RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held January 21, 2025
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 Pierson-Lewis, Mike Bailey, Karla Borders, Kyle Larson, and Karen Johnson. Council Member Carr led the pledge of allegiance, and Council Member Larson conducted the invocation.

Roll call was conducted. Mayor Hancock declared a quorum of the council.

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

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

Council Committee Reports & Council Members' Roundtable – Council Member Borders reported on the Senior Center Endowment Board and Paws for Life Animal League Board meetings she attended. Mrs. Borders informed the council, public, and city staff with updates regarding the Paws Board and facility; Council Member Larson reported on the Fremont County Solid Waste Disposal District Board and Council Work Session meetings he attended; Council Member Carr reported on the Planning Commission meeting he attended; Council Member Pierson-Lewis reported on the Fremont County School District #25 Rec Board meeting she attended; Council Member Bailey reported on the Fix Our Roads Citizens Committee (FORCC), Airport Board, and Riverton Chamber of Commerce meetings he attended; Council Member Johnson reported on the meeting with Helen Wilson with the Wind River Visitors Council, and the Council Work Session, Fremont County School District #25 Rec Board meetings she attended. She also reported on the upcoming Wyoming Association of Municipalities (WAM) Winter Conference she plans to attend. Council Member Johnson also addressed concerns relating to the Paws for Life Animal League. Also, she informed the public, council, and city staff that the Fremont County Law Enforcement Foundation (FCLEF) will be hosting their second Annual Ballgowns and Badges Fundraiser on February 8, 2025, and encouraged attendance.

City Administrator's Report – City Administrator Kyle Butterfield showed his apprecieation to the Collection and Distribution team for their work on the water break at 12th and East Main Street. Mr. Butterfield reported that the City did not receive the $360,000 Active Transportation Grant that was submitted to the Federal Government. He then showed his appreciation to Public Works Director Brian Eggleston and Cathy Cline for their efforts in submitting the grant. Administrator Butterfield reported on the Safe Routes to School and Riverview Road Capital Projects. He also informed the council that the legislative session is now in session. Also, Mr. Butterfield reported on the upcoming Wyoming Association of Municipalities Winter Conference. Mr. Butterfield informed the council and public that the Contract for Services application period will be opening next month. Finally, Mr. Butterfield provided updates regarding the Riverton Police Department and showed his appreciation to local first responders.

Mayor's Comments – Mayor Hancock reported on the Fremont County Association of Governments (FCAG), Riverton Rotary, and Leadership Fremont County meetings he attended. Mr. Hancock also reported that the ice skating rink is now open and encouraged the public to attend.

Communication from the Floor – Cathy Cline provided updated regarding the Active Transportation Grant. Cindy Olsen Roden and Cathy Cline provided updates regarding the Riverton Chamber of Commerce and upcoming events the Chamber is planning to host.

Consent Agenda – Administrative Services Director Mia Harris read the consent agenda items by title only: Approval of the Minutes – January 7, 2025 Regular Council Meeting; Approval of the Minutes – January 7, 2025 Executive Session; Approval of the Minutes – January 14, 2025 Council Work Session; Approval of the Minutes – January 21, 2025 Finance Committee Meeting, Approval of the Finance Committee Recommendations – January 21, 2025; claims to be paid in the amount of $806,485.03, Elan credit card in the amount of $4,061.06, payroll & liabilities for January 10, 2025, in the amount of $231,010.85, for a total of $1,041,556.94. Council Member Pierson-Lewis moved, seconded by Council Member Borders, to approve the consent agenda as presented. Motion passed unanimously, with Council Member Bailey abstaining from the Bailey Enterprises claim on the claims approval list.

Selection of Council President & Vice-President – City Administrator Butterfield reported on the selection of council President and Vice President. Mayor Hancock called for nominations for Council President, Council Member Pierson-Lewis moved, seconded by Council Member Carr, to nominate Council Member Bailey as Council President. Mayor Hancock called for nominations for Council President, Council Member Johnson moved to nominate Karla Borders as Council President. After no further nominations were brought before the council, Mayor Hancock closed the nominations for Council President. After discussion from the council and city staff, motion passed with Mayor Hancock and Council Members Carr, Pierson-Lewis, Bailey, Borders, and Larson voting aye,

and Council Member Johnson voting nay, to select Council Member Bailey as Council President. Motion failed with Council Member Johnson voting aye, and Mayor Hancock and Council Members Carr, Pierson-Lewis, Bailey, Borders, and Larson voting nay, to select Council Member Borders as Council President. Council Member Bailey accepted the nomination to serve as Council President.

