

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held March 3, 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 7:00 p.m. City Council Members present were Eric Carr, Rebecca Brothers, Mike Bailey, Karla Borders, Kyle Larson, and Karen Johnson. Council Member Bailey led the Pledge of Allegiance, and Council Member Borders conducted the invocation.

Mayor Hancock declared a quorum of the council.

City Staff present: City Administrator Kyle Butterfield, Administrative Services Director Mia Harris, Public Works Director Brendan Thoman, Police Chief Eric Hurtado, and Deputy City Clerk Max Batista.

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

Introduction & Oath of Office Youth Council – City Administrator Butterfield introduced Brayden Thacker and turned the floor over to Mayor Hancock. Mayor Hancock administered the oath of office to Mr. Thacker, presented him with a certificate, and welcomed him to the Youth Council.

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

Council Committee Reports & Council Members' Roundtable – During the roundtable, Council Members provided updates on recent meetings, activities, and upcoming community events. Council Member Brothers reported attending the Fremont County School District (FCSD) #25 Recreation Board meeting and provided a Youth Council update. Council Member Bailey reported attending the Airport Board meeting and the Special Olympics dinner and shared information about the upcoming Rotary Club cleanup event. Council Member Carr reported on the Planning Commission meeting. Council Member Borders reported attending the 250th Semiquincentennial Committee meeting, Jerry Kintzler's retirement party, and the Empty Bowl fundraiser and shared information about an upcoming PAWS for Life Animal League event. Council Member Johnson reported on the Ad Hoc Tourism Asset Development (TAD) meeting, the Mercy House Vision Dinner, and the upcoming Fremont County Law Enforcement (FCLEFF) Ballgowns & Badges fundraiser. Council Member Larson reported attending the Fremont County Solid Waste Disposal District board meeting.

City Administrator's Report – City Administrator Butterfield reported that the Community Contract for Service Funding application period is now open and thanked Administrative Services Director Mia Harris for her efforts during the TAD funding period. Mr. Butterfield also thanked HR Generalist Shanda Scott and the Riverton Police Department for their attendance at CWC's job fair. He also reported on upcoming Fix Our Roads Citizens Committee (FORCC) and Planning Commission meetings and provided updates on the Riverview Road Reconstruction Project, the Riverton Police Department, and the Legislative Session. Mr. Butterfield also highlighted the DUI Task Force and the WRTA SafeRide program.

Mayor's Comments – Mayor Hancock reported attending Jerry Kintzler's retirement party, the Fremont County Association of Governments (FCAG) meeting, and the Riverton Economic Development meeting. He also shared the FCAG mission statement and expressed appreciation for Senator Salazar and State Representatives for their support in increasing direct distribution funding.

Communication from the Floor – Cindy Olson-Roden, representing the Riverton Chamber and Visitors Center, provided updates on upcoming community events and initiatives. Andrea Watson-Martinez provided updates on Wind River Job Corps and invited the Council to attend the graduation ceremony.

Consent Agenda – Administrative Services Director Mia Harris read the consent agenda items by title only: Amendment to Minutes of the January 20, 2026 Regular Council Meeting; Minutes of the February 17, 2026 Regular Council Meeting; Minutes of the March 3, 2026 Finance Committee Meeting; Finance Committee Recommendations from March 3, 2026; Consideration of Resolution No. 1543 – 422 E. Main; 1500 Block Subdivision, Lot 3 Re-subdivision. Finance Committee Chair Eric Carr reported that the Finance Committee approved claims to be paid in the amount of \$193,859.28, payroll & liabilities for February 20, 2026, in the amount of \$526,234.06, for a total of \$720,093.34. Council Member Bailey moved, seconded by Council Member Borders, to approve the consent agenda as presented. After discussion involving the council, the motion passed unanimously.

Tourism Asset Dollars (TAD) Grant Awards – Administrative Services Director Mia Harris reported on the most recent round of TAD applications received and the proposed recommendations reviewed by the Ad Hoc Committee. Council Member Carr moved, seconded by Council Member Brothers, to approve the recommendations for award

from the Tourism Asset Development (TAD) Promotion Committee. After discussion by the Council, public, and staff, the motion passed unanimously.

Consideration of Ordinance No. 26-003, 3rd & Final Reading – Berlin’s Addition Rezone – City Administrator Kyle Butterfield reported on Ordinance No. 26-003. This ordinance would amend the zoning district map, designating the rezone of Berlin’s First Addition, Lot 2, Block 2, from Commercial District C-1 to Residential District R-2. Administrative Services Director Mia Harris read Ordinance No. 26-003 by title only. Council Member Larson moved, seconded by Council Member Bailey, to adopt Ordinance No. 26-003 on third and final reading. After discussion between the council, public, and staff, Mayor Hancock directed Administrative Services Director Mia Harris to conduct a roll call vote. The motion passed unanimously.

Berlin’s First Addition Lots 2, 3, & 4, Block 2, Replat – City Administrator Kyle Butterfield reported on the Replat for the aforementioned rezone. Council Member Bailey moved, seconded by Council Member Borders, to approve the minor subdivision application for Berlin’s Addition, Lots 2, 3, & 4, Block 2, Replat. The motion passed unanimously.

Recess – Mayor Hancock called for a recess at 8:26 p.m. and reconvened the meeting at 8:36 p.m.

Engineering Services Agreement: West Main Waterline Project – Public Works Director BrendanThoman reported on the upcoming West Main Waterline Project, indicating that the city advertised and received five Statements of Qualifications for engineering services related to the first project of the 2023 Water Master Plan Study. Council Member Johnson moved, seconded by Council Member Bailey, to approve the agreement between HDR Engineering and the City of Riverton for design services for the West Main Street Water Transmission Line Project. After discussion between the council and staff, the motion passed unanimously.

Consideration of Resolution No. 1544 – FY27 Council Goals – City Administrator Kyle Butterfield reported on Resolution No. 1544. This resolution would establish goals and objectives for Fiscal Year 2027 to promote the long-term welfare and success of the City of Riverton. Administrative Services Director Mia Harris read Resolution No. 1544 by title only. Council Member Borders moved, seconded by Council Member Carr, to adopt Resolution No. 1544 and approve the council goals to include language to include Improve Public Perception, Enhance Public Safety, and Address Aging Infrastructure. After discussion involving the council and city staff, the motion passed unanimously.

Consideration of Resolution No. 1545 – Optional ¾% Sales and Use Tax – City Administrator Kyle Butterfield reported on Resolution No. 1545. This resolution would confirm the council’s approval to add the ¾% Optional Sales and Use Tax to the ballot to be determined by the Fremont County voters at the August 18, 2026, primary election ballot. Administrative Services Director Mia Harris read Resolution No. 1545 by title only. Council Member Bailey moved, seconded by Council Member Carr, to adopt Resolution No. 1545. After discussion from the council, staff, and public, the motion passed with Council Members Carr, Brothers, Bailey, Borders, Larson, and Mayor Hancock voting aye, and Council Member Johnson voting nay.

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 9:27 p.m. The motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director

Publication Date: March 21, 2026