$ 30,380
Riverton Ice Hockey Association	\$ 25,174
The Golden Buffalo	\$ 26,500
Total	\$278,054

Discussion: Staff prepared the attached agreements for council consideration. Each agreement details the approved purpose for which the applicant requested funds. The agreements also include the following general provisions:

- The city and recipient agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.
- The recipient agrees that it shall only use the funds for the purchase of equipment, inventory, and the expansion of its facilities. No funds shall be used for the general

operations of High Country Fungus. For the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.

- The recipient shall provide the city a report on the numbers of employees at the time of funding and for three years after the receipt of funds.
- The recipient will report to the city local suppliers from whom inventory or equipment is purchased with the provided economic development funding when requested by the city.
- The recipient acknowledges and agrees that funds paid by the city pursuant to the agreement shall be subject to recovery by the city if the recipient fails to meet the standards and requirements set forth in the agreement at the sole discretion of the city and to the extent determined appropriate by the city up to the total amount provided by the city through this agreement.
- The recipient agrees that awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should High Country Fungus not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the city.

The City Council may choose whether or not to enter into the proposed draft agreements or recommend changes to their terms and conditions.

Budget Impact: The agreements represent the allocation of \$278,054 from the economic development fund of the city. This fund is accounted completely separate from the city's general and enterprise funds. There are sufficient funds in the account to meet the above referenced obligation.

AGREEMENT FOR USE OF ECONOMIC DEVELOPMENT TAX FUNDS

This Agreement is made and entered into this ___ day of _____, 2023 by and between the City of Riverton, Wyoming, hereinafter referred to as “City” and Brown Sugar, Inc., doing business as Brown Sugar Coffee Roastery, hereinafter referred to as “Brown Sugar”. The City and Brown Sugar are hereinafter referred to as the “Parties”.

RECITALS

WHEREAS, the City is a Wyoming Municipal Corporation; and

WHEREAS, Fremont County, Wyoming, and its municipalities have implemented an economic development tax in the amount of one-half percent (1/2%). Seventy percent (70%) of the tax revenue received is distributed to the municipalities and County to use for projects that retain or create jobs and/or result in a net gain of money into the community; and

WHEREAS, Brown Sugar is a business presently existing in the City desiring to expand operations and create employment opportunities by relocating manufacturing to 330 Broadway from 203 E Main and securing new equipment; and

WHEREAS, the Brown Sugar project meets the qualification for use of the tax; and

WHEREAS, the City has determined that a portion of the proceeds the City receives from the tax should be awarded to Brown Sugar for its business, as more particularly set forth herein; and

WHEREAS, the Parties desire to set forth in this agreement the provision of a portion of the economic development tax revenue to Brown Sugar and to set forth the terms and conditions of the agreement.

AGREEMENT

NOW THEREFORE, for and in consideration of the agreement for the expenditure of funds and the terms and conditions of the agreement, the parties agree as follows:

1. The City agrees that it will fund \$196,000 of the economic development tax for use by Brown Sugar in its business, for purposes set forth herein.
2. The City shall be under no obligation to disburse allocated funds to Brown Sugar until the funds are received by the City.
3. The Parties agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.

4. Brown Sugar agrees that it shall only use the funds for the purchase and installation of equipment. No funds shall be used for the general operations of Brown Sugar. For the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.
5. Brown Sugar herein agrees to the following provisions:
 - a. Utilize the provided economic development funding to procure and install coffee roasting equipment.
 - b. Provide the City with the present number of employees on a full-time equivalent (FTE) basis upon entering into this agreement.
 - c. Annually provide the City the number of FTE employees on July 1, and when otherwise requested, for a period of three (3) years.
 - d. Locate employees within Fremont County. Individuals working from a distance or located outside of Fremont County shall not be calculated in the required staffing report outlined in Paragraph 4(b).
 - e. Provide payroll documentation, including but not limited to W2 and 1099 forms, to the City for the purpose of auditing FTE employees. The City may request any information not considered restricted by law.
 - f. Report to the City local suppliers from whom inventory or equipment is purchased with the provided economic development funding when requested by the City.
6. FTE shall mean an employee's scheduled hours divided by the employer's hours for a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.
7. Brown Sugar acknowledges and agrees that funds paid by the City and received by Brown Sugar pursuant to this agreement shall be subject to recovery by the City if Brown Sugar fails to meet the standards and requirements set forth in this agreement at the sole discretion of the City and to the extent determined appropriate by the City up to the total amount provided by the City through this agreement.
8. The Parties agree Brown Sugar, its business, and its employees are of benefit to the City and its citizens and awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should Brown Sugar not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the City.
9. High Country Fungus agrees to submit to the City a report detailing the use of awarded funds within eighteen months of receipt, or once the funds are fully expended, whichever comes first.

