

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held January 6, 2026
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 7:01 p.m. City Council Members present were Eric Carr, Rebecca Brothers, Mike Bailey, Karla Borders, Kyle Larson, and Karen Johnson. Mayor Hancock led the Pledge of Allegiance, and Council Member Bailey conducted the invocation.

City Staff present: City Administrator Kyle Butterfield, Administrative Services Director Mia Harris, Public Works Director Brendan Thoman, Police Chief Eric Hurtado, Police Lieutenant Levi Martson, Community Development Director Gary Michaud, and Deputy City Clerk Max Batista.

Approval of the Agenda – Council member Borders moved, seconded by Council Member Larson, to approve the agenda as presented. The motion passed unanimously.

Introduction & Oath of Office: Patrol Officer – Police Chief Eric Hurtado introduced Patrol Officer Gillen Faxon, and Mayor Hancock conducted the Oath of Office.

Youth Council Update – Members of the Youth Council presented an update on recent volunteer efforts and community engagement.

Council Committee Reports & Council Members' Roundtable – Council Members Carr and Brothers expressed their appreciation to the Council and City staff. Council Member Bailey reported on a legislative meeting he attended that was hosted by the Riverton Chamber of Commerce. Council Member Borders expressed her appreciation to local first responders and city employees who worked during the holidays. Council Member Larson expressed satisfaction with how beautifully decorated and inviting that Main Street is. Council Member Johnson stated that she has been meeting with various community members and reminded the public to keep their vehicles locked.

City Administrator's Report – City Administrator Kyle Butterfield reported on upcoming Planning Commission and Fix Our Roads Citizens Committee (FORCC) meetings and encouraged attendance. He noted that Financial Disclosure Statements had been received from the Mayor, City Council, Administrative Services Director, and City Administrator. Mr. Butterfield also provided updates on the Riverton Police Department and noted record emplanements at the Central Wyoming Regional Airport. He concluded by recognizing Chris Franks of the Wastewater Treatment Plant for his 17 years of dedicated service to the City of Riverton and wished him well in his retirement, and by presenting Administrative Services Director Mia Harris with a 15-Year Service Award.

Mayor's Comments – Mayor Hancock showed his appreciation to the Streets & Alleys department for their work in decorating the city for the holidays, and Deputy City Treasurer Rewa Gaudern for their exceptional service to the City of Riverton. Mr. Hancock also reported on the Fremont County Association of Governments (FCAG) meeting he attended.

Communication from the Floor – Brian (last name not provided) requested that the council consider installing a traffic signal at the intersection of Hill Street and Main Street. He also voiced his support for public transportation. Cindy Olson-Roden, representing the Riverton Chamber and Visitors Center, provided updates on upcoming community events and initiatives. Brenda Moor expressed concerns regarding a neighboring property on Elizabeth Drive. Ron Warpness wished the council a Happy New Year and expressed appreciation for the wayfinding signs and noted record emplanements at the Central Wyoming Regional Airport. Mary Axthelm and Ady Thomas provided updates regarding R Recreation. Andrea Watson-Martinez provided updates on Wind River Job Corps. Casey Keierleber requested that the council consider removing the siren located at the Riverton Volunteer Fire Department, citing concerns that it is loud and disruptive to nearby residents.

Consent Agenda – Administrative Services Director Mia Harris read the consent agenda items by title only: Minutes of the December 16, 2025 Regular Council Meeting; Minutes of the January 6, 2026 Finance Committee Meeting; Finance Committee Recommendations from January 6, 2026. Finance Committee Chair Carr reported that the Finance Committee approved claims to be paid in the amount of \$386,998.51, manual check in the amount of \$5.00, payroll & liabilities for December 26, 2025, in the amount of \$529,534.34, for a total of \$916,537.85. Council Member Bailey moved, seconded by Council Member Borders, to approve the consent agenda as presented. The motion passed unanimously.

Council President and Vice President Selection – City Administrator Butterfield reported on the selection of Council President and Vice President. Mayor Hancock called for nominations for Council President. Council Member Brothers moved to nominate Council Member Bailey as Council President. After no further nominations were brought before the council, Mayor Hancock closed the nominations for Council President. The motion passed unanimously to appoint Council Member Bailey as Council President. Council Member Bailey accepted the appointment to serve as Council President.

