RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held March 4, 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 7:01 p.m. City Council Members present were Eric Carr, Rebecca Pierson-Lewis, Mike Bailey, Karla Borders, Kyle Larson, and Karen Johnson. Council Member Larson led the pledge of allegiance, and Council Member Pierson-Lewis 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, Interim Community Development Director Dave Paskett, Community Development Director Gary Michaud, Police Chief Eric Hurtado, and Deputy City Clerk Max Batista.

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

Introduction & Oath of Office – Community Development Director – City Administrator Kyle Butterfield introduced Community Development Director Gary Michaud. Mayor Hancock conducted the Oath of Office.

Council Committee Reports & Council Members' Roundtable – Council Member Pierson-Lewis reported on her attendance at the Riverton High School Speech & Debate meet and expressed her appreciation for the Riverton Police Department. Council Member Bailey provided updates from the Airport Board and Fix Our Roads Citizens Committee (FORCC) meetings. Council Member Borders highlighted several upcoming community events. Council Member Larson shared insights from the Fremont County Solid Waste Disposal District Board meeting. Lastly, Council Member Johnson reported on recent discussions with citizens regarding their concerns.

City Administrator's Report – City Administrator Kyle Butterfield reported that the audio is not working for the live YouTube video, the IT Department is working diligently to resolve the issue. Mr. Butterfield reported on the upcoming Fix Our Roads Citizens Committee (FORCC) and multi-sport facility meetings and provided an update on the legislative session. He also showed his appreciation to his teams for ensuring smooth operations while he was meeting with congressional representatives. Mr. Butterfield reported on a handwritten letter he received from Lander Police Captain Kelly Waugh expressing his gratitude to the Riverton Police Department for their assistance during Mayor Monte Richardson's funeral. He also informed the council that the Community Development and Planning Commission is in the process of completing Home Occupation and Child Care Permit renewals. Mr. Butterfield informed the council that Administrative Services Director Mia Harris has received her Local Public Agency (LPA) certification and Facilities and Building Inspector Aaron Troyer has received his Building Official certification. Also, Mr. Butterfield congratulated Missy White for her election to the new mayor of Lander. Finally, he expressed his appreciation to the city's Human Resource Specialist Shanda Scott for her coordination of the city-wide training.

Mayor's Comments – Mayor Hancock reported on the Fremont County Association of Governments (FCAG) meeting he attended. He also provided updates on the women's soccer team and shared details about a letter he received from Hunter Masters regarding the Riverton Marching Band. Lastly, he reported on an upcoming ribbon-cutting event he plans to attend.

Communication from the Floor – Cindy Olsen-Roden reported on upcoming events the Riverton Chamber of Commerce plans to host and gave a brief update regarding the Chamber of Commerce.

Consent Agenda – Administrative Services Director Mia Harris read the consent agenda items by title only: Approval of the Minutes – February 18, 2025 Regular Council Meeting; Approval of the Minutes – March 4, 2025 Finance Committee Meeting; Approval of the Finance Committee Recommendations – March 4, 2025; claims to be paid in the amount of $122,306.04 and payroll & liabilities for February 21, 2025, in the amount of $492,192.04, for a total of $614,498.08; Stover Addition Replat No. 1. Council Member Bailey moved, seconded by Council Member Borders, to approve the consent agenda as presented. Motion passed unanimously with Council Member Carr abstaining from the Approval of the February 18, 2025 Regular Council Meeting Minutes and Council Member Bailey abstaining from the Stover Addition Replat.

Appointment of Alternate Airport Board Member – City Administrator Kyle Butterfield reported on a vacancy on the Airport Board. Council Member Borders moved, seconded by Council Member Johnson, to approve Mayor Hancock's appointment of Dean Peranteaux as an alternate member of the Airport Board. The motion passed unanimously.

Consideration of Ordinance No. 25-001, 3rd & Final Reading: Amending Riverton Municipal Code Chapter 5.04 Alcoholic Beverages Revision – Hours of Operation – Administrative Services Director Mia Harris reported on Ordinance No. 25-001. This ordinance would extend liquor license hours of operations on Sunday from 12:00

p.m. through 10:00 p.m. to 10:00 a.m. through 12:00 a.m. Administrative Services Director Mia Harris read Ordinance No. 25-001 by title only. Council Member Bailey moved, seconded by Council Member Carr, to adopt Ordinance No. 25-001 on third and final reading.

