



City of Riverton
Regular Council Meeting
Tuesday, February 21, 2023 at 7:00 pm
Riverton City Hall Council Chambers
816 N Federal Blvd.
Riverton, WY 82501

At 6:45 P.M. on Tuesday, February 21, 2023, the Finance Committee will meet in the City Hall Council Chambers to consider bills to be paid. This meeting is open to the public.

- 1) Call to order.
 - 2) Pledge of Allegiance.
 - 3) Invocation.
 - 4) Roll call: Mayor: Tim Hancock
Ward I: Kyle Larson, Dean Peranteaux
Ward II: Karla Borders, Kristy K. Salisbury
Ward III: Mike Bailey, Lindsey Cox
 - 5) Declaration of quorum.
 - 6) Approval of the Agenda.
 - 7) Jim Board Recognition: Tree Board.
 - 8) Riverton Police Officer: Awards Recognition.
 - 9) Communication from the Floor – Citizen’s Comments.
 - 10) Consent Agenda:
 - Approval of the Minutes – February 7, 2023 Regular Council Meeting.
 - Approval of the Minutes – February 21, 2023 Finance Committee Meeting.
 - Approval of the Finance Committee Recommendations – February 21, 2023.
 - Open Container Permit Application: **Adysan Applin**, Rehearsal Dinner @ Sunset Park, September 15, 2023, 2:00 p.m. – 7:00 p.m.
 - 11) Consideration of Ordinance No. 23-001, 3rd & Final Reading: Rezone Woodridge Estates.
 - 12) Public Hearing & Consideration of 2023-2024 Liquor License Renewals.
 - 13) Grant Application for Police Body-worn Cameras.
 - 14) Public Hearing & Consideration of Ordinance No. 23-002, 1st Reading: Replat & Annexation, JAC Addition.
 - 15) Fiscal Year 2023-2024 Budget Calendar.
- Reports and Comments:
- 16) Council Committee Reports and Council Members’ Roundtable.
 - 17) City Administrator’s Report.
 - 18) Mayor’s Comments.
 - 19) Executive Session – Personnel & Litigation.
 - 20) Adjourn.

“Excellence in Service to the Rendezvous City”

RIVERTON CITY COUNCIL
Minutes of the
Regular Council Meeting
Held February 7, 2023
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 Karla Borders, Lindsey Cox, Mike Bailey, Dean Peranteaux, Kyle Larson and Kristy K. Salisbury. Council Member Borders led the pledge of allegiance; and Mayor Hancock conducted the invocation.

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

City Staff present: City Administrator Kyle J. Butterfield, City Clerk/Human Resource Director Kristin S. Watson, Public Works Director Brian Eggleston, Interim Chief of Police Wesley Romero, Finance Director Mia Harris, Community Development Director Michael Miller, and Deputy City Clerk/HR Generalist Megan Sims.

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

Communication from the Floor – Randy Carlholm, the General Manager with Big Horn Co-op, introduced himself to the Council. Frank Tanner, President of the Board of Directors of the Riverton Senior Center, approached the Council regarding the application that the center will be submitting to the County in regards to creating a Senior Citizens District. Also present with Mr. Tanner was Lori Weber, the Director of the Senior Center. Brittani Martin & Chailynn Hines with PAWS Animal Shelter approached the Council to request the ability for a trial period to have potential adopters make an appointment to adopt an animal, rather than request the adoption during regular business hours. Mayor Hancock, with the consensus of the Council, agreed that PAWS may adjust their adoption process as they see fit. For clarity and a reminder to the public, PAWS can be reached at pawsofriverton@gmail.com or by calling (307) 857-6002. Normal business hours are Tuesday thru Friday, 12:00 P.M. to 5:00 P.M. and on Saturdays 10:00 A.M. to 1:00 P.M. Karl Faulken, citizen of Riverton, addressed the Council regarding the snow removal process and requested a clarification on snow removal from personal property.

Consent Agenda – City Clerk/Human Resource Director Kristin S. Watson read the consent agenda items by title only: Approval of the Minutes – January 17, 2023 Regular Council Meeting; Approval of the Minutes – January 17, 2023 Executive Session; Approval of the Minutes – January 31, 2023 Special Council Meeting; Approval of the Minutes – January 31, 2023 Executive Session; Approval of the Minutes – February 7, 2023 Finance Committee Meeting; Approval of the Finance Committee Recommendations – February 7, 2023 claims to be paid in the amount of \$268,252.08, and payroll & liabilities for 1/13/23 & 1/27/23 in the amount of \$687,422.77 for a total of \$955,674.85; and Approval of the Municipal Court Report for the month of January 2023. Council Member Bailey moved, seconded by Council Member Cox to approve the consent agenda as presented. Motion passed unanimously.

Wyoming Professional Water and Wastewater Operator's Week Proclamation – Mayor Hancock presented a proclamation declaring February 6-12, 2023 as the Wyoming Professional Water and Wastewater Operator Week.