Mayor Hancock called for nominations for Council Vice President. Council Member Brothers moved to nominate Council Member Borders as Council Vice President. After no further nominations were brought before the council, Mayor Hancock closed the nominations for Council Vice President. Motion passed unanimously to appoint Council Member Borders as Council Vice President. Council Member Borders accepted the appointment to serve as Council Vice President.

Approval of Council Meeting Calendar 2026 – Administrative Services Director Mia Harris presented the City Council Meeting Calendar for 2026, whereas the Riverton Municipal Code 2.04.070 states, “The regular meeting of the city council shall be held on the first and third Tuesdays of each month, commencing at seven p.m.” Mrs. Harris noted that the proposed 2026 Council Meeting Calendar has no holiday conflicts. Council Member Borders moved, seconded by Council Member Carr, to approve the 2026 Council Meeting Calendar as presented. After discussion involving the council and city staff, the motion passed unanimously.

City Council Committee Appointments – City Administrator Kyle Butterfield reported on the boards and committees that Mayor Hancock proposed for Council members to serve on as liaisons. Mayor Hancock then presented his appointments to the Council for their respective boards and committees. The committee assignments were presented as follows: Mayor Hancock – Fremont County Association of Governments (FCAG) and County Commission; Council Member Borders – PAWS Board, Tribal Liaison, Senior Center Endowment Board, and Fremont County School District (FCSD) #25 Recreation Board; Council Member Larson – Fremont County Solid West Disposal District and Downtowners; Council Member Brothers – Finance Committee, Fremont County School District (FCSD) #25 Recreation Board, Rendezvous Activity Center Committee, and Riverton Youth Council; Council Member Bailey – Airport Board, Fix Our Roads Citizens Committee (FORCC), Riverton Chamber of Commerce & Visitors Center, and Rendezvous Activity Center Committee; Council Member Carr – Finance Committee, Wind River Visitors Council, and Planning Commission Liaison; Council Member Johnson – Finance Committee. Council Member Bailey moved, seconded by Council Member Borders, to approve the committee assignments proposed by the Mayor. The motion passed unanimously.

Community Committee & Board Appointments – City Administrator Kyle Butterfield reported on seven (7) boards/committees that are made up of community members. Of those committees, four (4) have vacancies, and letters of interest were submitted for the following committees: Airport Board, Construction Board of Appeals, Planning Commission, and Riverton Rendezvous Balloon Committee. Council Member Carr moved, seconded by Council Member Johnson, to approve the Mayoral appointments for the Airport Board (Mick Pryor, Ralph Estell, Jr., Dean Peranteaux (alt)), Construction Board of Appeals (Allen Page, Gary Burnetter, Gary Pfisterer, Domingo Rico), Planning Commission (Robert Scheidemantel, Leo Kosirog), and Riverton Rendezvous Balloon Committee (Ryan Preston, Andy Samuelson, Pat Newlin, Carla Kelley, Gerri Boesch, Michelle Houser, Luke Walker, Kelly Davis). After discussion involving the council and city staff, the motion passed unanimously.

Municipal Court Judge, Alternate Judge, and City Attorney Appointments – City Administrator Kyle Butterfield reported that the respective parties are interested in serving in specific appointed positions. Teresa McKee as the municipal judge, Aaron Vincent as an alternate municipal judge, and Rick Sollars as the city attorney. Council Member Bailey moved, seconded by Council Member Carr, to approve the appointment and respective salaries for the municipal judge, alternate judge, and city attorney. After discussion involving the council, the motion passed unanimously.

Recess – Mayor Hancock called a recess at 8:58 p.m. and reconvened the meeting at 9:07 p.m.

