



## Regular Council Meeting

Tuesday, August 4, 2020 at 7:00 pm

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Invocation.
- 4) Roll call: Ward I: Kyle Larson, Cory Rota  
Ward II: Karla Borders, Rebecca Schatza  
Ward III: Mike Bailey, Tim Hancock
- 5) Declaration of quorum.
- 6) Approval of the Agenda.
- 7) Communication from the Floor – Citizen’s Comments.
- 8) Consent Agenda:
  - Approval of the Minutes – July 21, 2020 Regular Council Meeting.
  - Approval of the Minutes – August 4, 2020 Finance Committee Meeting.
  - Approval of the Finance Committee Recommendations – August 4, 2020.
  - Plat: Stratton Subdivision, Portion of Lot 19, Re-subdivision, Petitioner: Buggy Bath, LLC.
  - Open Container Permit Applications: **Tracy Shells**, Memorial, Sunset Park, 8/4/2020, 11 am – 3 pm; and **Ruby Calvert**, Birthday Celebration, Sunset Park, 8/15/2020, 2 pm – 6 pm.
- 9) Tree Board Appointment: Val Green.
- 10) Consideration of Ordinance No. 20-004, 2nd Reading: Riverton Municipal Code 5.04.070 & 5.04.100 Open Container & Malt Beverage Permit Amendment.
- 11) Public Hearing & Consideration of Ordinance No. 20-005, 1<sup>st</sup> Reading: RMC Chapter 17 Commercial Highway (C-H) Zoning.
- 12) Public Hearing & Consideration of Ordinance No. 20-006, 1<sup>st</sup> Reading: RMC Chapter 16 Subdivisions.
- 13) Memorandum of Understanding (MOU): Half Cent Tax for Economic Development.
- 14) Memorandum of Understanding (MOU): Air Service Revenue Management Subcommittee.
- 15) Memorandum of Understanding (MOU): Neiberger First Addition Tract B – Pavement Overlay Cost Share.
- 16) Consideration of FCSD #25 Recreation Board Beautification Grant Application.
- 17) Fiscal Year 2019-2020 Council Goal Update/Review.

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Reports and Comments:

- 18) Council Committee Reports and Council Members' Roundtable.
- 19) City Administrator's Report.
- 20) Mayor's Comments.
- 21) Executive Session – If needed.
- 22) Adjourn.

**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Regular Council Meeting**  
**Held July 21, 2020**  
**7:00 PM**

The regular meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Richard P. Gard at 7:00 p.m. City Council Members present were Karla Borders, Tim Hancock, Mike Bailey, Rebecca Schatza, Cory Rota, and Kyle Larson. Mayor Gard led the pledge of allegiance and Council Member Rota conducted the invocation.

Roll call was conducted. Mayor Gard declared a quorum of the Council.

City Staff present: City Administrator Tony Tolstedt, City Clerk/Human Resource Director Kristin Watson, Public Works Director Kyle Butterfield, Chief of Police Eric Murphy, Finance Director Mia Harris, Community Development Director Eric P. Carr and Administrative Assistant/Deputy City Clerk Megan Sims.

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

**Communication from the Floor/Response to Citizen’s Comments** – None.

**Consent Agenda** – City Clerk/Human Resource Director Kristin Watson read the consent agenda items by title only: Approval of the Minutes – July 7, 2020 Regular Council Meeting; Approval of the Minutes – July 21, 2020 Finance Committee Meeting; Approval of the Finance Committee Recommendations – July 21, 2020 claims to be paid in the amount of \$604,086.62, Elan credit card in the amount of \$2,809.30, manual check in the amount of \$5,400.00, and payroll & liabilities in the amount of \$194,689.29 for a total of \$806,985.21; Approval of the Municipal Court Report for the month of June 2020 and Open Container Permit Applications: **Cedar Bar**, Street Dance, 413 E Fremont Ave, 8/29/20, 8:00 pm – 2:00 am. Council Member Bailey moved, seconded by Council Member Schatza to approve the consent agenda as presented. Motion passed unanimously.

**Public Hearing and Consideration of Retail Liquor License Transfer of Location: Brigett & James Bunker d/b/a Bunk’s BBQ** – City Clerk/Human Resource Director Kristin Watson reported on a retail liquor license transfer of location application received in the City Clerk’s office. This transfer of location is from 303 E Main St to 201 E Washington Ave. Council Member Schatza moved, seconded by Council Member Bailey to open the public hearing. Motion passed unanimously. There being no one to address the Council, Council Member Bailey moved, seconded by Council Member Schatza to close the public hearing. Motion passed unanimously. Council Member Schatza moved, seconded by Council Member Borders to approve the retail liquor license transfer of location for Brigett & James Bunker d/b/a Bunk’s BBQ. Motion passed unanimously.

**Bid Award: Hill Street Improvement Project** – Public Works Director Kyle Butterfield reported of three (3) bids received for the Hill Street Improvement Project. The improvements needed on Hill Street will address the degrading asphalt, pavement corrugation, and failing curb and gutter. Dave’s Asphalt Company was the lowest and most responsive bid at \$605,427.00. Council Member Larson moved, seconded by Council Member Bailey to award the Hill Street Improvement Project to Dave’s Asphalt Company in the amount of \$605,427.00. Motion passed unanimously.

**Consideration of Resolution No. 1418: Alcohol on Public Property** – City Clerk/Human Resource Director Kristin Watson presented Resolution No. 1418 which addresses allowing alcohol at both City and Jaycee Park. Council Member Schatza moved, seconded by Council Member Bailey to approve Resolution No. 1418. Motion passed unanimously.

**Public Hearing and Consideration of Ordinance No. 20-004, 1<sup>st</sup> Reading: Riverton Municipal Code 5.04.070 & 5.04.100 Open Container & Malt Beverage Permit** – City Clerk/Human Resource Director Kristin Watson presented Ordinance No. 20-004 which addresses allowing twelve (12) open container permits and twelve (12) malt beverage permits per year from the previous allowance of two (2) per year. City Clerk/Human Resource Director Kristin Watson read Ordinance No. 20-004 by title only on 1<sup>st</sup> reading. Council Member Schatza moved, seconded by Council Member Borders to open the public hearing. Motion passed unanimously. There being no one to address the Council, Council Member Larson moved, seconded by Council Member Hancock to close the public hearing. Motion passed unanimously. Council Member Hancock moved, seconded by Council Member Schatza to adopt Ordinance No. 20-004 on first reading. Motion passed unanimously.

**Memorandum of Understanding: Riverton Medical District** – City Administrator Tony Tolstedt presented a Memorandum of Understanding (MOU) between the City of Riverton and the Riverton Medical District. The MOU proposes to have the City apply for CARES funding through the State Land & Investments Board (SLIB). Council Member Borders moved, seconded by Council Member Larson to approve the Memorandum of Understanding between the City of Riverton and the Riverton Medical District. Motion passed unanimously.

**Resolution No. 1419: Riverton Medical District Coronavirus Relief Grant Application** – City Administrator Tony Tolstedt presented Resolution No. 1419 which supports the Coronavirus Relief Grant application to the State Loan and Investment Board. City Clerk/Human Resource Director Kristin Watson read Resolution No. 1419 by title only. Council Member Bailey moved, seconded by Council Member Schatza to approve Resolution No. 1419. Motion passed unanimously.

**Fiscal Year 2020 Year-End Health Report** – Finance Director Mia Harris presented to the Council a report reflecting the City’s fiscal health from July 1, 2018 – June 30, 2019. Mrs. Harris reported on the revenues versus the expenditures in the general fund and the enterprise funds. Also reviewed was the airport fund. No action was taken.

**Council Committee Reports & Council Members’ Roundtable** – Council Member Hancock commented on the joint Solutions/Community Engagement Committee meetings he has attended and thanked the volunteers for a successful Happy Days event; Council Member Borders expressed her appreciation for Chief Murphy and the rest of the Police Department; Council Member Rota commented on the excellent customer service from the Utility Billing Department, the neighborhood watch, and the events in the community as well as an upcoming webinar with the Wyoming Business Council; Council Member Larson and Council Member Schatza commented on the volunteer efforts of the community; and Council Member Bailey commented on the 1% projects and the FORCC meeting he attended as well as the Airport Board meeting he attended.

**City Administrator’s Report** – City Administrator Tony Tolstedt also expressed his appreciation for the volunteers in our community. Mr. Tolstedt informed of upcoming meetings; commented on the SLIB grant that was submitted; and commented on the application and insurance requirements for the street closures on Main St and N Federal from the Wyoming Department of Transportation.

**Mayor’s Comments** – Mayor Richard P. Gard commented on the direct flight from Riverton to Denver beginning on August 1<sup>st</sup>; commented on the Happy Days event; commented on the Riverton Rendezvous Balloon Rally; expressed his gratitude for all of the Public Works staff for their constant diligent work; commented on the Legion Baseball tournament held in Riverton; and commented on the RHS All Class Reunion.

**Adjourn** – There being no further business to come before the Council, Mayor Gard adjourned the Regular Council meeting at 8:39 p.m. There was no objection from the Council.

CITY OF RIVERTON, WYOMING

Richard P. Gard  
Mayor

ATTEST:

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Kristin S. Watson  
City Clerk/Human Resource Director

Publication Date:

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council  
**FROM:** Eric P. Carr, P.E. – Director of Community Development  
**THROUGH:** Tony Tolstedt – City Administrator  
**DATE:** August 4, 2020  
**SUBJECT:** Stratton Subdivision, Portion of Lot 19, Re-Subdivision plat  
**PETITIONER:** Buggy Bath, LLC

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**Recommendation:** The City Council approve the Stratton Subdivision, Portion of Lot 19, Re-Subdivision plat, Located in the N½SE¼, Section 27, T.1N., R4E., W.R.M., City of Riverton, Fremont County, Wyoming.

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**Background:** The Riverton Municipal Code (RMC), Section 17.64.030(A) states: The tract for use as a commercial highway district “C-H” shall not be less than forty-two thousand (42,000) square feet in area. A variance from this section of code was approved on July 9, 2020 to allow lots to be created less than 42,000 square feet in this C-H zoned established lot.