- The aforementioned report should include, but not be limited to, proof of purchase, receipts, paid invoices, and documentation of the assets procured.
10. The Parties agree that this is not a partnership agreement nor a joint venture. Rather it is a venture undertaken solely by Brown Sugar and the City's only involvement is the committal of the funds as outlined in this agreement.
 11. Brown Sugar, in fulfilling its obligations herein, agrees to comply with all municipal, state, and federal ordinances, laws, rules, and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, creed, color, national origin, or ancestry.
 12. Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
 10. No modification of the terms of this agreement shall be effective unless such modification is in writing and signed and dated by the Parties.
 11. This agreement is not assignable without the prior written consent of the Parties.
 12. Nothing contained in this agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the City to any amount or situation wherein liability would not lie or would be limited, in the absence of this Agreement. The City retains all protections and governmental immunities.
 13. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming.
 14. This agreement constitutes the entire agreement of the Parties, superseding all previous discussions, negotiations, representations, and agreements between the Parties.
 15. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this agreement shall operate only between the parties to this agreement and shall inure solely to the benefit of the Parties to this agreement. The provisions herein are intended only to assist the Parties in determining and performing their obligations under this agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this day and year.

DATED this _____ day of _____, 2023

CITY OF RIVERTON, WYOMING
A Municipal Corporation

Tim Hancock, Mayor

ATTEST:

Mia Harris, Administrative Services Director

BROWN SUGAR INCORPORATED

Amanda Henry, President

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

The foregoing instrument was signed and acknowledged before me by _____
known to me to be the person that executed the within instrument as the Lessee therein named,
this _____ day of _____, 2023.

Witness my hand and official seal.

Notary Public

My Commission expires: _____

AGREEMENT FOR USE OF ECONOMIC DEVELOPMENT TAX FUNDS

This Agreement is made and entered into this ___ day of _____, 2023 by and between the City of Riverton, Wyoming, hereinafter referred to as “City” and JoKr Incorporated, doing business as Golden Buffalo Fine Jewelry, hereinafter referred to as “Golden Buffalo”. The City and Golden Buffalo are hereinafter referred to as the “Parties”.

RECITALS

WHEREAS, the City is a Wyoming Municipal Corporation; and

WHEREAS, Fremont County, Wyoming, and its municipalities have implemented an economic development tax in the amount of one-half percent (1/2%). Seventy percent (70%) of the tax revenue received is distributed to the municipalities and County to use for projects that retain or create jobs and/or result in a net gain of money into the community; and

WHEREAS, Golden Buffalo is a business presently existing in the City desiring to expand operations and create employment opportunities by innovating its custom jewelry manufacturing processes; and

WHEREAS, the Golden Buffalo project meets the qualification for use of the tax; and

WHEREAS, the City has determined that a portion of the proceeds the City receives from the tax should be awarded to Golden Buffalo for its business, as more particularly set forth herein; and

WHEREAS, the Parties desire to set forth in this agreement the provision of a portion of the economic development tax revenue to Golden Buffalo and to set forth the terms and conditions of the agreement.

AGREEMENT

NOW THEREFORE, for and in consideration of the agreement for the expenditure of funds and the terms and conditions of the agreement, the parties agree as follows:

1. The City agrees that it will fund \$26,500 of the economic development tax for use by Golden Buffalo in its business, for purposes set forth herein.
2. The City shall be under no obligation to disburse allocated funds to Golden Buffalo until the funds are received by the City.
3. The Parties agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.

