RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held June 16, 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, Kyle Larson, Karla Borders (telephonically), and Karen Johnson. Council Member Johnson led the Pledge of Allegiance, and Mayor Hancock gave the invocation.

Roll call was conducted, and 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, Community Development Director Gary Michaud, Sergeant Amy Fyler, Lead Dispatcher Sarah Nelson, and Animal Control Officer Shannon Sanderson.

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

Police Cadet Recognition – Police Chief Hurtado introduced the newly reorganized Police Cadet program. Community Service Officer (CSO) Conner Knop introduced four individuals: Olivia Smith, Knox McFarland, Hunter Masters, and Drayven Lewis. Mayor Hancock conducted the pledge, and CSO Knop announced Hunter Masters as the newly named Cadet Captain.

Council Committee Reports & Council Members' Roundtable – Council Member Borders reported that she is recovering from surgery and commented on the upcoming 250th Celebration. Council Member Carr reported on his attendance at the Riverton Youth Council meeting and the Sleep in Heavenly Peace bed-building event, noting that 41 beds were built for youth in the Riverton area. Council Member Johnson reported that she has had numerous conversations regarding the proposed ¾% sales tax and also attended the farmers market and the Honey Fly sneak peek event. Council Member Bailey reported on his attendance at meetings of the Fix Our Roads Citizens Committee (FORCC) and the 250th Celebration Committee. Council Member Brothers reported on the upcoming Riverton Youth Council meeting, expressed appreciation for community volunteers, and encouraged continued community involvement and support. Council Member Larson reported on attending the Fremont County Solid Waste Disposal District Board meeting.

City Administrator's Report – City Administrator Kyle Butterfield reported that Mick Pryor received the Community Hero Award at the Wyoming Association of Municipalities (WAM) Summer Conference. Mr. Butterfield also reported on the upcoming Honey Fly and Amazon grand opening, the 250th Celebration, and an upcoming Airport Board meeting. Additionally, he provided construction updates on the Riverview Road Reconstruction Project and staffing updates regarding the Airport Operator, Sanitation Operator, Community Service Officer (CSO), and Patrol Officer positions.

Mayor's Comments – Mayor Hancock followed up on the recently approved resolution to establish the PAWS for the Cause Committee and named Council Members Johnson and Bailey to serve as council representatives on the committee.

Communication from the Floor – Riverton Chamber & Visitors Center Executive Director Cindy Olson-Roden provided updates regarding their activities.

Consent Agenda – Administrative Services Director Mia Harris read the consent agenda items by title only: Minutes of the May 19, 2026 Executive Session; Minutes of the June 2, 2026 Regular Council Meeting; Minutes of the June 16, 2026 Finance Committee Meeting; Finance Committee Recommendations from June 16, 2026; Municipal Court Report for the month of May 2026; Open Container Permit Application: Hampton Inn & Suites, 4th of July Celebration @ City Park, July 4, 2026, 3:00 p.m. – 10:00 p.m.; Open Container Permit Application: Hilltop Liquors, 4th of July Celebration @ City Park, July 4, 2026, 10:00 a.m. – 10:00 p.m. Finance Committee Chair Eric Carr reported that the Finance Committee approved claims to be paid in the amount of $1,250,758.71, Elan credit card in the amount of $9,863.28, and payroll liabilities for May 29, 2026, and payroll for June 12, 2026, in the amount of $403,888.60, for a total of $1,664,510.59. Council Member Larson moved, seconded by Council Member Johnson, to approve the consent agenda as presented. Council Member Bailey abstained from claims payable to Bailey Enterprises, Inc. The motion passed unanimously.

Public Hearing & Consideration of Resolution No. 1557: Adoption of Fiscal Year 2026-2027 Budget – City Administrator Kyle Butterfield reported on the fiscal year 2026-2027 budget. Administrative Services Director Mia Harris read Resolution No. 1557 by title only. Council Member Larson moved, seconded by Council Member Bailey, to open the public hearing. The motion passed unanimously. With no members of the audience wishing to speak, Council Member Carr moved, seconded by Council Member Larson, to close the public hearing. The motion passed

unanimously. Council Member Carr moved, seconded by Council Member Brothers, to adopt Resolution No. 1557. After discussion involving the council and city staff, the motion passed unanimously.