**Discussion:** This plat is proposing to create three lots within the area. This will allow for the three businesses on this large lot to have individual lots; and be sold individually.

Easements for existing utilities have been included on the plat. The utility companies that have their utilities in the easement have approved this proposed layout. The City Council will review this plat at the August 4, 2020 regular meeting.

**Alternatives:**

- Approve with amendments or stipulations.

**Budget Impact:** There is no immediate budget impact resulting from the staff recommendation.

CERTIFICATION OF OWNERSHIP AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT BUGGY BATH, LLC, A WYOMING LIMITED LIABILITY COMPANY, OWNER OF A PORTION OF LOT 19, STRATTON SUBDIVISION TO THE CITY OF RIVERTON, SAID SUBDIVISION BEING LOCATED IN THE N1/2SE1/4, SECTION 27, TOWNSHIP 1 NORTH, RANGE 4 EAST, WIND RIVER MERIDIAN, FREMONT COUNTY, WYOMING, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 19, THENCE EAST ALONG THE NORTH LINE OF PERSHING AVENUE 140.00 FEET TO THE TRUE POINT OF BEGINNING, THENCE NORTH 175 FEET; THENCE EAST 137 FEET; THENCE SOUTH 175 FEET; THENCE WEST ALONG SAID NORTH LINE OF PERSHING AVENUE 137 FEET TO THE POINT OF BEGINNING.

AND, A PARCEL OF LAND IN LOT 19, STRATTON SUBDIVISION TO THE CITY OF RIVERTON, SAID SUBDIVISION BEING LOCATED IN THE N1/2SE1/4, SECTION 27, TOWNSHIP 1 NORTH, RANGE 4 EAST, WIND RIVER MERIDIAN, FREMONT COUNTY, WYOMING, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 19, THENCE EAST ALONG THE NORTH LINE OF PERSHING AVENUE 140.00 FEET TO THE TRUE POINT OF BEGINNING OF SAID LOT 19; THENCE EAST ALONG SAID SOUTH LINE, 99.14 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF THE HERITAGE TRAIL; THENCE N36°16'41"E, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 359.73 FEET TO THE NORTH LINE OF SAID LOT 19; THENCE WEST ALONG SAID NORTH LINE, 311.99 FEET TO THE POINT OF BEGINNING OF THIS DESCRIBED TRAIL; THENCE WEST-OUT, PLATTED AND SUBDIVIDED THE SAME INTO 3 LOTS AS SHOWN HEREON AND DESIGNATED THE SAME AS STRATTON SUBDIVISION, PORTION OF LOT 19, RE-SUBDIVISION, CITY OF RIVERTON, FREMONT COUNTY, WYOMING; AND DO HEREBY GRANT FOR PUBLIC USE THE ACCESS AND UTILITY EASEMENTS SHOWN HEREON; THE ABOVE AND FOREGOING PLAT OF THE ABOVE DESCRIBED LANDS AS APPEAR ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER.

EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

DAVID C. GALE, MEMBER  
BUGGY BATH, LLC

JADE GALE, MEMBER  
BUGGY BATH, LLC

STATE OF WYOMING )  
COUNTY OF FREMONT ) SS

THE FOREGOING DEDICATION WAS ACKNOWLEDGED BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, BY DAVID C. GALE, MEMBER OF BUGGY BATH, LLC, AND JADE GALE, MEMBER OF BUGGY BATH, LLC.

WITNESS MY HAND AND OFFICIAL SEAL: \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_.

NOTARY PUBLIC

PLANNING COMMISSION CERTIFICATE

THIS SUBDIVISION PLAT APPROVED BY THE CITY OF RIVERTON PLANNING COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

CHAIRMAN

APPROVAL - CITY COUNCIL

THIS SUBDIVISION PLAT APPROVED BY THE CITY COUNCIL OF RIVERTON, WYOMING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

MAYOR

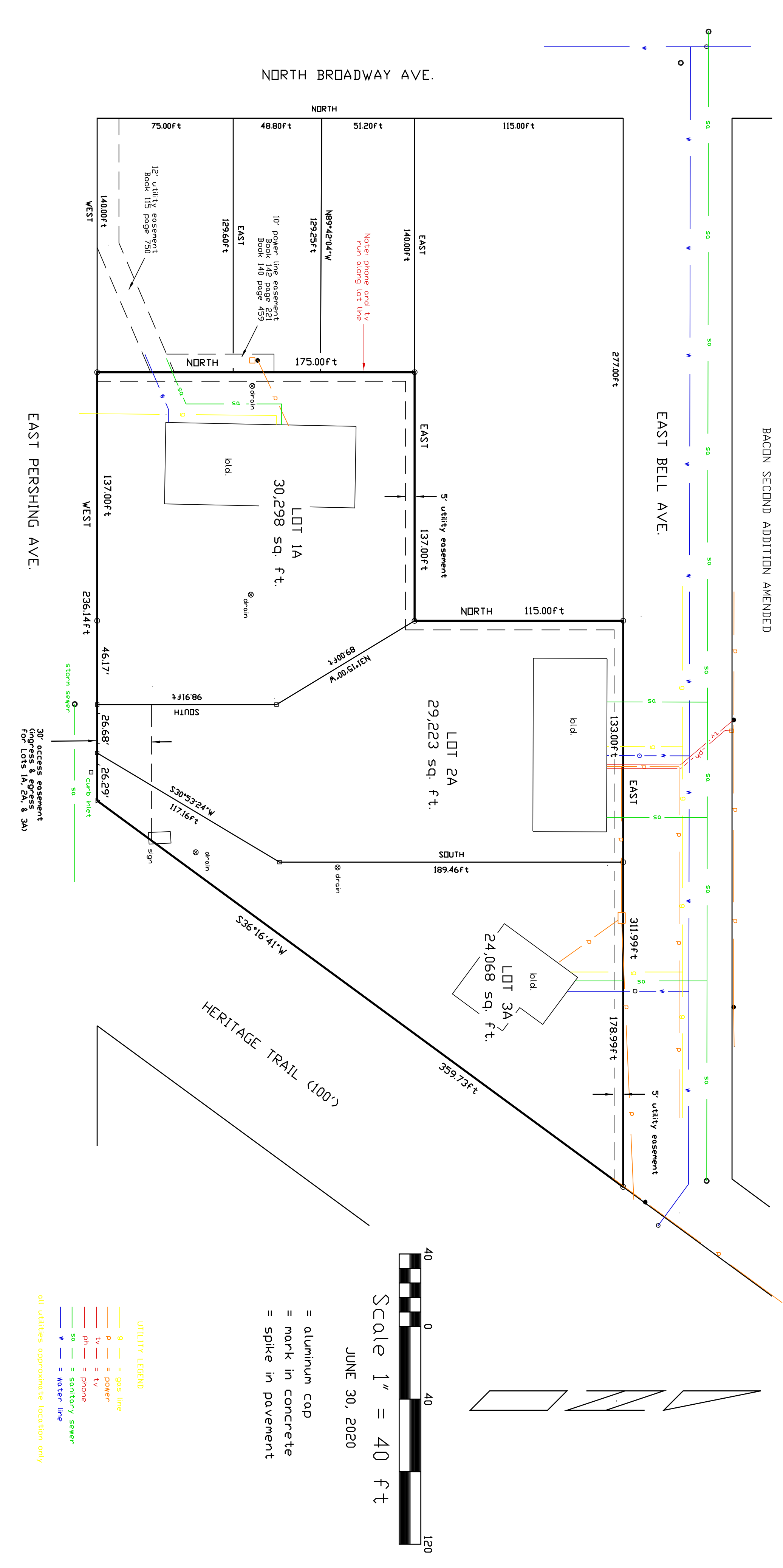
CITY CLERK

CLERK AND RECORDER'S CERTIFICATE

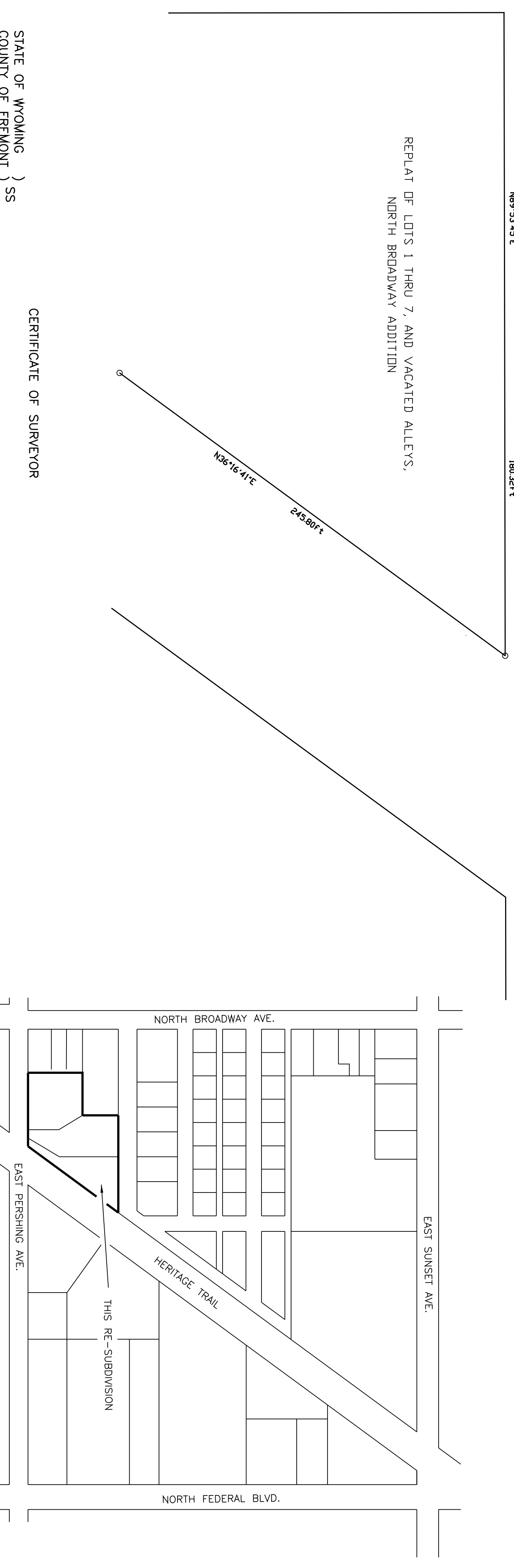
THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_, AND IS DULY RECORDED IN PLAT CABINET \_\_\_\_\_ PAGE \_\_\_\_\_, AND AS DOCUMENT NO. \_\_\_\_\_

CLERK AND RECORDER

DEPUTY



REPLAT OF LOTS 1 THRU 7, AND VACATED ALLEYS,  
NORTH BROADWAY ADDITION



I, JOHN D. HART, A DULY LICENSED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS IS A TRUE, CORRECT AND COMPLETE PLAT OF RE-PLAT AND LOT SUBDIVISION, AND THAT THE CITY OF RIVERTON, WYOMING, HAS REVIEWED THE SAME AND APPROVED THE SAME AND DEDICATED TO PUBLIC USE AND THE NUMBERS OF ALL LOTS AND BLOCKS ARE AS SHOWN HEREON; AND ALL MONUMENTS ARE AS INDICATED AND ALL DATA SHOWN FROM WHICH TO MAKE FUTURE RESURVEYS.