4. Golden Buffalo agrees that it shall only use the funds for the purchase of equipment, inventory, and the expansion of its facilities. No funds shall be used for the general operations of Golden Buffalo. For the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.
5. Golden Buffalo herein agrees to the following provisions:
 - a. Utilize the provided economic development funding to procure a 3D printer, AutoCAD Dream Software, necessary computer hardware and support software, and a wash machine for 3D parts.
 - b. Provide the City with the present number of employees on a full-time equivalent (FTE) basis upon entering into this agreement.
 - c. Annually provide the City the number of FTE employees on July 1, and when otherwise requested, for a period of three (3) years.
 - d. Locate employees within Fremont County. Individuals working from a distance or located outside of Fremont County shall not be calculated in the required staffing report outlined in Paragraph 4(b).
 - e. Provide payroll documentation, including but not limited to W2 and 1099 forms, to the City for the purpose of auditing FTE employees. The City may request any information not considered restricted by law.
 - f. Report to the City local suppliers from whom inventory or equipment is purchased with the provided economic development funding when requested by the City.
6. FTE shall mean an employee's scheduled hours divided by the employer's hours for a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.
7. Golden Buffalo acknowledges and agrees that funds paid by the City and received by Golden Buffalo pursuant to this agreement shall be subject to recovery by the City if Golden Buffalo fails to meet the standards and requirements set forth in this agreement at the sole discretion of the City and to the extent determined appropriate by the City up to the total amount provided by the City through this agreement.
8. The Parties agree Golden Buffalo, its business, and its employees are of benefit to the City and its citizens and awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should Golden Buffalo not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the City.

9. High Country Fungus agrees to submit to the City a report detailing the use of awarded funds within eighteen months of receipt, or once the funds are fully expended, whichever comes first. The aforementioned report should include, but not be limited to, proof of purchase, receipts, paid invoices, and documentation of the assets procured.
10. The Parties agree that this is not a partnership agreement nor a joint venture. Rather it is a venture undertaken solely by Golden Buffalo and the City's only involvement is the committal of the funds as outlined in this agreement.
11. Golden Buffalo, in fulfilling its obligations herein, agrees to comply with all municipal, state, and federal ordinances, laws, rules, and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, creed, color, national origin, or ancestry.
12. Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
10. No modification of the terms of this agreement shall be effective unless such modification is in writing and signed and dated by the Parties.
11. This agreement is not assignable without the prior written consent of the Parties.
12. Nothing contained in this agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the City to any amount or situation wherein liability would not lie or would be limited, in the absence of this Agreement. The City retains all protections and governmental immunities.
13. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming.
14. This agreement constitutes the entire agreement of the Parties, superseding all previous discussions, negotiations, representations, and agreements between the Parties.
15. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this agreement shall operate only between the parties to this agreement and shall inure solely to the benefit of the Parties to this agreement. The provisions herein are intended only to assist the Parties in determining and performing their obligations under this agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this day and year.

DATED this _____ day of _____, 2023

CITY OF RIVERTON, WYOMING
A Municipal Corporation

Tim Hancock, Mayor

ATTEST:

Mia Harris, Administrative Services Director

JOKR INCORPORATED

Janet Winslow, President

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

The foregoing instrument was signed and acknowledged before me by _____
known to me to be the person that executed the within instrument as the Lessee therein named,
this _____ day of _____, 2023.

Witness my hand and official seal.

Notary Public

My Commission expires: _____

AGREEMENT FOR USE OF ECONOMIC DEVELOPMENT TAX FUNDS

This Agreement is made and entered into this ___ day of _____, 2023 by and between the City of Riverton, Wyoming, hereinafter referred to as “City” and High Country Fungus, LLC, hereinafter referred to as “High Country Fungus”. The City and High Country Fungus are hereinafter referred to as the “Parties”.

RECITALS

WHEREAS, the City is a Wyoming Municipal Corporation; and

WHEREAS, Fremont County, Wyoming, and its municipalities have implemented an economic development tax in the amount of one-half percent (1/2%). Seventy percent (70%) of the tax revenue received is distributed to the municipalities and County to use for projects that retain or create jobs and/or result in a net gain of money into the community; and

WHEREAS, High Country Fungus is a business presently existing in the City desiring to expand operations and create employment opportunities by developing cutting edge bio-degradable materials manufacturing; and

WHEREAS, the High Country Fungus project meets the qualification for use of the tax; and

WHEREAS, the City has determined that a portion of the proceeds the City receives from the tax should be awarded to High Country Fungus for its business, as more particularly set forth herein; and

WHEREAS, the Parties desire to set forth in this agreement the provision of a portion of the economic development tax revenue to High Country Fungus and to set forth the terms and conditions of the agreement.