Consideration of Ordinance No. 26-004, 3rd & Final Reading: Animal Control: Police Chief Eric Hurtado reported on Ordinance 26-004 on third & final reading. Administrative Services Director Mia Harris read the ordinance by title only. Council Member Bailey moved, seconded by Council Member Johnson, to adopt the ordinance. After discussion involving the council and city staff, Administrative Services Director Harris conducted a roll call vote. The motion passed unanimously.

Wind River Visitors Council Board Appointment – City Administrator Kyle Butterfield reported on a vacancy on the Wind River Visitors Council. After receipt and review of three letters of interest submitted to serve, Mayor Hancock recommended the appointment of Cindy Olson-Roden. Council Member Bailey moved, seconded by Council Member Carr, to confirm Mayor Hancock's selected appointment of Cindy Olson-Roden on the Wind River Visitors Council. After discussion involving the council and public, the motion passed unanimously.

Consideration of Bid: 2026 Concrete Replacement – Public Works Director Brendan Thoman reported on the 2026 Concrete Replacement Project. Council Member Bailey moved, seconded by Council Member Johnson, to award the bid for the 2026 Concrete Replacement Project in the amount of $159,544.95 to B&M Septic and Excavation. The motion passed unanimously.

Fiscal Year 2025-2026 Audit Engagement Letter: Non-Attest Services – Administrative Services Director Mia Harris reported on the non-attest services engagement letter. Council Member Larson moved, seconded by Council Member Carr, to approve the engagement letter with Wade Hirschi, CPA, PC, for non-attest services for the fiscal year ending June 30, 2026. The motion passed unanimously.

Fiscal Year 2025-2026 Audit Engagement Letter: Professional Audit Services – Administrative Services Director Mia Harris on the professional audit services engagement letter. Council Member Carr moved, seconded by Council Member Bailey, to approve the engagement letter with ClingerHagerman, for professional audit services for the fiscal year ending June 30, 2026. The motion passed unanimously.

Recess – Mayor Hancock called for a recess at 8:11 p.m. and reconvened the meeting at 8:25 p.m.

911 GAP Funding Grant Application – Police Chief Eric Hurtado reported on the Fiscal Year 2027 911 GAP Funding Grant Program. Council Member Bailey moved, seconded by Council Member Carr, to authorize the submission of an application to the State of Wyoming FY 2027 911 GAP Funding Grant Program on behalf of the Riverton Police Department Communications Center. After discussion involving the council and city staff, the motion passed unanimously.

AXON Police Technology Upgrades Contract Extension – Police Chief Eric Hurtado reported on the AXON Police Technology Upgrade Project. Council Member Larson moved, seconded by Council Member Johnson, to approve a new ten-year agreement with Axon Enterprises, Inc. After discussion involving the council and city staff, the motion passed unanimously.

Concession Agreement: Airport Coffee Cart – Public Works Director Brendan Thoman reported on a lease and concession agreement. Council Member Carr moved, seconded by Council Member Brothers, to approve a lease and concession agreement with Nomad Coffee Company, Melissa Bayne. After discussion involving the council, public, and city staff, the motion passed unanimously.

Memorandum of Understanding (MOU) Amendment: Commercial Air Service – City Administrator Kyle Butterfield reported on the Memorandum of Understanding (MOU) for commercial air service. Council Member Bailey moved, seconded by Council Member Borders, to approve Amendment 5 to the MOU between the Wyoming Department of Transportation (WYDOT) and the City of Riverton. 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 Larson, to adjourn the Regular Council meeting at 9:04 p.m. The motion passed unanimously.

CITY OF RIVERTON, WYOMING

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Tim Hancock
Mayor

ATTEST:

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Mia Harris
Administrative Services Director

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