STRATTON SUBDIVISION, PORTION OF LOT 19,  
RE-SUBDIVISION,

LOCATED IN THE N1/2SE1/4 OF SECTION 27,  
TOWNSHIP 1 NORTH, RANGE 4 EAST, WIND RIVER MERIDIAN,  
CITY OF RIVERTON, FREMONT COUNTY, WYOMING.

CITY OF RIVERTON, WYOMING  
COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR SUBDIVISION APPLICATION

This application is for subdivision of land into 5 lots or less. Please fill out completely. Use back or attach separate sheet if additional space is needed. Attach appropriate completed plat checklist. Please enter n/a next to any item that does not apply. Application fee is \$200.00 payable upon submittal of application.

1. Proposed name of Subdivision: STRATON Subdivision, Portion LOT 19, Resubdivision

2. Date submitted: July 8, 2020

3. Type of Plat: Final PLAT

4. Legal description of property to be subdivided, attach copy of deed or title:  
Subdivision STRATON Subdivision Block N/A Lot 19  
Parcel Portion LOT 19

5. Total area of this subdivision/parcel: 0.3, 589 sq/ft acres.

6. Existing zoning: CHWY Proposed zoning: CHWY

7. Number of proposed lots (5 or less): 3 Typical lot size: 27,800

8. Type of development proposed:  
Residential (single family) \_\_\_\_\_ acres. Residential (multi-family) \_\_\_\_\_ acres  
Commercial 1.92 - 0.64/LOT acres Industrial \_\_\_\_\_ acres  
Park and Open Space \_\_\_\_\_ acres Street rights-of-way \_\_\_\_\_ acres  
Other: \_\_\_\_\_ acres

9. Linear feet of proposed new streets: Total None

10. Proposed public land dedication: None acres. Proposed alternative to all or part of public land dedication requirement: \_\_\_\_\_

11. Subdivider: Name, address and telephone number:  
Buggy BATH LLC  
DAVID GALE MBR





12. Property owner(s) name, address and telephone number (if other than above)

BUGGY BATH, LLC  
\_\_\_\_\_

E-Mail Address: dogak27@gmail.com

13. Name, address and telephone number of person or firm preparing plat:

DAN HART  
764 LINCOLN STREET  
LANDER, WY 82520

E-Mail Address: HARTZHART@BRSSMAN.NET

14. Name, address and telephone number of engineer designing improvements (if other than No. 13 above:

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Cost estimate for infrastructure. Submit letter of credit or some form of security as outlined in RMC 16.12.030 E.

None

Signature of Applicant or Agent: 

DAVID GALE

MANAGING MGR

Print Name

Title

**CITY OF RIVERTON, WYOMING  
COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR SUBDIVISION PLAT CHECKLIST**

This checklist is for subdivision of land into 5 lots or less and is to be used as a guide for sub dividers to insure that the form of sketch and final plats is correct and complete, and that all required supporting materials have been included in the plat submittal. A COMPLETED CHECKLIST MUST ACCOMPANY ALL PLAT SUBMITTALS.

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item that does not apply and explain on a separate sheet. Incomplete or inaccurate submittals will not be accepted. Sketch and final plats, and the design standards used in their preparation, must comply with all of the applicable provisions of the Riverton Municipal Code Section 16.12.

Questions regarding this checklist should be directed to Connie Carr at (307) 856-9129.

THIS CHECKLIST IS ONLY A GUIDE. THE MINOR SUBDIVISION REGULATIONS ARE TO BE CONSULTED FOR DETAILS.

PROPOSED NAME OF SUBDIVISION: STRATON SUBDIVISION, PORTION LOT 9 RE-SUBDIVISION

DATE SUBMITTED: ~~07/14/20~~

REQUESTED PLANNING COMMISSION REVIEW DATE (Not less than 30 days from date of submittal): \_\_\_\_\_

GENERAL LOCATION: 420/470/490 E PERSHING AVE, RIVERTON, WY

OWNER(S) NAME, ADDRESS AND TELEPHONE:

BUGGY BATH, LLC  
C/O DAVID GALE  
PO BOX 623  
RIVERTON, WY 82501

NAME AND ADDRESS OF PERSON OR FIRM PREPARING PLAT:

DAN HART  
THE COMPANY  
LANDER, WY

CITY OF RIVERTON  
CASH RECEIPT

Printed 16:33:08 - 07/14/20

**Batch:24085**  
**Transaction:33**

Reference Number: BUGGY BATH PLAT

Name: DAVID GALE

Address:

Item(s) Description:

SUB & PROC FEES	200.00
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Check #

Cash Paid

Credit Paid

Less Change Given	( )
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<b>TOTAL:</b>	<b>10</b>	<b>200.00</b>
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**City of Riverton**  
**Open Container Permit Application**



Open Container Permit	\$25.00 Non-Refundable Fee	RMC 5.04.070 Allows alcoholic beverages on City property by permit only
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SPONSOR OF EVENT: \_\_\_\_\_

SPONSOR REPRESENTATIVE: Tracy Shells

ADDRESS: 418 Pinnacle Dr. PHONE: 307-840-0901

TYPE OF EVENT: Memorial

LOCATION OF EVENT: Sunset Park

DATE OF EVENT: 8-8-20

START TIME: 11 AM END TIME: 3pm

WILL UNDERAGE CHILDREN BE PRESENT?  Y  N

If yes, please explain procedures to ensure underage children will not be served alcoholic beverages.  
coolers will be monitored by adults no underage kids will be drinking

**The undersigned applicant agrees to abide by the following rules and regulations set forth by the Riverton City Council:**

- Alcohol Sales is not permitted.
- Providing alcohol to intoxicated persons is not permitted.
- Providing alcohol to underage person(s) is not permitted.
- Taking open containers off of or away from permitted area is prohibited.
- The location shall be left clean and free of debris.
- Open container permits are for no more than two days by any one person or organization in any one calendar year.
- The applicant shall abide by any other rules set forth by the Riverton City Council

Tracy Shells  
 Signature of Applicant

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**FOR OFFICE USE ONLY**

Approved/Denied by Council Action on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 City Clerk

Date Paid 11-24-2020

cc: Police Department \_\_\_\_\_  
 Parks Department \_\_\_\_\_

**“Excellence in Service to the Rendezvous City”**

**City of Riverton  
Open Container Permit Application**



Open Container Permit	\$25.00 Non-Refundable Fee	RMC 5.04.070 Allows alcoholic beverages on City property by permit only
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SPONSOR OF EVENT: Ruby Calvert  
 SPONSOR REPRESENTATIVE: Ruby Calvert  
 ADDRESS: 608 Downs Circle PHONE: 307-851-1202  
 TYPE OF EVENT: Birthday Celebration -  
 LOCATION OF EVENT: Sunset Park Shelter  
 DATE OF EVENT: Sat Aug 15, 2020  
 START TIME: 2 pm END TIME: 6 pm

WILL UNDERAGE CHILDREN BE PRESENT?  Y  N  
 If yes, please explain procedures to ensure underage children will not be served alcoholic beverages.  
There will only be 4 children and 25 adults - we will keep alcohol in supervised cooler.

The undersigned applicant agrees to abide by the following rules and regulations set forth by the Riverton City Council:

- Alcohol Sales is not permitted.
- Providing alcohol to intoxicated persons is not permitted.
- Providing alcohol to underage person(s) is not permitted.
- Taking open containers off of or away from permitted area is prohibited.
- The location shall be left clean and free of debris.
- Open container permits are for no more than two days by any one person or organization in any one calendar year.
- The applicant shall abide by any other rules set forth by the Riverton City Council

Ruby Calvert  
Signature of Applicant

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**FOR OFFICE USE ONLY**

Approved/Denied by Council Action on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk

Date Paid 7-29-2020

cc: Police Department \_\_\_\_\_  
Parks Department \_\_\_\_\_

**“Excellence in Service to the Rendezvous City”**

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kristin S. Watson, City Clerk/Human Resource Director

**THROUGH:** Tony Tolstedt, City Administrator

**DATE:** July 31, 2020

**SUBJECT:** Ordinance No. 20-004 – Riverton Municipal Code 5.04.070 & 5.04.100 Open Container & Malt Beverage Permit Amendment

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**Recommendation:** That Council adopt Ordinance No. 20-004 on *second* reading, increasing the number of open container permits and malt beverage permits from two (2) per year to twelve (12) per year.

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**Background:** While assisting a local retail liquor license holder with a recent event that they were organizing, an increase to the number of open container permits that can be obtained per year was requested. Currently, the municipal code allows for any person or organization to apply for up to two open container permit applications per year and up to two malt beverage permits per year. The permitting for malt beverage permits has an exception which uncaps the limit of permits for fairs, bazaars, rodeos, etc.