AGREEMENT

NOW THEREFORE, for and in consideration of the agreement for the expenditure of funds and the terms and conditions of the agreement, the parties agree as follows:

1. The City agrees that it will fund \$30,380 of the economic development tax for use by High Country Fungus in its business, for purposes set forth herein.
2. The City shall be under no obligation to disburse allocated funds to High Country Fungus until the funds are received by the City.
3. The Parties agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.

4. High Country Fungus agrees that it shall only use the funds for the purchase of equipment, inventory, and the expansion of its facilities. No funds shall be used for the general operations of High Country Fungus. For the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.
5. High Country Fungus herein agrees to the following provisions:
 - a. Utilize the provided economic development funding to procure a thermoforming machine, pasteurization unit, rolling shelves, and supplies necessary for mold making.
 - b. Provide the City with the present number of employees on a full-time equivalent (FTE) basis upon entering into this agreement.
 - c. Annually provide the City the number of FTE employees on July 1, and when otherwise requested, for a period of three (3) years.
 - d. Locate employees within Fremont County. Individuals working from a distance or located outside of Fremont County shall not be calculated in the required staffing report outlined in Paragraph 4(b).
 - e. Provide payroll documentation, including but not limited to W2 and 1099 forms, to the City for the purpose of auditing FTE employees. The City may request any information not considered restricted by law.
 - f. Report to the City local suppliers from whom inventory or equipment is purchased with the provided economic development funding when requested by the City.
6. FTE shall mean an employee's scheduled hours divided by the employer's hours for a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs.
7. High Country Fungus acknowledges and agrees that funds paid by the City and received by High Country Fungus pursuant to this agreement shall be subject to recovery by the City if High Country Fungus fails to meet the standards and requirements set forth in this agreement at the sole discretion of the City and to the extent determined appropriate by the City up to the total amount provided by the City through this agreement.
8. The Parties agree High Country Fungus, its business, and its employees are of benefit to the City and its citizens and awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should High Country Fungus not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the City.
9. High Country Fungus agrees to submit to the City a report detailing the use of awarded funds within eighteen months of receipt, or once the funds are fully expended, whichever comes first.

- The aforementioned report should include, but not be limited to, proof of purchase, receipts, paid invoices, and documentation of the assets procured.
10. The Parties agree that this is not a partnership agreement nor a joint venture. Rather it is a venture undertaken solely by High Country Fungus and the City's only involvement is the committal of the funds as outlined in this agreement.
 11. High Country Fungus, in fulfilling its obligations herein, agrees to comply with all municipal, state, and federal ordinances, laws, rules, and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, creed, color, national origin, or ancestry.
 12. Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
 10. No modification of the terms of this agreement shall be effective unless such modification is in writing and signed and dated by the Parties.
 11. This agreement is not assignable without the prior written consent of the Parties.
 12. Nothing contained in this agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the City to any amount or situation wherein liability would not lie or would be limited, in the absence of this Agreement. The City retains all protections and governmental immunities.
 13. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming.
 14. This agreement constitutes the entire agreement of the Parties, superseding all previous discussions, negotiations, representations, and agreements between the Parties.
 15. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this agreement shall operate only between the parties to this agreement and shall inure solely to the benefit of the Parties to this agreement. The provisions herein are intended only to assist the Parties in determining and performing their obligations under this agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this day and year.

DATED this _____ day of _____, 2023

CITY OF RIVERTON, WYOMING
A Municipal Corporation

Tim Hancock, Mayor

ATTEST:

Mia Harris, Administrative Services Director

High Country Fungus, LLC

Daniel Stewart, Founder

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

The foregoing instrument was signed and acknowledged before me by _____
known to me to be the person that executed the within instrument as the Lessee therein named,
this _____ day of _____, 2023.

Witness my hand and official seal.

Notary Public

My Commission expires: _____

AGREEMENT FOR USE OF ECONOMIC DEVELOPMENT TAX FUNDS

This Agreement is made and entered into this ___ day of _____, 2023 by and between the City of Riverton, Wyoming, hereinafter referred to as “City” and Riverton Ice Hockey Association, hereinafter referred to as “RIHA”. The City and RIHA are hereinafter referred to as the “Parties”.