Consideration of Ordinance No. 23-001, 2nd Reading: Rezone Woodridge Estates – City Clerk/Human Resource Director Kristin S. Watson read Ordinance No. 23-001 on second reading by title only. Present telephonically was Andrew Schorfharr, as well as Dawn Willhelm with Inberg Miller Engineers, who was present in the audience. Council Member Bailey moved, seconded by Council Member Cox to adopt Ordinance No. 23-001 on second reading. Motion passed with Council Member(s) Borders, Cox, Bailey, Peranteaux, and Mayor Hancock voting aye; and Council Member(s) Larson and Salisbury voted nay.

Consideration of 2023 Airport Crack Seal Project Contract – City Administrator Kyle J. Butterfield presented a contract between the Wyoming Department of Transportation (WYDOT) and the Central Wyoming Regional Airport (RIW) for the participation in the crack sealing program for pavement preservation. In order to participate in the program, the city needs to execute a contract and provide a 20% match to the total cost of the crack sealing performed. Mr. Butterfield outlined the total cost of the crack sealing project which is \$138,235.80 which will include \$27,647.18 from local funds. Council Member Larson moved, seconded by Council Member Peranteaux to approve the contract between the Wyoming Department of Transportation and Central Wyoming Regional Airport for the 2023 Crack Seal Project and provide signatory authority to the City Administrator. Motion passed unanimously.

Resolution Nos. 1466 & 1467: Airport Improvement Program Grant Applications – City Administrator Kyle J. Butterfield presented Resolution No. 1466 and Resolution No. 1467 which support the application of grants AIP 3-56-0024-054 and AIP 3-56-0024-056, respectively. City Clerk/Human Resource Director Kristin S. Watson read Resolution No. 1466 by title only. Council Member Peranteaux moved, seconded by Council Member Bailey to approve Resolution No. 1466 supporting the application of grant AIP 3-56-0024-054. Motion passed unanimously. City Clerk/Human Resource Director Kristin S. Watson read Resolution No. 1467 by title only. Council Member Bailey moved, seconded by Council Member Larson to approve Resolution No. 1467 supporting the application of grant AIP 3-56-0024-056. Motion passed unanimously.

RAISE Grant Application – Public Works Director Brian Eggleston reported on a potential grant opportunity submittal for the complete makeover of Airport Road, taking it from twenty-two-foot-wide to thirty-eight-foot-wide and to include a walking path. The grant is through the United States Department of Transportation’s Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program and does not require a match. The engineer’s estimate for this project is \$5,685,566.00. Council Member Cox moved, seconded by Council Member Borders to authorize the Public Works Director to submit a grant application to the US Department of Transportation’s RAISE Program to improve Airport Rd. Motion passed unanimously.

Wastewater Treatment Plant Centrifuge Project – Public Works Director Brian Eggleston reported that the variable frequency drive (VFD) controller at the Wastewater Treatment Plant (WWTP) quit working; this controller controls the centrifuge for dewatering operations at the plant. Mr. Eggleston stated in order to get the centrifuge back online, the VFD controller needs to be replaced immediately. In the 2022-2023 budget, \$66,500 was approved as a capital project to for the replacement of problematic underground fuel tank. Mr. Eggleston is proposing a change to shift the allocated monies from the Fuel Tank Capital Project line item to the Capital Facility line item. Council Member Bailey moved, seconded by Council Member Cox to authorize the adjustment of the FY23 WWTP Capital Budget; shifting the allocated monies from the Fuel Tank Capital Project to cover emergency repairs on the centrifuge system. Motion passed unanimously.

Quarterly Fiscal Health Report – Finance Director Mia Harris presented a report to the Council reflecting the City’s quarterly fiscal health report, encompassing July 1, 2022 through December 31, 2022. Mrs. Harris reported on the revenues verses expenditures in the general fund and enterprise funds. Also reviewed were the airport funds. No action was taken.

Council Committee Reports & Council Members’ Roundtable – Council Member Salisbury reported on the Fremont County Violence Against Children meeting she attended; Council Member Larson commented on the Airport Board meeting he attended; Council Member Peranteaux commented on the WAM Winter Workshop and the Fremont County School District #25 Recreation Board meeting; Council Member Borders reported on the Riverton Chamber of Commerce, the Riverton Community Foundation, and the PAWS meetings that she attended; and Council Member Cox commented on the FCSD #25 Recreation Board and EDGE Committee meetings she attended.

City Administrator’s Report – City Administrator Kyle J. Butterfield reported of upcoming meetings: Airport Board Meeting; Planning Commission Meeting; Public Meeting to discuss the Riverton Water Master Plan; and reported on City Staff diligently working on updates to the snow removal policy, which will be presented in the next few months. Mr. Butterfield also reported that due to the weather, it is expected that the City will have more potholes than in more recent years; and that the First Lady Gordon thanked the City for participating in the Chapter 56 Permit and donating meat to families in need which supports her Hunger Initiative Program. Mr. Butterfield recognized HR Generalist Megan Sims for her eight years of service to the City of Riverton and expressed well wishes to her in her future endeavors.