Mayor Hancock called for nominations for Council Vice President, Council Member Bailey moved, seconded by Council Member Johnson, 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 nominate Council Member Borders as Council Vice President.

FY 23-24 Audit Report – Administrative Services Director Mia Harris introduced Micah Clinger with the audit firm of Clinger Hagerman. Mr. Clinger presented the Fiscal Year 2023-2024 Financial Audit Report. Council Member Larson moved, seconded by Council Member Bailey, to accept the Fiscal Year 23-24 Annual Audit report as presented. After discussion from the council, motion passed unanimously.

Community Committee Appointment – Riverton Rendezvous Balloon Committee – Deputy City Clerk Max Batista reported on a vacancy on the Riverton Rendezvous Balloon Committee. Council Member Borders moved, seconded by Council Member Johnson, to approve the mayoral appointment of Kimberly Hummel to serve on the Riverton Rendezvous Balloon Committee. Motion passed unanimously.

Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application – Public Works Director Brian Eggleston reported on a grant opportunity to improve Airport Road. Council member Carr moved, seconded by Council Member Bailey, to authorize the Public Works Director to submit a grant application to the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program to improve Airport Road. After discussion from the council, city staff, and public, motion passed unanimously.

Consultant Selection – WWTP Improvements (WCDA) – Public Works Director Brian Eggleston reported on the Wastewater Treatment Plant Improvement Project. Council Member Borders moved, seconded by Council Member Johnson, to approve the selection of HDR, Inc. Consultants for the Wastewater Treatment Plant Process Upgrade Project funded by the Wyoming Community Development Authority (WCDA) and directs staff to negotiate a contract for their services. Motion passed unanimously.

Optional ½% Excise Tax Discussion – City Administrator Kyle Butterfield reported on the history of the Optional ½% Excise Tax for Economic Development. After discussion from the council and city staff, Council Member Pierson-Lewis moved, seconded by Council Member Bailey, to provide the Wind River Transporation Authority (WRTA) $186,000.00 in current and future funding and give all future remaining funding to commercial air service.

After discussion among the Council, city staff, and the public, Council Member Eric Carr moved to amend the motion to provide WRTA with $100,000 in funding, allocating 80% of future funding to commercial air service and 20% to ambulance service. After further discussion among the council and city staff, the motion failed due to the lack of a second.

After discussion from the public, and council, Council Members Pierson-Lewis and Bailey withdrew their orginal motions.

Council Member Johnson moved, seconded by Council Member Borders, to provide Riverton Mercy House with 10% of funding and the remaining future funding to commercial air service. After discussion from the council, Council Member Johnson moved, seconded by Council Member Borders, to amend the motion to change the 10% to $10,000.00 and future funding to go to commercial air service. After discussion from the council and city staff, Council Members Johnson and Borders withdrew their original motions.

Council Member Johnson moved, seconded by Council Member Borders, to provide Riverton Mercy House with $10,000.00 in funding and future funding to commercial air service. After discussion from the council and city staff, motion passed with Mayor Hancock and Council Members Carr, Pierson-Lewis, Bailey, Borders, and Johnson voting aye, and Council Member Larson abstaining.

Executive Session – Personnel – Council Member Larson moved, seconded by Council Member Borders, to convene into executive session for the purpose of Personnel. Motion passed unanimously at 10:02 p.m. Invited to attend the executive session for the purpose of Personnel were: City Administrator Kyle Butterfield. Council Member Carr moved, seconded by Council Member Larson, to reconvene into regular session. Motion passed unanimously at 10:31 p.m.

Action Items from Executive Session – Council Member Bailey moved, seconded by Council Member Carr to, direct the City Administrator to begin contract negotiations for the Community Development Director position. Motion passed unanimously.

Adjourn – There being no further business to come before the Council, Council Member Borders moved, seconded by Council Member Johnson, to adjourn the Regular Council meeting at 10:32 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director

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