Most of the events that are hosted in Riverton require more than one type of alcohol permit to be issued. For example, if an individual wants to hold a wedding reception at a local park where a cash bar will be present, the individual must apply for an open container permit and a malt beverage permit. The open container permit allows for alcohol on public property, while the malt beverage permit allows for the sale of alcohol within the City's jurisdiction. If there was not a cash bar, then the individual would only need to obtain an open container permit and not a malt beverage permit.

A similar situation, but with a retail liquor license holder, would require the retail liquor license holder *or* the sponsor of the event to obtain an open container permit to allow alcohol on public property, and the retail liquor license holder would also be required to obtain a catering permit in order to cater their bar outside of the licensed establishment. Pursuant to RMC 5.04.230, a retail liquor license holder is limited to 24 catering permits per year. If a retail liquor license holder was going to host an event on non-city property, they would only be required to obtain a catering permit and not an open container permit.

**Discussion:** The proposed ordinance provides for an increase to the number of open container permits that any individual or organization could obtain per year.

Over the past four years, Council has approved an average of 13 open container permits per year. The open container permits are primarily issued for summer events such as street dances, weddings/wedding receptions, baby showers, as well as other public events

throughout the year. In that same time period, staff has issued an average of 11 malt beverage permits per year and an average of 37 catering permits per year.

Last year's open container permits that were approved through council totaled 15. Of those, 7 permits were approved for events in the city's streets, 5 permits were approved for Sunset Park, and 3 permits were approved for City Park. 4 of the open container permits were in conjunction with malt beverage permits (3 at City Park & 1 at Riverton Library); and 6 were in conjunction with catering permits (1 at Sunset Park & 5 on various public street locations). The other 5 permits were for events that did not require either an open container permit or a malt beverage permit.

Increasing the number of open container permits and malt beverage permits would allow for individuals, organizations, and liquor license holders the ability to obtain the necessary permits as one event organizer rather than trying to obtain the necessary permits through other individuals or organizations.

**Alternatives:** Modify the ordinance as Council deems appropriate.

**Budget Impact:** Outside of the publishing costs, there may be a slight increase in liquor license revenue with the additional permits.

**Council Goal:** This ordinance pertains to Council Goal #2: Promote Communication & Transparency.

PROPOSED ORDINANCE NO. 20-004

AN ORDINANCE AMENDING TITLE 5 “BUSINESS LICENSES AND REGULATIONS”, CHAPTER 5.04 “ALCOHOLIC BEVERAGES”, TO REVISE SECTIONS 5.04.070 “OPEN CONTAINERS OF ALCOHOLIC BEVERAGES ON CITY PROPERTY BY PERMIT ONLY” AND SECTION 5.04.100 “PERMIT FOR RETAIL SALES AT PICNICS, BAZAARS, FAIRS, ETC.”, OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

**Section 1.** 5.04.070 “Open containers of alcoholic beverages on city property by permit only.” is hereby revised to read as follows:

**5.04.070 Open containers of alcoholic beverages on city property by permit only.**

A twenty-four (24) hour open container permit may be granted or denied at the sole discretion of the city council without public notice or hearing. The city council may attach rules and regulations, hours, and such other stipulations as they deem appropriate to such permit. The permit shall be issued only for the day or days named therein and it shall not authorize open containers for more than ~~two~~ *twelve (12)* days by any one person or organization in any one calendar year. The cost of such permit shall be twenty-five dollars (\$25.00) or such amount as the council may set from time to time by resolution. Nothing in this section shall be construed to substitute the permit granted herein for retail licenses for resale, permits for resale or similar provisions of this code. (Ord. 12-002 § 1, 2012; Ord. 07-012 § 1, 2007; prior code § 3-6.1)

**Section 2.** 5.04.100 “Permit for retail sales at picnics, bazaars, fairs, etc.” is hereby revised to read as follows:

**5.04.100 Permit for retail sales at picnics, bazaars, fairs, etc.**

Applicants for a malt beverage permit shall complete and submit an application, no less than forty-eight (48) hours prior to the event. Applications will be reviewed by the chief of police or designee and the city clerk or designee. The permit will be issued by the city clerk or designee without public notice or hearing, to any responsible person, organization, or microbrewery for the onsite sale and consumption of malt liquors only at a picnic, bazaar, fair, rodeo, or similar public gathering. No person or organization holding such permit shall sell any alcoholic liquor except malt liquors, and no microbrewery holding such permit shall sell any other malt liquors other than their own manufactured product on the premises described on the permit. The permit shall be issued only for the day or days named therein and it shall not authorize the sale of malt liquors for more than ~~two~~ *twelve (12)* days by any one person or organization in any one calendar year with the exception of a picnic, bazaar, fair, rodeo, or similar public gathering. The city council may attach rules and regulations and other stipulations they deem appropriate to this permit. The cost of such permit shall be fifty dollars (\$50.00) for any responsible individual, organization, or microbrewery or such amount as the council may set from

time to time by resolution. (Ord. 19-007 § 1, 2019; Ord. 15-005 § 1, 2015; Ord. 12-002 § 1, 2012; Ord. 07-012 § 1, 2007; prior code § 3-8)

**Section 3.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING                      July 21, 2020

PASSED ON SECOND READING                      \_\_\_\_\_

PASSED ON THIRD READING                      \_\_\_\_\_

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF RIVERTON, WYOMING

By: \_\_\_\_\_  
Richard P. Gard  
Mayor

ATTEST:

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director

**ATTESTATION**

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 20-004 was passed, adopted, and approved by the Governing Body of the City of Riverton on the \_\_\_ day of \_\_\_\_\_, 2020. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being \_\_\_\_\_.

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director



# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council  
**FROM:** Eric P. Carr, P.E. – Director of Community Development  
**THROUGH:** Tony Tolstedt – City Administrator  
**DATE:** August 4, 2020  
**SUBJECT:** Proposed Ordinance 20-005 – Chapter 17, C-H Zoning Min. Lot Size

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**Recommendation:** The City Council Approve Ordinance 20-005 amending Chapter 17, Commercial Highway “C-H” Zoning minimum lot size.

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**Background:** The Riverton Municipal Code (RMC), Section 17.64.030(A) states: The tract for use as a commercial highway district “C-H” shall not be less than forty-two thousand (42,000) square feet in area. It is unclear why commercial highway zoned lots would be required to have this much area, as approximately 70 percent of the existing commercial highway lots do not meet this requirement.

**Discussion:** This requirement likely stems from 30 to 40 year old planning practices which catered to large “box” stores and shopping malls; i.e. large lots with large parking areas. Today’s practices focus on creating densified shopping areas, with more walkable designs. The benefit to improved densification is more revenue generation per lot/business, less required maintenance on parking lot liabilities (pavement), and creation of more walkable places people feel more comfortable in. Ordinance 20-005 also seeks to improve consistency in the RMC after development of new parking maximums (rather than parking minimums). If this requirement were to be left in place, “pad” developments in front of our Federal Blvd. corridor would not be possible.

The Riverton Planning Commission reviewed Ordinance 20-005 at their July 30<sup>th</sup>, 2020 meeting an recommended approval of the ordinance.

**Alternatives:**

- Approve with amendments or stipulations.

**Budget Impact:** There is no immediate budget impact resulting from the staff recommendation.

**PROPOSED ORDINANCE NO. 20-005**

**AN ORDINANCE AMENDING TITLE 17 “ZONING” TO REVISE CHAPTER 17.64 “COMMERCIAL DISTRICT “C-H””, SECTION 17.64.030 “GENERAL REQUIREMENTS” OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:**

**Section 1.** Section 17.64.030 of the Municipal Code for the City of Riverton, Wyoming is hereby amended to read as follows:

**17.64.030 General requirements.**

- A. The tract for use as a commercial highway district “C-H” shall not be less than ~~forty-two thousand (42,000)~~ *ten thousand eight hundred and ninety (10,890)* square feet in area.
- B. The location of commercial highway district “C-H” uses shall be on property with access to principal arterial streets.

**Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

PASSED ON THIRD READING \_\_\_\_\_

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

CITY OF RIVERTON, WYOMING

By: \_\_\_\_\_  
Richard P. Gard  
Mayor

ATTEST:

\_\_\_\_\_  
Kristin S. Watson

City Clerk/Human Resource Director

**ATTESTATION**

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 20-005 was passed, adopted, and approved by the Governing Body of the City of Riverton on this \_\_\_\_\_ day of \_\_\_\_\_ 2020. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being \_\_\_\_\_.

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Eric P. Carr, P.E. – Director of Community Development

**THROUGH:** Tony Tolstedt – City Administrator

**DATE:** August 4, 2020

**SUBJECT:** Proposed Ordinance 20-006 – Chapter 16, Residential Rural Road Cross Section Addition

---

**Recommendation:** The City Council approve Ordinance 20-006 amending Chapter 16 of the Riverton Municipal Code.

---

**Background:** Ordinance 20-006 was developed in an effort to create an easier path for developers wishing to develop rural areas within the City of Riverton (outskirts of town). The Riverton Municipal Code would currently require these types of developments to install street cross sections with curb, gutter, sidewalk, and paved cross section; which arguably increases the cost of such development, especially when larger lot sizes are desired.

**Discussion:** Ordinance 20-006 provides measurable and quantifiable metrics for when a rural street cross section could be utilized. Developers would still maintain the ability to develop rural subdivisions with full cross sections, however, if Ordinance 20-006 is approved, they would also have the ability to diminish construction costs using modified street cross sections. The Riverton Planning Commission reviewed Ordinance 20-006 at their July 30<sup>th</sup>, 2020 meeting and recommended approval to the City Council.

**Alternatives:**

- Approve with amendments or stipulations.