Consideration of Resolution No. 1535 – Designation of Official Depositories – Administrative Services Director Mia Harris reported on Resolution No. 1535. This resolution would designate Central Bank & Trust, US Bank, N.A., Wells Fargo Bank, and Wyoming Community Bank of Riverton as depositories for accounts that are maintained in said banks in the name of the City of Riverton. Administrative Services Director Mia Harris read Resolution No. 1535 by title only. Council Member Bailey moved, seconded by Council Member Carr, to adopt Resolution No. 1535. After discussion involving the council and city staff, the motion passed with Mayor Hancock and Council Members Carr, Brothers, Bailey, Borders, and Johnson voting aye, and Council Member Larson voting nay.

Consideration of Resolution No. 1536 – Designation of Legal Newspaper – City Administrator Kyle Butterfield reported on Resolution No. 1536. This resolution would designate The Riverton Ranger newspaper as the official newspaper for publication purposes in calendar year 2026. Administrative Services Director Mia Harris read Resolution No. 1536 by title only. Council Member Carr moved, seconded by Council Member Borders, to adopt Resolution No. 1536. After discussion involving the council and city staff, the motion passed unanimously.

Consideration of Resolution No. 1537 – PAWS for Life Animal Shelter Fee Adjustments – Police Chief Eric Hurtado reported Resolution No. 1537. This resolution would amend the current fee schedule for PAWS for Life Animal League. Administrative Services Director Mia Harris read Resolution No. 1537 by title only. Council Member Borders moved, seconded by Council Member Carr, to adopt Resolution No. 1537. After discussion involving the council, public, and city staff, the motion passed with Mayor Hancock and Council Members Carr, Borders, and Larson voting aye, and Council Members Brothers, Bailey, and Johnson voting nay.

Consideration of Resolution No. 1538 – Fremont County Emergency Management Operations Plan – City Administrator Kyle Butterfield reported on Resolution No. 1538. This resolution would adopt the Fremont County/Municipal/Tribal Emergency Operations Plan (EOP). Administrative Services Director Mia Harris read Resolution No. 1538 by title only. Council Member Larson moved, seconded by Council Member Johnson, to adopt Resolution No. 1538. After discussion involving the council, city staff, and the public, the motion passed unanimously.

Public Hearing & Consideration of Retail Liquor License Transfer of Ownership & Location from Brigett & James Bunker to Luxury Liquor, LLC – Administrative Services Director Mia Harris reported on an application submitted to the city clerk’s office for a Retail Liquor License Transfer of Ownership & Location. Council Member Borders moved, seconded by Council Member Bailey, to open the public hearing. The motion passed unanimously. There being no members of the audience to speak, Council Member Carr moved, seconded by Council Member Larson, to close the public hearing. The motion passed unanimously. Council Member Larson moved, seconded by Council Member Bailey, to approve the Transfer of Ownership and Location of Retail Liquor License No. 180 from Brigett & James Bunker d/b/a Bunk’s BBQ to Luxury Liquor, LLC d/b/a Luxury Liquor for the remainder of the 2025–2026 liquor licensing term, and authorize issuance of the license in a non-operational status for an additional one-year period, contingent upon final certification by the Wyoming Liquor Division. After discussion involving the council, public, and city staff, the motion passed with Mayor Hancock and Council Members Carr, Brothers, Bailey, Borders, and Larson voting aye, and Council Member Johnson abstaining.

Recess – Mayor Hancock called a recess at 10:19 p.m. and reconvened the meeting at 10:26 p.m.

Consideration of Ordinance 25-009, 3rd & Final Reading – Liquor License Violation Points System – City Administrator Kyle Butterfield presented proposed Ordinance No. 25-009 on third reading. This ordinance proposes a points system for liquor license violations, assigning specific values to violations under state statute and city code. Administrative Services Director Harris read Ordinance No. 25-009 by title only. Council Member Bailey moved, seconded by Council Member Johnson, to adopt Ordinance No. 25-009 on third and final reading.

Following discussion, Council Member Bailey moved, seconded by Council Member Larson, to amend the motion by removing item numbers 2, 4, 7, 10, 11, 12, 13, 16, 17, 18, and 19 of the Violation Chart; revising the Violation Chart and Point Schedule under Section D of the ordinance to set item 1 at 10 points, item 3 at 60 points, item 5 at 10 points, item 6 at 40 points, item 8 at 40 points, item 9 at 20 points, item 14 at 20 points, and item 15 at 40 points; and revising Section I of the ordinance to set item 1 at 20 points, item 2 at 40 points, item 3 at 60 points, item 4 at 80 points, and item 5 to provide for license suspension after two violations, rather than three, within a twelve-month period. The motion passed unanimously.