Mayor’s Comments – Mayor Tim Hancock reported on the WAM Winter Workshop; Fremont County Association of Governments (FCAG) meeting; Economic Development Discussion; Riverton Chamber of Commerce meeting; and briefed the Council on homelessness discussions he has been included in. Mayor Hancock also announced the retirement of Judge Roberts from Circuit Court in Riverton.

Adjourn – There being no further business to come before the Council, Mayor Hancock adjourn the Regular Council meeting at 8:55 P.M. There was no objection from the Council.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Kristin S. Watson
City Clerk/Human Resource Director

Publication Date:



CITY OF RIVERTON
EVENT APPLICATION
&
USE OF PUBLIC SPACE

All applicable fees must be paid at time of submittal and are non-refundable. Please provide two (2) business days for staff approved items and up to three (3) weeks for council approved items (street closures, open container permits, & fireworks permits). Please contact the City Clerk's office at (307) 856-2227 with any questions.

EVENT INFORMATION	
NAME OF APPLICANT/RESPONSIBLE PARTY: Adysan Applin	ADDRESS, CITY, STATE, ZIP: 620 W Park Riverton, WY 82501
ORGANIZATION (IF APPLICABLE):	
CONTACT PHONE NUMBER: 307-413-5874	CONTACT EMAIL ADDRESS: adysanapplin@gmail.com
NAME & PURPOSE OF EVENT: Rehearsal Dinner	
LOCATION OF EVENT: Sunset Park	
DATE(S) OF EVENT: 9/15/2023	
TIME OF EVENT: FROM 2 PM TO 7 PM	
WILL THE EVENT OCCUPY A PUBLIC AREA? (park, street, etc.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 1.	WILL THE EVENT HAVE A LOUDSPEAKER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 3.
WILL THE EVENT HAVE ALCOHOL PRESENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 2.	WILL THE EVENT HAVE FIREWORKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, PLEASE COMPLETE SECTION 4.

Upon signing any portion of this application, the applicant agrees to follow all rules and regulations set forth by the Riverton City Council and any current orders or directives issued by the Governor.

For alcohol related permits, the applicant accepts all responsibility for ensuring that no one under 21 years of age will be allowed access to any alcoholic beverages during the function and assumes responsibility for civil and criminal liability in the event a person under the age of 21 consumes or possesses alcohol at the function.

FOR OFFICE USE ONLY	
SECTION 1: PUBLIC AREA USE PERMITS	
<input checked="" type="checkbox"/> PARK RESERVATION \$30.00	
<input type="checkbox"/> STREET OR RIGHT-OF-WAY CLOSURE \$50.00	
SECTION 2: ALCOHOL PERMITS	
<input checked="" type="checkbox"/> OPEN CONTAINER* \$25.00	
<input type="checkbox"/> CATERING \$50.00	
<input type="checkbox"/> MALT BEVERAGE \$50.00	
<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE \$50.00	
SECTION 3: LOUDSPEAKER PERMIT	
<input checked="" type="checkbox"/> LOUDSPEAKER \$25.00	
SECTION 4: FIREWORKS PERMIT	
<input type="checkbox"/> FIREWORKS* \$25.00	
TOTAL PAYMENT: \$80.00	
*REQUIRES COUNCIL APPROVAL	

SECTION 1: PUBLIC AREA USE PERMITS

TYPES OF PERMITS:

- PARK RESERVATION
- STREET OR RIGHT-OF-WAY CLOSURE

FEE:
\$30.00
\$50.00

CODE PROVISION:
FOR USE OF PARK SHELTER AREA
RMC 10.04 TEMPORARY TRAFFIC MODIFICATION

PARK RESERVATION (SHELTER ONLY):

SPECIAL REQUESTS (i.e. bounce house, stakes, electricity, etc.)

Possibility of electricity

This only reserves the shelter area and does not guarantee cleanliness of facilities or use of restrooms - please plan accordingly.
Alcohol is not permitted without proper permit (see Section 2, if alcohol will be requested).
Bounce houses, tents, stakes, etc. must be approved by parks staff.
The location shall be left clean and free of debris.