**Budget Impact:** There is no immediate budget impact resulting from the staff recommendation.

**PROPOSED ORDINANCE NO. 20-006**

**AN ORDINANCE AMENDING TITLE 16 “SUBDIVISIONS”, CHAPTER 16.20 “IMPROVEMENTS”, SECTION 16.20.030 “REQUIRED – PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY”, SUBSECTION (C) OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:**

**Section 1.** Section 16.20.030 (C) of the Municipal Code for the City of Riverton, Wyoming is hereby amended to read as follows:

**16.20.030 Required – Prior to issuance of certificate of occupancy.**

C. Streets and alleys. All streets shall be paved with curb and gutter installed. All alleys, where permitted, shall be paved. In cases where a previously existing street which has not been brought up to city specifications is located within a subdivision, such street shall be paved with curb and gutter installed in order to meet city specifications. All streets existing within the ownership of the lands which make up any subdivision shall be shown on the subdivision plat. If any subdivision is located adjacent to any existing street right-of-way, the subdivider shall improve at least the adjacent half of such street improvements as required to bring such street to city specifications, including the installation of curbs and gutters adjacent to the subdivision and paving the width of adjacent unpaved streets at a minimum of twenty four (24) feet, which is to include a twelve (12) foot travel lane opposite the centerline. *Residential subdivisions sharing at least thirty (30) percent exterior boundary with the city limits, minimum frontages of one hundred fifty (150) feet and lot sizes of 0.8 acres or greater may utilize rural street cross sections per Section 16.16 “Design Standards”;*

**Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

PASSED ON THIRD READING \_\_\_\_\_

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

CITY OF RIVERTON, WYOMING

By: \_\_\_\_\_  
Richard P. Gard  
Mayor

ATTEST:

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director

**ATTESTATION**

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 20-006 was passed, adopted, and approved by the Governing Body of the City of Riverton on this \_\_\_\_\_ day of October 2020. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being \_\_\_\_\_.

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director

# CITY COUNCIL ACTION MEMO

**TO:** His Honor the Mayor and Members of the City Council  
**FROM:** Anthony Tolstedt, City Administrator  
**DATE:** July 31, 2020  
**SUBJECT:** Memorandum of Understanding (MOU) for ½ cent

---

**Recommendation:** That Council approve the MOU as presented contingent upon approval by all other municipalities and Converse County Commissioners.

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**Background:** The proposed MOU was developed to further enumerate the use and expenditures of ½ economic development monies collected should the electorate approve the upcoming ballot issue. The MOU would be presented to the governing boards of each community as well as the Converse County Commissioners for approval. A timeline for approval by all communities is unknown. Significant changes to the document would require additional consideration by all other approving parties to the agreement.

**Discussion:** In general, the agreement outlines not only further outlines the distribution of funds collected through the proposed ½-cent tax for economic development but also the means by which unexpended funds from communities can be allocated should funds not be used before the 2024 election.

Specifically, the understanding is that communities may apply for funds not expended or obligated in a community after the 2024 election. For the purposes of process, those requests would be fielded through FCAG and forwarded on to the community holding said funds for approval by the governing board of said community.

**Alternatives:** Council may make modifications to the agreement, reject the agreement, and/or provide guidance to staff for further development of the agreement.

**Budget Impact:** Approval of the MOU does not require any expenditure of funds beyond minor administrative costs.

**Council Goals:** The item generally alligns with City Goal #6: *Promote Economic Development* and City Goal #6: *Maintain Financial Stability*.

## Fremont County Sales Tax for Economic Development Memorandum of Understanding

This Memorandum of Understanding is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between Fremont County ("County"), the City of Riverton ("Riverton"), City of Lander ("Lander"), Town of Dubois ("Dubois"), Town of Shoshoni ("Shoshoni"), Town of Hudson ("Hudson") and the Town of Pavillion ("Pavillion").

### RECITALS

**WHEREAS**, W.S. 39-15-204(a)(vi) allows for an excise tax of up to one percent (1%) for economic development if approved by the electorate; and

**WHEREAS**, the proposition to impose an excise tax shall be at the expense of the county and be submitted to the electors of the county upon the receipt by the board of county commissioners of a petition requesting the election signed by at least five percent (5%) of the electors of the county or of a resolution approving the proposition from the governing body of the county and the governing bodies of at least two-thirds (2/3) of the incorporated municipalities within the county; and

**WHEREAS**, the Economic Development shall be defined as "any project that retains or increased employment, and/or results in a net gain of money into the community"; and

**WHEREAS** Thirty percent (30%) of the net proceeds of the tax shall be used to support transportation infrastructure such as commercial air service and ground transportation: the remaining seventy percent (70%) will be allocated to the County and 6 Municipalities based on population to manage and invest in economic development projects of their choosing; and

**WHEREAS**, if the tax proposed is approved in the Primary Election August 18, 2020, the tax shall become effective on March 1<sup>st</sup>, 2021, and as provided by W.S. 39-15-203(a)(v)(C) the same proposition shall be submitted at the general election in 2024; and

**WHEREAS**, if the proposition is approved by the qualified electors, the board of county commissioners shall by ordinance impose an excise tax upon retail sales of tangible personal property, admissions and services as defined by Wyoming state statutes.

**WHEREAS**, the ballot verbiage is "Shall the Board of County Commissioners of the County of Fremont, State of Wyoming, be authorized to impose an excise tax for economic development of one-half percent (1/2%) upon retail sales of tangible personal property, admissions and services made within the county as defined by Wyoming state statutes, the purpose of which is for economic development. Economic Development shall be defined as any project that retains or increased employment, and/or results in a net gain of money into the community. Thirty percent (30%) of the net proceeds of the tax shall be used to support transportation infrastructure such as commercial air service and ground transportation: the remaining seventy percent (70%) will be allocated to the County and 6 Municipalities based on population to manage and invest in economic development projects of their choosing. Economic Development projects on the Wind River Indian Reservation are eligible for county allocation. If passed, the tax shall become effective on March 1<sup>st</sup>, 2021, and as provided by W.S. 39-15-203(a)(v)(C) the same proposition shall be submitted at the general election in 2024."



**ARTICLE I**  
**PURPOSE**

Recognizing that economic development is important for the sustainability and growth of Fremont County, this MOU's purpose is to outline the best use of these sales tax funds for the benefits of its residents. While each municipality and the county may have different projects to best serve their citizens, the intent of this MOU is to provide guidelines so the tax collections can be efficiently and best used.

**ARTICLE II**  
**ADMINISTRATION**

1. Parties agree the sales tax collected and distributed by the Wyoming Department of Revenue will be distributed to municipalities and county based on population and the funds will be used exclusively for Economic Development purposes. The first 30% collected will be used for transportation purposes as outlined below:
  - a. Parties agree that 20% of the sales tax for economic development received will be distributed on a quarterly basis to City of Riverton for commercial air service. Fremont county Air Service Team (FAST) will review options and make recommendations to the Riverton City Council for final approval.
  - b. Parties agree that 10% of the sales tax for economic development received will be distributed on a quarterly basis to Fremont County Association of Governments (FCAG) for ground transportation. Wind River Transit Authority (WRTA) and other ground transportation entities may submit proposals and recommendations to FCAG for approval and distribution of funds.
  - c. Parties agree to provide a representative to any Fremont County collaborative group for the evaluation and determination of the annual transportation portion of costs.
2. The remaining 70% of the sales tax collected for economic development will be distributed, based on population to the Parties, who have the right to designate staff, create a committee, or assign an existing Economic Development Organization (EDO) to receive and review all submitted economic development project proposals for their respective municipality or county. Based on the needs of their community, the economic impact; net inflow of cash and retaining and growing jobs, the committee will make a recommendation to their respective governing body; City council or county commissioners for final approval.
3. Parties agree to create a restricted line item in their municipal and county budgets for ½ cent ED tax proceeds and expenditures. No part of the tax shall be transferred to a parties general fund for general operations.
4. Parties shall not advance funds nor over-obligate project expenditures prior to the collection of funds received in the restricted line item.
5. Parties have the rights to collaborate with any other municipality or the County for the purpose of a joint project or program that benefits the greater Fremont County area.
6. Parties have the right to contribute and/or combine other funds (including grant awards) to accomplish ED projects.
7. Each party of this agreement shall have the right to spend their full distribution of sales tax for economic development purposes in their community. If their funds are not used or obligated to specific economic development projects by the general election in 2024, other parties of this agreement may apply to the Entity for these funds to be used for economic development projects in other communities. Expenditures in each community shall be at the sole discretion of the community holding these funds. Collaboration is encouraged and all parties agree the best use of these funds are for timely economic development projects with Fremont County.

**ARTICLE III**  
**DISPUTES**

Any controversy or claim arising out of, or relating to, this Agreement, including, but not limited to, alleged breach of the Agreement, may be settled by mediation in accordance with Wyoming Statute §1-43-101. Should mediation fail, the Member(s) may proceed with any/all legal avenues available under Wyoming or Federal Law.

**ARTICLE IV**  
**ENTIRE AGREEMENT**

The parties hereto agree this agreement represents the entire agreement of the parties and all prior negotiations, discussions and agreements have been incorporated herein.

**ARTICLE V**  
**GOVERNMENTAL PARTIES**

The parties do not waive sovereign or governmental immunity by entering into this Agreement. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to W.S. §1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign or governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

**ARTICLE VI**  
**EFFECTIVE DATE**

This Agreement becomes effective after the one-half percent (1/2%) Sales and Use Tax for Economic Development passes on the Primary Election Ballot on August 18, 2020. All parties will receive an executed copy of the MOU at that time, for their records.

**ARTICLE VII**  
**MODIFICATION**

No provision of this Agreement may be modified or altered solely by an individual party. Modifications must comply with Wyoming State statute and require notification to all parties, who shall have thirty (30) days to respond before a vote by all parties during an FCAG, or similar meeting. A majority vote by the parties will result in an adoption of the modification and will be effective thirty (30) days after the date upon which vote is taken.