RECITALS

WHEREAS, the City is a Wyoming Municipal Corporation; and

WHEREAS, Fremont County, Wyoming, and its municipalities have implemented an economic development tax in the amount of one-half percent (1/2%). Seventy percent (70%) of the tax revenue received is distributed to the municipalities and County to use for projects that retain or create jobs and/or result in a net gain of money into the community; and

WHEREAS, RIHA is a recreation association presently existing in the City desiring to improve its facility in order to attract events, participants and families to Riverton with the intent to spur economic growth and drive a higher tax base in the community; and

WHEREAS, the RIHA project meets the qualification for use of the tax; and

WHEREAS, the City has determined that a portion of the proceeds the City receives from the tax should be awarded to RIHA for its business, as more particularly set forth herein; and

WHEREAS, the Parties desire to set forth in this agreement the provision of a portion of the economic development tax revenue to RIHA and to set forth the terms and conditions of the agreement.

AGREEMENT

NOW THEREFORE, for and in consideration of the agreement for the expenditure of funds and the terms and conditions of the agreement, the parties agree as follows:

1. The City agrees that it will fund \$25,174 of the economic development tax for use by RIHA in its business, for purposes set forth herein.
2. The City shall be under no obligation to disburse allocated funds to RIHA until the funds are received by the City.
3. The Parties agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.
4. RIHA agrees that it shall only use the funds for the purchase of equipment, inventory, and the improvement of its facilities. No funds shall be used for the general operations of RIHA. For

the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.

5. RIHA herein agrees to the following provisions:
 - a. Utilize the provided economic development funding to procure and install new heaters and associated appurtenances at the Riverton ice hockey facility located at the corner of North Smith Road and East Park Avenue.
 - b. Report to the City local suppliers from whom inventory or equipment is purchased with the provided economic development funding when requested by the City.
6. RIHA acknowledges and agrees that funds paid by the City and received by RIHA pursuant to this agreement shall be subject to recovery by the City if RIHA fails to meet the standards and requirements set forth in this agreement at the sole discretion of the City and to the extent determined appropriate by the City up to the total amount provided by the City through this agreement.
7. The Parties agree RIHA, its recreation organization, and its volunteers are of benefit to the City and its citizens and awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should RIHA not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the City.
8. High Country Fungus agrees to submit to the City a report detailing the use of awarded funds within eighteen months of receipt, or once the funds are fully expended, whichever comes first. The aforementioned report should include, but not be limited to, proof of purchase, receipts, paid invoices, and documentation of the assets procured.
9. The Parties agree that this is not a partnership agreement nor a joint venture. Rather it is a venture undertaken solely by RIHA and the City's only involvement is the committal of the funds as outlined in this agreement.
10. RIHA, in fulfilling its obligations herein, agrees to comply with all municipal, state, and federal ordinances, laws, rules, and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, creed, color, national origin, or ancestry.
11. Each party to this agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
10. No modification of the terms of this agreement shall be effective unless such modification is in writing and signed and dated by the Parties.
11. This agreement is not assignable without the prior written consent of the Parties.

12. Nothing contained in this agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the City to any amount or situation wherein liability would not lie or would be limited, in the absence of this Agreement. The City retains all protections and governmental immunities.
13. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming.
14. This agreement constitutes the entire agreement of the Parties, superseding all previous discussions, negotiations, representations, and agreements between the Parties.
15. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this agreement shall operate only between the parties to this agreement and shall inure solely to the benefit of the Parties to this agreement. The provisions herein are intended only to assist the Parties in determining and performing their obligations under this agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this day and year.

DATED this _____ day of _____, 2023

CITY OF RIVERTON, WYOMING
A Municipal Corporation

Tim Hancock, Mayor

ATTEST:

Mia Harris, Administrative Services Director

RIVERTON ICE HOCKEY
ASSOCIATION

Ryan Hamilton, President

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

The foregoing instrument was signed and acknowledged before me by _____
known to me to be the person that executed the within instrument as the Lessee therein named,
this ____ day of _____, 2023.
Witness my hand and official seal.

Notary Public

My Commission expires: _____

CITY COUNCIL STAFF REPORT

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

FROM: Dan Adcock, Operations Division Manager

THROUGH: Kyle J. Butterfield, City Administrator

DATE: July 5, 2023

SUBJECT: Cooperative Purchase of One New Dump Truck

Recommendation: The Riverton City Council approves the purchase of two (2) 2025 Freightliner Dump Truck vehicle along with a dump body, snowplow, sander, and upfitting.