Adrian Apple
Signature of Applicant

FOR OFFICE USE ONLY

DATE PAID: 2/7/2023 AMOUNT PAID: 30.00 SIGN WEBSITE

APPROVED / DENIED ON: 2/7/2023 *Kuehn*
City Clerk Signature

OTHER CONDITIONS SET FORTH BY PARKS SUPERVISOR (OR DESIGNEE):

STREET OR RIGHT-OF-WAY CLOSURE REQUEST:

LOCATION DESCRIPTION OF DESIRED CLOSURE:

CLOSURE IMPACT (i.e. total closure, partial closure, remain open to traffic) Attach event map and traffic control plan:

EVENT DESCRIPTION:

STREET BARRICADES:

- CITY
- EVENT SPONSOR

PLEASE EXPLAIN HOW YOU WILL NOTIFY NEIGHBORS WHO MAY BE IMPACTED BY THE REQUESTED CLOSURE (e.g. door-to-door, flyers, letters, in-person request, etc.):

STATE HIGHWAYS REQUIRE ADDITIONAL PERMITTING FROM WYDOT

DATE PAID: _____ AMOUNT PAID: _____

APPROVED / DENIED ON: _____ *City Clerk Signature*

OTHER CONDITIONS SET FORTH BY CHIEF OF POLICE (OR DESIGNEE):

OTHER CONDITIONS SET FORTH BY PARKS SUPERVISOR (OR DESIGNEE):

SECTION 2: ALCOHOL PERMITS

TYPES OF PERMITS:	FEE:	CODE PROVISION:
<input checked="" type="checkbox"/> OPEN CONTAINER*	\$25.00	RMC 5.04.070 Allows alcoholic beverages on City property by permit with Council approval only.
<input type="checkbox"/> CATERING	\$50.00	RMC 5.04.230 Allows retail liquor license holders to sell alcohol or malt beverages outside of their licensed building.
<input type="checkbox"/> MALT BEVERAGE	\$50.00	RMC 5.04.100 Allows for the sale of malt liquors only for a picnic, bazaar, fair, rodeo, or similar gathering.
<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE	\$50.00	RMC 5.04.100 Allows for the sale of product at meetings, conventions, private parties, dinners, or similar gatherings.

NUMBER OF PEOPLE IN ATTENDANCE: **50-70**

WILL UNDERAGE CHILDREN BE PRESENT? YES NO

IF UNDERAGE CHILDREN WILL BE PRESENT, PLEASE EXPLAIN HOW YOU WILL ENFORCE THE PROHIBITION OF UNDERAGE DRINKING AT YOUR EVENT:
Parents responsible for children, separate coolers

OPEN CONTAINER PERMIT (OUTSIDE EVENTS ON PUBLIC PROPERTY OR RIGHT-OF-WAY ONLY):

The sale of alcohol is not permitted.
 Open containers are not allowed outside of the permitted area.
 The location shall be left clean and free of debris.

Adrian Applin
 Signature of Applicant

*REQUIRES COUNCIL APPROVAL

FOR OFFICE USE ONLY

DATE PAID: 2/7/2023 PUBLIC HEARING DATE: 2/21/2023 # OF PERMITS APPROVED: 0

APPROVED / DENIED BY COUNCIL ACTION ON: _____ City Clerk Signature _____

OTHER CONDITIONS SET FORTH BY RIVERTON CITY COUNCIL:

CATERING PERMIT (RETAIL LIQUOR LICENSE HOLDER ONLY):

LIQUOR LICENSE HOLDER:

PLEASE EXPLAIN YOUR SECURITY PLAN:

PLEASE DESCRIBE IN DETAIL HOW THE PERMITTEE WILL ENFORCE WHICH SALES, POSSESSION, AND CONSUMPTION OF ALCOHOLIC BEVERAGES WILL BE RESTRICTED:

PLEASE DESCRIBE YOUR DESIGNATED DRIVER PLAN (i.e. designated driver services, designated driver apps, etc.):

DATE PAID: _____ AMOUNT PAID: _____ # OF PERMITS APPROVED: _____

APPROVED / DENIED ON: _____ City Clerk Signature _____

OTHER CONDITIONS SET FORTH BY CHIEF OF POLICE (OR CITY CLERK):

OTHER CONDITIONS SET FORTH BY CITY COUNCIL:



SECTION 3: LOUDSPEAKER PERMIT

TYPES OF PERMITS: LOUDSPEAKER FEE: \$25.00 CODE PROVISION: RMC 8.16.010 Allows loudspeakers & amplifiers by permit between 8:00 AM and 12:00 AM

LOUDSPEAKER PERMIT:

PLEASE EXPLAIN THE NATURE OF EQUIPMENT, THE VOLUME OF AMPLIFICATION, AND THE PURPOSE OF THE SOUND:

Sound system for rehearsal music.

Permit only issued for times between 8:00 AM and 12:00 AM.

Permit not to exceed four (4) months.