Now therefore, the authorized representative of the Governing Body listed below executes this Memorandum of Understanding through signature below:

Fremont County, Wyoming, by and through its Board of County Commissioners

---

Travis Becker, Chairman

Town of Dubois, Wyoming

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John Meyer, Mayor

Town of Hudson, Wyoming

---

Mike Anderson, Mayor

City of Lander, Wyoming

---

Monte Richardson, Mayor

Town of Pavillion, Wyoming

---

Chuck Snyder, Mayor

City of Riverton, Wyoming

---

Richard P. Gard, Mayor

Town of Shoshoni, Wyoming


---

Joel Highsmith, Mayor

Attest:

## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, Public Works Director 

**THROUGH:** Anthony Tolstedt, City Administrator

**DATE:** August 4, 2020

**SUBJECT:** MOU - Air Service Revenue Management Committee

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**Recommendation:** The City Council approves a Memorandum of Understanding (MOU) between the City of Riverton and Lander City reestablishing a Minimum Revenue Guarantee (MRG) Subcommittee and allows for necessary non-substantive changes to the MOU prior to final execution.

**Background:** The City of Riverton entered into agreement with the State of Wyoming August 6, 2019 to participate in the Wyoming Commercial Air Service Improvement Program (CASIP) and receive scheduled commercial air service from SkyWest Airlines, Inc. Through CASIP the State of Wyoming pays for 60% of the revenue guarantee total associated with service from SkyWest. The remaining 40% is up to the community to cover.

The City of Riverton and Lander have agreed to contribute funds to the community revenue guarantee requirement for commercial air service. In 2016, the entities, along with Fremont County, established a MOU to oversee the administration of their financial contribution. This MOU was renewed in 2017, 2018, 2019, and 2020.

**Discussion:** Lander City has agreed to contribute funds to the community revenue guarantee requirement for fiscal year 2021. As such, there is a need to reestablish an MOU addressing the administration both Lander and Riverton's investment in commercial air service. The terms and conditions of the attached draft MOU reflect those of previous versions of the MOU. That being said, Fremont County was removed the MOU as they will not contribute funds in fiscal year 2021.

**Budget Impact:** There is no budget impact from adopting and executing this MOU

**Council Goal Impact:** Approving the above described MOU between City of Riverton and Lander City addresses the City Council's goal of supporting air service efforts associated with Riverton Regional Airport.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into this \_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Riverton, Wyoming, hereinafter “Riverton” and the City of Lander, Wyoming, hereinafter “Lander”.

RECITALS

WHEREAS, Riverton owns and operates a municipal airport in Riverton, Wyoming; and

WHEREAS, the Riverton airport provides air service to all residents of Fremont County who elect to use the same; and

WHEREAS, air service is vital to the economy of Fremont County and the municipalities located therein; and

WHEREAS, SkyWest Airlines, Inc. has agreed to implement the Wyoming Commercial Air Service Improvement Program in Fremont County and as part of the agreement there are certain guarantees in funding that must be made; and

WHEREAS, Riverton and Lander have each agreed to contribute funds for the 2020-2021 fiscal year to meet the minimum revenue guarantee (MRG) assuring commercial air service to Fremont County; and

WHEREAS, the parties hereto desire to enter into this Memorandum of Understanding to provide for their agreed to contribution for commercial air service with SkyWest Airlines, Inc. and to provide for the administration of the funds; and

WHEREAS, Fremont Air Service Taskforce (FAST) was created to enhance air service at Riverton Regional and serve as an advisory board to the Riverton’s City Council; and

WHEREAS, FAST’s primary role is to facilitate and represent regional interest in improved and reliable air service for Fremont County and seek out potential air service

providers, negotiate contracts with providers, management of potential revenue guarantees, and ensure stable and fair ticket prices for air travelers.

NOW THEREFORE, for and in consideration of the contributions and administration of funds as contained herein the parties agree as follows:

1. The parties hereto agree to create a MRG subcommittee within FAST that will administer the funds herein set forth in accordance with the Memorandum of Understanding between the State of Wyoming and the City of Riverton as it relates to SkyWest Airlines, Inc.'s fulfillment of the Wyoming Commercial Air Service Improvement Program.

2. Riverton and Lander shall each be represented by one person, as appointed by each separate entity that will administer the MRG subcommittee.

3. Lander shall contribute the sum of one hundred thousand dollars (\$100,000) to the MRG for the 2020-2021 fiscal year and Riverton shall contribute the sum of two hundred thousand dollars (\$200,000) to the MRG for the 2020-2021 fiscal year.

4. Funds supporting the MRG shall be delivered to the fiscal agent 30 days following the execution of this agreement.

5. Riverton is the primary fiscal agent for the funds. Lander is the alternate fiscal agent. Monies received shall be placed in a dedicated account to be used exclusively to pay the MRG. Monies collected from other entities will be placed in the MRG fund. Donations are tax deductible.

6. Pursuant to the SkyWest Airlines, Inc. contract, all invoices from SkyWest Airlines, Inc. are to be delivered to the Wyoming Department of Transportation (WYDOT) on a quarterly basis. WYDOT will then deliver invoices to the fiscal agent, who will pay forty percent (40%) of the amount due to SkyWest Airlines, Inc.

7. The MRG subcommittee shall review, approve and recommend payment of the invoices to the fiscal agent, who shall pay the same within 10 days of the receipt of the invoice by the MRG subcommittee.

8. If at the end of the fiscal year 2020-2021 there remains funds in the MRG account, the parties agree that the same shall remain there and be utilized as contributions to future year guarantees.

9. If the Memorandum of Understanding between the State of Wyoming and the City of Riverton relating to SkyWest Airlines, Inc.'s fulfillment of the Wyoming Commercial Air Service Improvement Program is terminated, the residual money shall go back to the parties by the same percentage they contributed.

10. Additional contributions from Lander or Riverton to the MRG account will require an action of the respective governing body.

11. The parties hereto agree that this agreement represents the entire agreement of the parties and all prior negotiations, discussions and agreements have been incorporated herein.

12. Lander and Riverton do not waive sovereign or governmental immunity by entering into this Agreement. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to W.S. §1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign or governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

City of Riverton, Wyoming

City of Lander, Wyoming

By: \_\_\_\_\_

Richard P. Gard, Mayor

By: \_\_\_\_\_

Monte Richardson, Mayor

Attest: \_\_\_\_\_

City Clerk

Attest: \_\_\_\_\_

City Clerk



# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Eric P. Carr, P.E. – Director of Community Development

**THROUGH:** Tony Tolstedt – City Administrator

**DATE:** August 4, 2020

**SUBJECT:** Memorandum of Understanding – City & Helgeson, LLC  
Neiberger First Addition, Tract B, Pavement Overlay Cost Share

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**Recommendation:** The City Council authorize City Staff to execute a Memorandum of Understanding (MOU) with Helgeson, LLC for a cost share not to exceed \$4,600 for completion of a pavement overlay west of 804 North Federal Blvd.

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**Background:**

Helgeson, LLC owns the building housing Verizon, Domino’s, and Anew Signature Hair Design (commonly known as 804 North Federal Blvd.). They are planning to repave the parking lot to the west of the building; however, were not planning to repave approximately 40 x 100 ft of “common area” used as the access to City Hall and the Veteran’s Park (see attached map). Helgeson, LLC has agreed to include this portion of the pavement overlay if the City paid 50% of the cost (Total Cost: \$9,200, City Portion: \$4,600, Helgeson, LLC Portion: \$4,600; see attached 71 Const. Bid). The area is located on private property and is not public right-of-way; however, is used by both the City and Helgeson, LLC as owners within the subdivision.

**Discussion:**

As this project is located on private property and not public right-of-way, it would not be considered as a standard capital improvements project. As co-owners in the Neiberger First Addition subdivision, the City and Helgeson, LLC would benefit from a pavement overlay of this area; as well as, the Veterans Park. The area proposed for the pavement overlay has been plagued by rapid deterioration in recent years and impedes vehicular travel through the common area; especially for the Police Department.

**Budget Impact:**

The proposed cost share total of \$4,600 was not included in the FY21 budget; therefore, the funding total will need to be de-obligated from existing line item(s) and reallocated to this project. This would be included in a mid-year budget amendment.



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF RIVERTON, WYOMING  
AND  
HELGESON, LLC**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the City of Riverton (“**City**”), a Wyoming Municipality, whose address is 816 N. Federal Blvd., Riverton WY 82501 and Helgeson, LLC (“**Helgeson**”), a Wyoming limited liability company. The parties may collectively be referred to herein as the “**Parties**,” and individually, as a “**Party**.”

**RECITALS**

**WHEREAS**, Helgeson and the City are both owners of real property within the Neiberger 1<sup>st</sup> Addition of the City of Riverton, commonly referred to as Tract B and Tract C respectively, and;

**WHEREAS**, Helgeson desires to cause improvements to be made to the paved area west of the building structure located on Tract B, and;

**WHEREAS**, Helgeson has submitted a Construction Cost Proposal dated July 17, 2020 that estimates the cost of repaving 4,000 square feet, more or less, of the common access way on the west side Tract B, and;

**WHEREAS**, The City is willing to share in the cost of repaving 4,000 square feet, more or less, of the common access way on the west side of Tract B in the amount of fifty percent (50%) of the estimated total cost of nine thousand two hundred dollars (\$9,200).

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the above and of the mutual promises herein contained, the sufficiency of which is acknowledged, the Parties hereby agree as follows:

1. Helgeson will engage a third party paving contractor to construct the pavement overlay project and assume the role of project owner during the project.
2. The City may perform, or engage a third-party contractor to perform, quality control testing and construction observation during the construction of the pavement overlay project.
3. The City will make a one-time payment to Helgeson in the amount of four thousand six hundred dollars (\$4,600) upon completion of the pavement overlay.
4. The term of this MOU commences on the date of execution.
5. General Provisions:

- A. Amendments. Any changes, modifications, revision or amendments to this MOU which are mutually agreed upon by the parties shall be incorporated by written instrument, executed and signed by all parties.
- B. Applicable Law/Venue. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming. The parties intend and agree the City does not waive governmental immunity by entering into this Contract, and specifically retain immunity and all defenses available to them pursuant to W.S. §1-39-104(a) and all other state law.
- C. Assignment/Contract Not Used as Collateral. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Contract without the prior written consent of the other party. HELGESON shall not use this Contract, or any portion thereof, for collateral for any financial obligation, without the prior written permission of the City.
- D. Audit/Access to Records. Both parties to the MOU shall have access to any books, documents, papers, and records of the project which are pertinent to the MOU. Both parties to the MOU shall, immediately upon receiving written instruction from the other, provide to any independent auditor, accountant, or accounting firm, all books, documents, papers and records of the project which are pertinent to this MOU.
- E. Entirety of Agreement. This MOU, consisting of four (4) pages represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- F. Force Majeure. Neither party shall be liable for failure to perform under this MOU if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.
- G. Notices. All notices arising out of, or from, the provisions of this MOU shall be in writing and given to parties at the addresses provided under the MOU, either by regular mail, facsimile, e-mail, or delivery in person.
- H. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

- I. Governmental Immunity. The City does not waive governmental immunity by entering into this MOU, and specifically retain all immunities and defenses available to them as a governmental entities pursuant to W.S. §1-39-101, *et seq.*, and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as waiver of governmental immunity. The parties agree that any ambiguity in this MOU shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- J. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
- K. Time is of the Essence. Time is of the essence in all provisions of this MOU.
- L. Titles Not Controlling. Titles of paragraphs are for reference only, and shall not be used to construe the language in the MOU.
- M. Waiver. The waiver of any breach of any term or condition in the MOU shall not be deemed a waiver of any prior or subsequent breach.