After discussion involving the council, Council Member Pierson-Lewis moved, seconded by Council Member Bailey, to amend the motion to change the proposed time from 10:00 a.m. to 12:00 a.m. to 6:00 a.m. to 12:00 a.m. After discussion involving the council, public, and city staff, the motion passed with Mayor Hancock and Council Members Carr, Pierson-Lewis, Bailey, and Borders voting aye and Council Members Larson and Johnson voting nay.

A roll call vote was conducted. The motion, as amended, was passed with Mayor Hancock and Council Members Carr, Pierson-Lewis, Bailey, and Borders voting aye, and Council Members Larson and Johnson voting nay.

Consideration of Ordinance No. 25-002 3rd & Final Reading: Amending Riverton Municipal Code Chapter 5.04 Alcoholic Beverages Revision – Alcohol Server Training – Administrative Services Director Mia Harris reported on Ordinance No. 25-002. This ordinance would require staff who serve alcoholic beverages in licensed establishments to complete a state-approved alcohol server training program. Administrative Services Director Mia Harris read Ordinance No. 25-002 by title only. Council Member Bailey moved, seconded by Council Member Borders, to adopt Ordinance No. 25-002 on third and final reading. After discussion involving the council and city staff, a roll call vote was conducted. The motion passed unanimously.

Recess – Mayor Hancock called a recess of the meeting at 8:35 p.m. The motion passed unanimously. Mayor Hancock called to reconvene the meeting to order at 8:47 p.m. The motion passed unanimously.

Consideration of Ordinance No. 25-003 2nd Reading: 2024 ICC Building Code Adoption – City Administrator Kyle Butterfield reported on Ordinance No. 25-003. This ordinance would amend Chapter 15 of the Riverton Municipal Code to update the current code from the 2021 International Building Code (IBC) to the 2024 IBC. Administrative Services Director Mia Harris read Ordinance No. 25-003 by title only. Council Member Larson moved, seconded by Council Member Carr, to adopt Ordinance No. 25-003 on second reading. After discussion from the council, the motion passed unanimously.

Public Hearing & Consideration of Ordinance No. 25-004 1st Reading: Alley Vacation & Replat – Original Town of Riverton, Block 2, Replat No. 1 – City Administrator Kyle Butterfield reported on Ordinance No. 25-004. This ordinance would vacate the alley between East Fremont Avenue and East Park Avenue from North 7th Street East to North 6th Street East. Administrative Services Director Mia Harris read Ordinance No. 25-004 by title only. Council Member Bailey moved, seconded by Council Member Johnson, to open the public hearing. The motion passed unanimously. After discussion involving the public and council, Council Member Larson moved, seconded by Council Member Borders, to close the public hearing. Council Member Bailey moved, seconded by Council Member Borders, to adopt Ordinance No. 25-004 on first reading.

After discussion involving the council and city staff, Council Member Johnson moved, seconded by Council Member Borders, to amend the motion to include a fair market analysis. After discussion involving the council, public, and city staff, the motion as amended failed unanimously. The main motion passed unanimously.

Council Member Carr moved, seconded by Council Member Larson, to require a market analysis of the requested alley vacation. The motion passed unanimously.

Consideration of Resolution No. 1518: Wyoming Water Development Level II Study – Public Works Director Brian Eggleston reported on Resolution No. 1518. This resolution would support a Level II Study application with the Wyoming Water Development Commission. Administrative Services Director Mia Harris read Resolution No. 1518 by title only. Council Member Borders moved, seconded by Council Member Carr, to adopt Resolution No. 1518. After discussion involving the council and city staff, the motion passed unanimously.

Bid Award – Pavement Preservation Project – Public Works Director Brian Eggleston reported on the 2025 Pavement Preservation Project. Council Member Bailey moved, seconded by Council Member Borders, to award the bid for the 2025 Pavement Slurry Seal Project in the amount of $396,200 to Asphalt Preservation, LLC. After discussion involving the council and city staff, the motion passed unanimously.

Contract Approval for Wastewater Treatment Plant Improvements – HDR Engineering, Inc. – Public Works Director Brian Eggleston reported on the Wastewater Treatment Plant Improvement Project. Council Member Larson moved, seconded by Council Member Borders, to approve the selection of HDR Engineering, Inc. consultants for the Wastewater Treatment Plant Process Upgrade Project funded by Wyoming Community Development Authority (WCDA) and approves the negotiated contract for their services, with WCDA concurrence, in the amount of $470,350.00. 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 Carr moved, seconded by Council Member Johnson, to adjourn the Regular Council meeting at 9:44 p.m. The motion passed unanimously.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director

Publication Date: March 22, 2025