Adrian Apple
Signature of Applicant

FOR OFFICE USE ONLY

DATE PAID: 2/7/2023

DATES APPROVED: 9/15/2023

TIMES APPROVED: 2:00 PM - 7:00 PM

APPROVED / DENIED ON: 2/7/2023

Wesley Romero
Chief of Police Signature

OTHER CONDITIONS SET FORTH BY CHIEF OF POLICE (OR DESIGNEE):

SECTION 3: LOUDSPEAKER

SECTION 4: FIREWORKS PERMIT

TYPES OF PERMITS: FIREWORKS* FEE: \$25.00 CODE PROVISION: RMC 8.04.010 Allows fireworks displays by permit with Council approval

FIREWORKS PERMIT:

PERSON IN CHARGE OF FIREWORKS TECHNIC OPERATIONS:

LIST TYPES AND CLASS OF FIREWORKS TO BE DISPLAYED:

EVENT DESCRIPTION (Attach site map):

FIREWORKS DISPLAY MUST FOLLOW PROVISIONS OF THE CURRENT INTERNATIONAL FIREWORKS CODE, CHAPTER 56, SECTIONS 5608.1-5608.10 AND CHAPTER 4, SECTION 403; AND NFPA 1123 OR NFPA 1126. APPLICANT IS REQUIRED TO ADVERTISE IN LOCAL NEWSPAPER OR MEDIA OUTLET PRIOR TO THE EVENT(S).

Attach letter of recommendation from Riverton Volunteer Fire Department.
Required attendance at public hearing.

*REQUIRES COUNCIL APPROVAL

Signature of Applicant

FOR OFFICE USE ONLY

DATE PAID:

HEARING DATE:

APPROVED / DENIED BY COUNCIL ACTION:

City Clerk Signature

OTHER CONDITIONS SET FORTH BY COUNCIL:

SECTION 4: FIREWORKS

CITY COUNCIL STAFF REPORT

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

FROM: Michael Miller – Director of Community Development

THROUGH: Kyle Butterfield – City Administrator

DATE: February 21, 2023

SUBJECT: Rezone Woodbridge Estates Block 1, Tract 1 (Final Replat of Lots 3 & 4 and the vacation of platted easements with lots 10-15, block 16 and all of block 17)

Recommendation: The City Council approve on third reading Ordinance 23-001 Rezone of Woodbridge Estates Block 1, Tract 1 (Final Replat of Lots 3 & 4 and the vacation of platted easements with lots 10-15, block 16 and all of block 17)

Background: Woodbridge Estates Block 1, Tract 1 is a corner lot at the intersections of Pure Gas Road and Webbwood Road. The lot is located on the north side of a majority residential subdivision. The lots to the north of this lot, across Webbwood are designated as Heavy Industrial (“I-2”) and Agriculture (“AG”). The lot is currently zoned as a Planning Neighborhood Shopping District (“C-P”) and the petitioners are requesting to rezone this lot to a Commercial District (“C-1”).

Discussion: HAAN Development is requesting this change to allow them to create commercial office spaces with garages. The current use regulations for C-P zoning could be restricting. The petitioner plans to build commercial offices spaces and garages for businesses or individuals to rent. C-1 zoning offers more flexibility to the type of businesses that can rent and utilize the commercial spaces available.

The City Planning Commission Recommended Certification on January 5th, 2023.

City Council approved Ordinance No. 23-001 on first reading at the January 17th, 2023 regular meeting

City Council approved Ordinance No. 23-001 on second reading at the February 7th, 2023 regular meeting

Alternatives:

- Approve with amendments or stipulations.
- Not Approve the rezone

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

Chapter 17.56 COMMERCIAL DISTRICT “C-1”

17.56.010 Intent and purpose of district.

It is the intent of the commercial district “C-1” to permit retail merchandising activities in a concentrated area serving the general shopping needs of the trade area. Density and intensity of use may be considered moderate to high. Uses in this district are intended to be compatible with adjoining residential and commercial districts. (Ord. 06-007 § 1, 2006)

17.56.020 District regulations.

In the commercial district “C-1,” no structure or land shall be used and no structure altered, enlarged or erected which is arranged, intended, or designed for other than one of the uses listed in Section [17.56.040](#) of this chapter. (Ord. 06-007 § 1, 2006)

17.56.030 General requirements.

A. The tract for use as a commercial district “C-1” shall not be less than three thousand five hundred (3,500) square feet in area.

B. The location of commercial district “C-1” uses shall be on property that has access to collector and/or minor arterial streets. (Ord. 06-007 § 1, 2006)

17.56.040 Use regulations.

- A. Motorized vehicle sales and services;
- B. Mobile home, manufactured home, and travel trailer sales and services;
- C. Facilities for repair of items in subsections A and B of this section conducted inside a building;
- D. Parking lots and parking garages;
- E. Bank, saving, and lending institutions and professional offices;
- F. Builders supply and related trade shops;
- G. Motels and hotels;
- H. Membership clubs and lodges;

I. Multiple-family dwellings on each floor, including fifty (50) percent maximum of the ground floor on the non-street side;

J. Human healthcare facilities;

K. Electric, telephone, cable substations and related equipment;

L. Tire repair shops conducted from within a permanent building;

M. Personal services;

N. Printing and newspaper offices;

O. Radio and television stations;

P. Restaurants, bars, convenient stores;

Q. Retail sales whose business consists primarily of serving retail customers and conducted from within a permanent building;