6. Signatures.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**CITY OF RIVERTON, WYOMING**

\_\_\_\_\_  
Richard P. Gard, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kristin S. Watson, City Clerk

\_\_\_\_\_  
Date

**HELGESON, LLC**

\_\_\_\_\_  
David Helgeson

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Date

# CITY COUNCIL ACTION MEMO

**TO:** His Honor the Mayor and Members of the City Council  
**FROM:** Anthony Tolstedt, City Administrator  
**DATE:** July 31, 2020  
**SUBJECT:** FY 2020 Goals Update

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**Recommendation:** The attached information and associated presentation is a recap and does not require Council action.

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**Background:** The adopted 2020 Council Goals allow for guidance and focus of resources throughout the year.

**Discussion:** The goals session for the FY 21 goals was conducted on March 10<sup>th</sup> of this year. At that time, Council received a general update on the efforts to date associated with annual goals. The following Monday (3/16/2020), City Hall was closed to the public as part of the COVID-19 pandemic response. During this period of time many agencies, businesses, and programs either ceased or significantly decreased activity. This in turn slowed associated activity and delayed ongoing efforts towards our adopted goals but also provided opportunities for improvement and development in other areas of municipal operation.

The attached information and forthcoming presentation will denote some of the highlights and areas of focus associated with the annual goals as well as the City's response to the changing environment since the aforementioned goal setting discussion.

**Budget Impact:** The complete budget impact of all FY 20 expenditures was provided in the end of year financial report at the last regular Council meeting.

**Council Goals:** The denoted items directly align with Council goals for the designated time period.

## **1. Promote Communication / Transparency**

### **→ A. Provide communication opportunities for staff to provide public information. (Agenda/website)**

- 1 Updates on utility rate changes through multiple delivery channels; website, social media, YouTube presentation.
- 2 Provided additional notice functions associated with utility billing / shutoffs / text notices / additional callouts
- 3 FORCC Public Meetings (minimum of 1 public meeting for each 1% project)
- 4 FORCC Citizen Feedback Form (mailed to each resident affected by 1% project)
- 5 Continual update of website to provide public information.
- 6 Continual development of City's social media presence.
- 7 Council agendas & packets (complete) posted on website for public viewing.
- 8 Installation of permitting kiosk station
- 9 Multiple council viewing options for meetings
- 10 Public meetings were held prior to the construction of city projects. This included virtual meetings via YouTube during initial phases of COVID-19.
- 11 Public feedback was solicited prior to TAP grant application via multiple facebook posts.
- 12 Social media posts and advertisements were produced to inform public prior to sanitation holiday schedules.

### **→ B. Update online resources and forms.**

- 1 All Utility Billing forms are provided in electronic form / currently updating forms
- 2 Improve FLYRiverton website for a better consumer experience
- 3 Continual update of website to provide public information.
- 4 IT updated forms to be fillable
- 5 Standard forms for dept. are available on-line.
- 6 Monthly project summary now available on-line.
- 7 Contractor registration available on-line (by type & name)
- 8 Online work during Pandemic - outstanding adjustment
- 9 28.4% increase in Facebook presence
- 10 19% increase in number of Facebookers reached
- 11 47% increase in the most viewed post. (12,996 vs 8,819)

### **→ C. Develop training opportunities for personnel.**

- 1 See attached training sheet
- 2 ALICE training was provided by RPD
- 3 Training opportunities through LGLP, WARM, EAP
- 4 Robert's Rules of Order provided by CWC
- 5 Crane inspector training



## **2. Enhance City Image / Beautification**

### **→ A. Seek development of City parks.**

- 1 Little Libraries - being finalized
- 2 Branding Campaign underway
- 3 Purchase new mower to improve ability to maintain parks
- 4 Focused effort to trim trees for safety and aesthetics
- 5 Removed several dead trees from City Park
- 6 Removed damaged fence at Babe Ruth
- 7 IT installed camera infrastructure in City Park, Veteran's Park
- 8 Continued efforts to obtain static helicopter display for Veterans Park.
- 9 Continue to work on splash pad for permanent solution.
- 9 Worked with Garden Club to plant two donated trees at Monroe Park
- 10 In place of the annual Arbor Day celebration, the Tree Board purchased and planted multiple trees throughout the city
- 11 Partnership with the Stock Dock to install dog waste station in multiple parks
- 12 Purchase and install signs promoting good behavior in the parks (e.g. dog leash)
- 13 Replace grass in areas at REACH Park and other parks with dead spots

### **→ B. Promote community recreation, arts, and events.**

- 1 Funding of the R Rec Program
- 2 Rendezvous Games
- 3 Changes to permitting of Main/ Federal
- 4 Parks crews supported R-Rec's operation of an outdoor skating rink
- 5 Operation of new splash pad facility - ongoing fixes this year
- 6 Support for each of the little league associations, including state tournaments
- 7 Staff adds shared events to city website calendar
- 8 Attended WY Business Council - Placemaking webinar to promote beautification grant application(s).
- 9 Rebound during COVID

### **→ C. Promote positive aspects of Riverton.**

- 1 on-going

### **→ D. Continue to address substance abuse and public intoxication.**

- 1 Enforcement of modified laws
- 2 Detention agreements with other counties
- 3 Privatized Detention efforts - stalled due to COVID -
- 4 Neighborhood watch discussion

### **→ E. Develop community partnerships.**

- 1 Lander and Fremont County MOU and support for commercial air service MRG
- 2 IDEA, Inc., Wind River Development support of commercial air service
- 3 R-Rec and little league partnerships for youth programs
- 4 Regular meetings with those in similar positions in county/state
- 5 Stock Dock, Garden Club, and other groups worked with city to improve parks
- 6 Kickin Trash community events
- 7 Supported multiple community marches, street closures, and activities with PD support and traffic control devices

### **3. Maintain & Improve City Infrastructure**

#### **→ A. Continue infrastructure inventory /analysis.**

- 1 Completed utility rate study and implemented new rates and structure.
- 2 Implemented new rates
- 3 FORCC project prioritization
- 4 Airport capital plan review and update
- 5 GPS survey data continues to be gathered as time allows for utility construction.
- 6 Continued digitization of historic records
- 7 Riverton Landfill remediation study and phytoremediation analysis

#### **→ B. Utilize available resources to upgrade and improve City infrastructure.**

- 1 Village Drive Improvement - 1%
- 2 College View Improvement - 1%
- 3 Mics. Curb and Drainage Improvements (Pershing, Sunset, etc.) - General Fund
- 4 Bell Street Improvement - 1% and Wastewater Fund
- 5 S 8th East Improvement - 1%
- 6 Gannett Drive Temporary Surface and Drainage Improvement - 1%
- 7 Gannett Drive & Davis Lane design - 1%
- 8 Gannett Drive construction - 1%
- 9 Airport Seal Coat & Marking Project - Airport Fund
- 10 North Federal Street Lighting - General Fund
- 11 North Federal Water & Sewer Improvements - Water and Wastewater Funds
- 12 North Federal Storm Water Improvements - 1% Fund
- 13 Airport Taxiway A Geotechnical Study - Airport Fund
- 14 Airport Crack Seal Project - Airport Fund
- 15 SITTA Detention Pond Project - 1% Fund and General Fund
- 16 Riverton Water Supply design finalization, bid, and commencement - Water Fund
- 17 Wastewater Plant Flow Meter Replacement - Wastewater Fund
- 18 E Coli Testing Equipment - Wastewater Fund
- 19 Influent Pump Replacement - Wastewater Fund
- 20 Sanitation Truck - Sanitation Fund
- 21 Landfill Remediation Study (Phytoremediation) - Sanitation Fund
- 22 IT network infrastructure

#### **→ C. Develop street signage within Riverton.**

- 1 Replacement of multiple faded or damaged street and regulatory signs with new MUTCD standard signs
- 2 Riverton logo development to coincide with street signs
- 3 Engine brake signs and code discussion
- 4 Dog lease sign design and purchase
- 5 IT network infrastructure
- 6 Herrmann Global contract in conjunction with community branding

#### **4. Upgrade Technological Resources to Improve Service Delivery**

→ **A. Procure and utilize open source GIS technology.**

- 1 Public Works facilitated two meetings with a GIS consultant to discuss needs assessment and product possibilities
- 2 Attended two open source GIS software web demo's

→ **B. Continue implementation of the IT and website solutions.**

- 1 Done / ongoing
- 2 distance work stations

→ **C. Encourage development of the community calendar.**

- 1 Done / ongoing
- 2 Staff inputs calendar requests on a daily basis

→ **D. Obtain law enforcement technology to improve service delivery.**

- 1 Cameras Purchased (15) - 2nd wave of purchases complete
- 2 Car video cameras (3)
- 3 Radios / grant application for more
- 4 New 911 system installed
- 5 Spillman system upgrade with County
- 6 Access control and video for the vault

#### **5. Promote Economic Development**

→ **A. Support air service efforts associated with Riverton Regional Airport.**

- 1 1/2 cent for economic development / air service
- 2 airport Improvements for Sky West
- 3 DAC service completion under estimated MRG
- 4 State Capacity Purchase agreement and commencement of SkyWest Airlines
- 5 Improve secure area to accommodate 50 seat jet
- 6 Updated Wi-Fi, IT items associated with new airline, remodel to support passengers
- 7 Cleaned/repared the airport café for new tenants to occupy
- 8 Filled 5 seats departing Riverton in FY20 so far.