Following discussion involving the council and city staff, Council Member Johnson moved, seconded by Council Member Bailey, to revise item number 9 on the Violation Chart and Point Schedule under Section D of the ordinance to read, “Underage person serving or in licensed building, where not allowed by law,” and to assign zero points, rather than remove, item numbers 2, 4, 7, 10, 11, 12, 13, 16, 17, 18, and 19 from the Violation Chart. The motion passed unanimously. Following discussion involving the council, the public, and city staff, and upon a roll call vote, the main motion, as amended, passed unanimously.

Public Hearing & Consideration of Ordinance 26-001 – 1st Reading – Underage Persons in Bars, Title 5 – Administrative Services Director Mia Harris introduced proposed Ordinance No. 26-001. This ordinance proposes to amend Title 5, Chapter 5.04 by allowing underage persons to enter a liquor establishment with specific restrictions. Administrative Services Director Mia Harris read Ordinance No. 26-001 by title only. Council Member Bailey moved, seconded by Council Member Brothers, to open the public hearing. The motion passed unanimously. Members of the public were present and provided input regarding the ordinance. Council Member Bailey moved, seconded by Council Member Carr, to close the public hearing. The motion passed unanimously. Council Member Larson moved, seconded by Council Member Borders, to adopt Ordinance No. 26-001 on first reading.

After discussion involving the council and city staff, Council Member Johnson moved, seconded by Council Member Bailey, to amend the motion to strike age restrictions when defining a commercial kitchen. The motion passed unanimously.

After discussion involving the council and city staff, Council Member Johnson moved, seconded by Council Member Larson, to table Ordinance No. 26-001 until the next meeting. The motion failed with Mayor Hancock and Council Members Larson and Johnson voting aye, and Council Members Carr, Brothers, Bailey, and Borders voting nay. Following discussion from the council and city staff, the motion, as amended, passed unanimously.

Public Hearing & Consideration of Ordinance 26-002 – 1st Reading – Underage Persons in Bars, Title 9 – Administrative Services Director Mia Harris introduced proposed Ordinance No. 26-002. This ordinance proposes to amend Title 9, Chapter 9.16 by allowing underage persons to frequent or remain in barrooms, saloons, or similar establishments subject to the provisions in RMC 5.04.020 as amended. Administrative Services Director Mia Harris read Ordinance No. 26-002 by title only. Council Member Carr moved, seconded by Council Member Bailey, to open the public hearing. The motion passed unanimously. There being no members of the audience to speak, Council Member Larson moved, seconded by Council Member Bailey, to close the public hearing. The motion passed

unanimously. Council Member Carr moved, seconded by Council Member Borders, to adopt Ordinance No. 26-002 on first reading.

After discussion involving the council and city staff, Council Member Bailey moved, seconded by Council Member Carr, to amend the motion to replace language from “saloon or house of ill fame” to “licensed liquor establishment for on-premises consumption.” After discussion involving the council and city staff, the motion passed with Mayor Hancock and Council Members Carr, Brothers, Bailey, Borders, and Larson voting aye, and Council Member Johnson voting nay. The main motion, as amended, passed with Mayor Hancock and Council Members Carr, Brothers, Bailey, Borders, and Larson voting aye, and Council Member Johnson voting nay.

Consideration of Bid – Wastewater Treatment Plant Ultraviolet and Clarifier Replacement Project – Public Works Director Brendan Thoman reported on the Wastewater Treatment Plant Ultraviolet and Clarifier Replacement Project. Council Member Carr moved, seconded by Council Member Bailey, to approve the bid for the WWTP Project in the amount of \$2,063,000.00. After discussion involving the council and city staff, the motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Larson moved, seconded by Council Member Carr, to adjourn the Regular Council meeting at 12:03 a.m. The motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director

Publication Date: January 24, 2026