R. Public and commercial recreational uses;

S. Public utility and public service installations and facilities for the protection and welfare of the surrounding area, provided repair and storage facilities are not included;

T. Public and private vocational and technical schools;

U. Wholesale sales conducted from within a permanent building;

V. Pet shops not containing facilities for boarding animals;

W. Accessory buildings and uses customarily incident to the uses permitted in commercial district "C-1";

X. Soil/water laboratory;

Y. Storage units;

Z. Light manufacturing. (Ord. 21-009 § 1, 2021; Ord. 21-008 § 1, 2021; Ord. 06-007 § 1, 2006)

Chapter 17.52 PLANNED NEIGHBORHOOD SHOPPING DISTRICT “C-P”

17.52.010 Intent and purpose of district.

It is the intent of the planned neighborhood shopping district “C-P” to permit retailing of neighborhood convenience commodities and personal services which are needed for day to day living. Density and intensity of use may be considered low to moderate. Uses in this district are intended to be compatible with adjoining residential districts. (Ord. 06-006 § 1, 2006)

17.52.020 District regulations.

In the planned neighborhood shopping district “C-P,” no structure or land shall be used and no structure altered, enlarged or erected which is arranged, intended or designed for other than one of the uses listed in Section [17.52.040](#) of this chapter. (Ord. 06-006 § 1, 2006)

17.52.030 General requirements.

A. The tract for use as a planned neighborhood shopping district “C-P” shall not be less than twenty-one thousand (21,000) square feet.

B. The location of planned neighborhood shopping district “C-P” uses shall be on property that has access to collector and/or minor arterial streets.

C. An applicant for a change in zoning to planned neighborhood shopping district “C-P” must provide detailed financial information to the city that it has the ability to carry out the proposed plan and shall prepare and submit a schedule for construction. The proposed plan shall be designed and phased to provide for all land uses on the property in the event it is rezoned by the city and the applicant is unable to complete the approved “C-P” plans. Further, proposed construction shall begin within a period of eighteen (18) months following approval by the city council and forty (40) percent of the total planned construction shall be completed within a period of three years following such approval.

D. Such applicant shall also prepare and submit a preliminary development plan for review and approval by the city which shall include:

1. A topographic map showing one foot vertical contours;
2. A plot plan showing:
 - a. Building location(s) and proposed uses on the tract to conform with the requirements of Section [17.52.070](#) of this chapter,
 - b. Access from street(s),
 - c. Off-street parking arrangements and number of spaces,
 - d. Interior drives and service areas,
 - e. Landscaped buffer strips to conform with Section [17.52.110](#) of this chapter;
3. Location map showing the development and zoning of the adjacent property within two hundred (200) feet, including the location and type of buildings and structure thereof;
4. The full legal description of the boundaries of the properties to be included in the area to be zoned as C-P district;
5. A map showing the general arrangements of streets within an area of one thousand (1,000) feet from the boundaries of the area to be zoned C-P district;
6. A map showing location of proposed sewers, water and other utility lines;
7. A description of general character of proposed buildings and architectural elevations;
8. The developer shall submit a legal instrument for creating an owners or maintenance association plan providing for permanent care and maintenance of open spaces, communally-owned facilities, building components in common concern. These documents shall be approved by the city.

E. Upon approval of the preliminary development plan by the city, the applicant shall prepare and submit a final development plan, which shall incorporate any changes or alterations requested by the city. The final development plan and the planning commission recommendation shall be forwarded to the city council for their review and final action. The applicant shall file in the Fremont County courthouse the proposed documents governing the said owners or maintenance association.

F. In the event that within eighteen (18) months following approval by the city council, the applicant does not proceed with substantial construction in accordance with the plan so approved, the planning commission may initiate action to rezone the property. A public hearing, as required by law, shall be advertised and held, at which

time the applicant shall be given an opportunity to show why construction has been delayed. Following the hearing, the planning commission shall make findings of fact and an appropriate recommendation to the city council. (Ord. 06-006 § 1, 2006)

17.52.040 Use regulations.

- A. Retail sales conducted from within a permanent building;
- B. Personal services conducted from within a permanent building;
- C. Bank, saving and lending institutions and professional offices;
- D. Human healthcare facilities;
- E. Public parking lots or stations for passenger cars or taxicabs;
- F. Multifamily uses as accessory to the principal uses, providing they do not occupy more than fifty (50) percent of the gross floor area of the building;
- G. Accessory buildings and uses customarily incident to the uses permitted in planned neighborhood shopping district "C-P." (Ord. 06-006 § 1, 2006)

17.52.050 Intensity of use regulations.

The area occupied by buildings in this district will be restricted to forty (40) percent of the total area to provide for the protection of surrounding areas. (Ord. 06-006 § 1, 2006)