→ **B. Encourage a unified community marketing approach.**

- 1 Branding campaign underway
- 2 On going coordination with Chamber
- 3 FAST entered into a contract with HerrmannGlobal for air service marketing
- 4 FAST shared a marketing program with both the Wyoming Office of Tourism and Wind River Visitors Association
- 5 Completed and adopted Comprehensive Master Plan and Economic Development Plan
- 6 Continued cooperation with Eastern Shoshone Business Park

## **6. Maintain Financial Stability**

### **→ A. Seek funding/grant opportunities to offset cost.**

- 1 Finance staff attended a grant sponsored grants management training
- 2 Abandoned Mine Lands (AML) grant application for Cowboy Lane and water meter infrastructure
- 3 WaterSMART grant application for water meter infrastructure
- 4 Wyoming Water Development grant application and award to increase funding by \$1M for Riverton Water Supply PH3
- 5 Air Service Enhancement Program grant award supporting Denver Air Connection
- 6 Capacity Purchase grant award supporting SkyWest Airlines
- 7 WYDOT grant supporting airport and air service marketing
- 8 Airport truck and snow removal broom grant application and award
- 9 Airport backup generator grant application and award
- 10 Airport Taxiway A reconstruction design grant application and award
- 11 Airport paint and striping equipment grant application and award
- 12 IDEA, Inc. marketing grant award for commercial air service
- 13 Wind River Development grant award for commercial air service
- 14 Airport pavement seal coat and marking grant application and award
- 15 Mineral Royalty Grant extension to SITTA Detention Pond Project
- 16 Clean Water Loan extension to SITTA Detention Pond Project
- 17 Continued use of Clean Water and Drinking Water Loans for North Federal Boulevard Infrastructure
- 18 Continued use of Mineral Royalty Grant for North Federal Boulevard Infrastructure
- 19 Continued use of WYDOT grant for North Federal Boulevard Street Lights
- 20 Industrial Revenue Bonds - process developed but not applied
- 21 Renegotiate franchise fees and tower leases
- 22 CRG Applications -1416 - City of Riverton
- 23 CRG Application - 1419 - City/RMD
- 24 Grant Writer Job Description developed.
- 25 COVID related funding
- 26 Air service funding applications

**FY20 Training Tracking**

	<b>Training Topic</b>	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Dept.</b>
1	ICMA	1	30.0	30.0	Admin./Council
2	WAM Summer (Admin)	1	10.0	10.0	Admin./Council
3	WAM Summer (Council)	1	10.0	10.0	Admin./Council
4	WAM Winter (Council)	1	10.0	10.0	Admin./Council
5	WAM Winter(Admin)	1	10.0	10.0	Admin./Council
6	COVID Training	1	10.0	10.0	Admin./Council
7	International Code Council National Building Expo	1	28.0	28.0	Comm. Dev.
8	WY Conference of Building Officials - Fall Conference	3	12.0	36.0	Comm. Dev.
9	WY Engineering Society Convention	1	20.0	20.0	Comm. Dev.
10	WY Planning Association (WYOPASS) - Fall Conference	1	12.0	12.0	Comm. Dev.
11	WY Planning Association (WYOPASS) - Spring Conference	2	8.0	16.0	Comm. Dev.
12	Electronic Commerce, Ashworth College	1	135.0	135.0	Finance/Admin.
13	General Sales/Use Tax Training, WY Department of Revenue	1	3.0	3.0	Finance/Admin.
14	Grant Management Workshop, Grants Writing USA	1	16.0	16.0	Finance/Admin.
15	Lease Accounting Compliance GASB 87, Accounting Today	1	1.0	1.0	Finance/Admin.
16	Marketing Management, Ashworth College	1	135.0	135.0	Finance/Admin.
17	Payables Webinar, Wells Fargo Bank	1	1.0	1.0	Finance/Admin.
18	Payments Fraud and Cyber Attacks in the Public Sector, Wells Fargo	1	1.0	1.0	Finance/Admin.
19	P-Card Webinar and Demonstration, Wells Fargo Bank	1	1.0	1.0	Finance/Admin.
20	Principles of Accounting, Ashworth College	1	135.0	135.0	Finance/Admin.
21	Social Impact of Business, Ashworth College	1	135.0	135.0	Finance/Admin.
22	Wyoming Community Gas Board Meeting	1	1.5	1.5	Finance/Admin.
23	ALICE	50	4.0	200.0	H.R.
24	EAP - variety	6	10.0	60.0	H.R.
25	LGLP - Coaching for Success	23	1.0	23.0	H.R.
26	LGLP - Managing Challenging Employees	23	2.0	46.0	H.R.
27	LGLP - OSHA	36	1.0	36.0	H.R.
28	LGLP - Safety Attitude	48	2.0	96.0	H.R.
29	Robert's Rules of Order	30	6.0	180.0	H.R.
30	SHRM	1	16.0	16.0	H.R.
31	WAMCAT Summer	1	20.0	20.0	H.R.
32	WAMCAT Winter	1	20.0	20.0	H.R.
33	Advanced CIT	5	4.0	20.0	P.D.
34	ARIDE	4	12.0	48.0	P.D.
35	Basic Drug Investigation	1	40.0	40.0	P.D.
36	Child Abduction	3	8.0	24.0	P.D.
37	Crisis Intervention	2	40.0	80.0	P.D.
38	Crisis Management	5	16.0	80.0	P.D.
39	Custody and Control	5	4.0	20.0	P.D.
40	Custody and Control	2	2.0	4.0	P.D.
41	Firearms	8	4.0	32.0	P.D.
42	Firearms Qual	13	2.0	26.0	P.D.
43	Human Trafficking	4	4.0	16.0	P.D.
44	Interdiction/Children	4	16.0	64.0	P.D.
45	Interview/Interrogation	1	16.0	16.0	P.D.
46	ARIDE	2	40.0	80.0	P.D.
47	Desert Snow	2	16.0	32.0	P.D.
48	Intoximeter EC/IR	2	16.0	32.0	P.D.
49	Peace Officer Basic	3	655.0	1965.0	P.D.
50	Preparing for Leadership	3	40.0	120.0	P.D.
51	Public Safety Basic	1	80.0	80.0	P.D.
52	Radar/Lidar	1	10.0	10.0	P.D.

**FY20 Training Tracking**

	<b>Training Topic</b>	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Dept.</b>
53	REID Interview	1	40.0	40.0	P.D.
54	SFST instructor	2	8.0	16.0	P.D.
55	SRT	12	40.0	480.0	P.D.
56	Taser Instructor	2	8.0	16.0	P.D.
57	Victims Plea	2	8.0	16.0	P.D.
58	Mnyberg Training	3	16.0	48.0	P.D.
59	Air Rescue Fire Fighting	5	8.0	40.0	Public Works
60	Automotive Electrical	2	20.0	40.0	Public Works
61	C&D Safety Training	5	8.0	40.0	Public Works
62	Contruction Plan Reading	1	8.0	8.0	Public Works
63	Core Drinking Water Training	2	4.0	8.0	Public Works
64	CPO Training (splash pad)	1	16.0	16.0	Public Works
65	CPR - Airport	5	8.0	40.0	Public Works
66	CPR - WWDC	1	3.0	3.0	Public Works
67	Emergency Medical - Airport	5	8.0	40.0	Public Works
68	LTAP Pavement Maintenance	3	8.0	24.0	Public Works
69	LTAP Road School	2	16.0	32.0	Public Works
70	Monthly Airport Operations and Safety Training	5	60.0	300.0	Public Works
71	Overhead Crane Certification Training (to occur this spring)	1	24.0	24.0	Public Works
72	Parks & Recreation Conference	1	16.0	16.0	Public Works
73	Rural Water Math	4	6.0	24.0	Public Works
74	Utility Locating	1	8.0	8.0	Public Works
75	Utility Management	1	4.0	4.0	Public Works
76	WAOA Conference (Airport & Air Service)	2	8.0	16.0	Public Works
77	Wastewater Conference (to occur this spring)	1	16.0	16.0	Public Works
78	Wastewater Pump Training (to occur this spring)	1	8.0	8.0	Public Works
79	Wastewater Treatment Mechanical and Operating	5	24.0	120.0	Public Works
80	Water Distribution & Wastewater Collection Seminars	5	16.0	80.0	Public Works
81	Water Meter	3	2.0	6.0	Public Works
82	Water Treatment Operating Basics	1	4.0	4.0	Public Works
83	Water Treatment Rules	3	4.0	12.0	Public Works
84	Water Treatment Webinars	2	4.0	8.0	Public Works
85	Weed & Pest	3	8.0	24.0	Public Works
86	Weed & Pest Annual Conference	2	16.0	32.0	Public Works
87	Weed & Pest Chemical Certifaction	3	8.0	24.0	Public Works
88	Weed & Pest Fogger Calibration/Application	2	8.0	16.0	Public Works
89	Weekly Safety Training - Streets & Sanitation	12	26.0	312.0	Public Works
90	Wyoming Engineers Society	1	14.0	14.0	Public Works
91	Water System Effeciency Webinar	1	1.0	1.0	Public Works
92	Wyoming Water Association	1	12.5	12.5	Public Works

	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Hrs./Attendee</b>
Admin./Council	6	80.0	80.0	13.3
Comm. Dev.	8	80	112	14.0
Finance/Adminin.	11	564.5	564.5	51.3
H.R.	219	82	697	3.2
P.D.	93	1145	3405	36.6
Public Works	93	404.5	1372.5	14.8
<b>TOTAL</b>	<b>430</b>	<b>2356</b>	<b>6231</b>	<b>14.5</b>