Background: During the preparation and adoption of the 2023-2024 budget, the Riverton City Council authorized the purchase of two (2) dump trucks, snowplow, sander combination vehicles, at the request of the Public Works Department. The Riverton City Council budgeted \$484,000.00 for the total project, which included procurement of the vehicle, and the purchase and installation of the required equipment.

Discussion: Wyoming State Statute requires that the purchase of any vehicle be competitively bid. The only exception to that requirement is the Governmental Entities Cooperative Purchasing clause. This allows State Agencies and/or political subdivisions within the State of Wyoming the ability to purchase vehicles, and related equipment, based off a competitive bid from another government entity.

In the case of the truck chassis, dump box, snowplow, and sander, the Wyoming Department of Transportation began soliciting bids for twenty-seven (27) of each, in October of 2022. The overall project was bid out in various parts, and was subsequently awarded to different vendors. The chart below reflects the award recipients, and the product supplied:

Vendor	Product Supplied		Unit Price		Total Price
Floyd's Truck Center	Chassis		\$134,364.00		\$268,728.00
Floyd's Truck Center	Snowplow		\$22,096.00		\$44,192.00
CMI-Teco	Sander/Spreader		\$22,271.00		\$44,542.00
Ameritech	Dump Body		\$17,877.00		\$35,754.00
Force America	Hydraulics		\$36,781.00		\$73,562.00
		Total Per Unit	\$233,389.00	Total Price	\$466,778.00

Staff proposes the City of Riverton utilize the Governmental Entities Cooperative Purchasing clause in order to procure two (2) dump trucks and related equipment.

Budget Impact: \$484,000.00 is budgeted for the purchase of two dump trucks, along with the sander, dump box, and snowplow. This budget includes the procurement of the vehicles and the addition of all necessary equipment. The vehicle purchase will total \$466,778.00, with equipment. This will leave a

remainder of \$17,222.00 for Upfit, DOT lighting, two-way radio equipment, decaling the vehicle, and incidental expenses related to the installing that equipment.

CITY COUNCIL STAFF REPORT

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

FROM: Mia Harris, Administrative Services Director

THROUGH: Kyle J. Butterfield, City Administrator

DATE: June 30, 2023

SUBJECT: Designation of Bank Signatories

Recommendation: That council approves Resolution No. 1476, designating specific individuals as signatories and alternate signatories on City bank accounts.

Background: At the first city council meeting each year, the city council approves official depositories and designates authorized signers for bank accounts maintained in the name of the City of Riverton.

Discussion: The recent changes in city staff prompt the need to remove Kristin S. Watston and add Mia Harris as a designated signer on all city accounts. All other approved signers will remain in effect.

Budget Impact: There is no immediate impact on the budget.

Council Goals: The approval of Resolution #1454 supports Council Goal #7 Maintain Financial Stability.

RESOLUTION NO. 1476

A RESOLUTION DESIGNATING SPECIFIC INDIVIDUALS AS SIGNATORIES AND ALTERNATE SIGNATORIES ON CITY ACCOUNTS AT SAID BANK (S).

WHEREAS, pursuant to Wyoming Stat 9-4-818 no monies shall be deposited by any treasurer except in banks and savings and loan financial institutions which have been approved by the proper governing body; and

WHEREAS, Bank of the West, Central Bank & Trust, First Interstate Bank, US Bank, N.A., Wells Fargo Bank, and Wyoming Community Bank of Riverton, are designated depositories for accounts that are maintained in the name of the City of Riverton; and

WHEREAS, changes in staffing dictate designating new authorized signers.

THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING that all withdrawals and deposits or other orders for payment of money upon said accounts shall be signed by both Tim Hancock, Mayor, and the City Administrator Kyle J. Butterfield, and in the absence or incapacity of the Mayor, that the duly-elected president of the City Council or the duly-elected vice president of the City Council shall sign in place of the Mayor, and in the absence or incapacity of the City Administrator, the Administrative Services Director, Mia Harris, shall sign in place of the City Administrator. For purposes of the municipal court bond account, Meghan Miller, Municipal Court Clerk, is also authorized to co-sign on said account.

PASSED, APPROVED, AND ADOPTED this 5th day of July 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
Mayor

ATTEST:

Mia Harris
City Clerk/Administrative Services Director