17.52.060 Height regulations.

No building or structure shall exceed thirty-five (35) feet in height. (Ord. 06-006 § 1, 2006)

17.52.070 Yard regulations.

- A. A building situated on a lot must have:
 - 1. Front yard minimum of twenty (20) feet in depth;
 - 2. Side yard, street side, minimum of twenty (20) feet in depth;
 - 3. Side yard, nonstreet side, minimum of three feet in width;

4. Rear yard minimum of three feet in depth.

B. No building or structure may be located on an easement or right-of-way. (Ord. 06-006 § 1, 2006)

November 9, 2022

City of Riverton – Community Development
ATTN: Michael Miller Community Development Director
816 N. Federal Blvd
Riverton, WY 82501

RE: Petition for Zone Request
3.09-acres Southeast Corner Pure Gas Road & Webbwood Road (Parcel ID – 91142624000100)

Dear Mr. Miller,

This letter is a request of petition for zone request for the 3.09-acre property located on the Southeast Corner of Pure Gas Road and Webbwood Road with Parcel ID 91142624000100. The request is submitted by G.A. Haan Development, L.L.C. for the landowner, Phoenix Holding Group, L.L.C. The legal description of the Property is –

WOODRIDGE ESTATES BLOCK 1 TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE
VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16 AND ALL OF BLOCK 17)
PLAT 2010-1332955

The Property is currently zoned Planned Commercial Shopping District (C-P). The Petition for Zone Request proposes a new designation of Commercial General (C-1).

Need for Such Zone Change Designation

The landowner intends to develop a commercial building offering 3 to 5 rental units 800 to 1,200 square feet each. Each rentable unit is envisioned to offer an office area with an attached garage space. Intended tenants may range from a construction trade looking for small office space and storage capacity or individuals looking for additional storage capacity for personal items in addition to a small office space to work from. Per the City of Riverton Community Development Department, a use such as the proposed fits more accurately under the C-1 Zoning District.

Impact of Surrounding Areas

The Property is neighbored to the North by Webbwood Road, undeveloped property zoned Commercial and Agricultural, and developed Industrial Zoned property serving as gas storage. To the East by undeveloped R-2 zoned property. To the South by undeveloped Agricultural Land followed by Riverton Woodridge Apartments. To the West by undeveloped R-2 property, Pure Gas Road, and Industrial uses. The proposed use will have no additional impact on surrounding uses than current uses allowed within the existing C-P designation.

Distance to Services

Our property is within a short distance of the following business and employment centers:

- | | |
|--|-----------|
| 1. Downtown District | 1.3 Miles |
| 2. SageWest Health Care Campus | 2.9 Miles |
| 3. Walmart Super Center (Other Commercial) | 0.5 Miles |
| 4. Holiday Inn Convention Center | 0.8 Miles |
| 5. Riverton Chamber of Commerce | 1.9 Miles |
| 6. Riverton High School & Middle School | 2.8 Miles |

- | | |
|------------------------------------|-----------|
| 7. Riverton City Park | 1.3 Miles |
| 8. Riverton Aquatic Center | 2.8 Miles |
| 9. Riverton Public Library | 2.9 Miles |
| 10. Smart Start Quality Child Care | 1.8 Miles |

Access to Area / Traffic Patterns

Access to the Property from U.S. Highway 26 (Federal Blvd) is provided by E Webbwood Road and Pure Gas Road.

Accessibility to Utilities

Currently, all utilities are available at the site. An 8" sewer line is located within a drainage and utility easement on the west end of the Property. Water is accessible across Webbwood Road or to the South Side of the Site at the intersection of Redwood Drive and Pinecrest Drive that could be brought to the Site.

Impact on City Facilities

Water, Sewer, & Sanitation: It is understood the City facilities in the area are able to serve the proposed use and are adequate to serve the current uses allowed with the existing C-P designation. A significant investment is not anticipated if the requested zone change were approved.

Emergency Services: The Property is located less than 1 mile from the Riverton City Police Department and less than 2.5 miles from the Riverton Fire Department. The proposed zoning designation change and the proposed use will not increase required emergency services above the current uses allowed with the existing C-P designation. A significant investment is not anticipated if the requested zone change were approved.

Traffic: As noted above, the Property is located along Webbwood Road, and access to the Property will continue to be from E Webbwood Road and Pure Gas Road. Both Roads are sufficient to serve the proposed use. A significant investment is not anticipated if the requested zone change were approved.

Parks: A significant investment is not anticipated if the requested zone change were approved.

Schools: A significant investment is not anticipated if the requested zone change were approved.

Provided the minimal impact, if any, this requested zone change will prompt it is requested no Impact Study be required and the provided information within this letter serve as documentation addressing any such impact. Please find enclosed within this letter 1) Completed Petition for Zone Request Form executed by the Landowner; 2) Applicable Fees; 3) Copy of Woodridge Estates Plat showing site location; 4) Copy of Deed. Should you have any questions, or require additional information, please don't hesitate to contact me by phone or email at. (231) 838-0563 or andrew@haandev.com.

Regards,



Andrew Schorfhaar
Haan Development

(City will mail),
One property sign,
Newspaper hearing notice,
Publication of zone change, and
Revision of master zoning map



Pursuant to Section 17.04.050 of the Riverton Municipal Code, Resolution No.1260, Ord. 12-011

I (We), (Name) PHOENIX HOLDING GROUP LLC (Ph#) (231) 769-0931

(Address) PO BOX 10038, PHOENIX, AZ 85064-0038

Do hereby petition the City to zone or rezone the following described real property:

Subdivision WOODRIDGE ETATES Block(s) 1

Lot (s) _____ Parcel 91142624000100

Address WEBBWOOD RD, RIVERTON WY 82501 Existing Zoning C-P DISTRICT

Proposed New Zoning Designation C-1 DISTRICT

Upon receiving the requested zone designation of the above-described real property, I (We) propose to use the property for the following purposes: (Brief Statement of facts and justification for rezoning):

The landowner intends to develop a commercial building offering 3 to 5 rental units 800 to 1,200 square feet each. Each rentable unit is envisioned to offer an office area with an attached garage space. Additional information included within the attached letter.


Signature of Property Owner(s)

The Planning Commission will hold a public hearing a minimum of thirty (30) days after the date of filing. Please allow ninety (90) days for complete process through City Council.

Return petition to City of Riverton, Community Development Department, 816 North Federal Blvd, Riverton, Wyoming 82501. **\$300.⁰⁰ Fee is due at the time of filing and is non-refundable.**

To be attached with this petition:

1. Copy of Deed or other proof of ownership with legal description;
2. Impact study or letter addressing the following items:
 - a. Need for such zone designation;
 - b. Impact (present and future) on surrounding area, developed and undeveloped;
 - c. Distance to: Business centers, Employment centers, Community facilities: schools, parks, churches, etc.;
 - d. Access to area; traffic patterns;
 - e. Accessibility of utilities;
 - f. Impact on city facilities: sewer, water, sanitation, fire, police, traffic, parks and schools.
3. Applicable fees as noted above.

Responsibilities of Petitioner

1. Notices of public hearing shall be mailed to all property owners within 140 feet of proposed zone designation. The notices must be sent 1st class regular mail. Signs shall be posted on the property and will be visible from a public street. Signs prepared and notices mailed by Community Development Department.

owners

WARRANTY DEED

TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company, grantor(s), for and in consideration of Ten dollars and other good and valuable consideration in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO PHOENIX HOLDING GROUP, a Michigan Limited Liability Company, grantee(s), whose address is: P.O. Box 5516, Harbor Springs, MI 49740 of Emmet County and State of Michigan, the following described real estate, situate in Fremont County and State of Wyoming, to wit:

The part of the Northeast Quarter of the Northwest Quarter (NE1/4NW1/4), Section 26, Township 1 North, Range 4 East, Wind River Meridian, Fremont County, Wyoming, being a vacated part of Woodridge Estates Addition to the City of Riverton, said vacated part being in Declaration of Partial Vacation of Plat recorded September 9, 1986, as Document No. 1086911, in Book 272, at Page 329, more particularly described as follows: All of Block 6, 7, 18, 19 and 20; that portion of Pinacrest Street from the northerly right of way line of Redwood Drive to the west right of way line of 16th Street East; that portion of Woodridge Drive from Redwood Drive to Locust Lane/Walnut Lane; all of Locust Lane/Walnut Lane excepting the easterly ten feet thereof; all of Block 17 and Lots 10 through 15, Block 16; all as shown on the recorded plat of Woodridge Estates Subdivision dated December 4, 1980 in Drawer 1, recording No. 1025675.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company

[Signature]
Bryce Hunter, Member

[Signature]
Warren S. McBratney, Member and Trustee
Of the Warren S. McBratney Living Trust
Dated December 16th 1994

WITNESS my hand this 26th day of June, 2007.

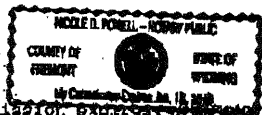
STATE OF WYOMING)

COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Bryce Hunter, Member and Warren S. McBratney, Member and Trustee of the Warren S. McBratney Living Trust Dated December 16th 1994, as Members of TIMBERLINE INVESTMENTS LLC, a Wyoming Limited Liability Company this 26th day of June, 2007.

Witness my hand and official seal.

[Signature]
NOTARY PUBLIC



FREMONT COUNTY, LANDER, WY REC #8.00
JULIE A. FREESE, FREMONT COUNTY CLERK

06/28/2007 #2007-1293253
03:43:43PM 1 OF 1

WARRANTY DEED

PHOENIX HOLDING GROUP, LLC, A MICHIGAN LIMITED LIABILITY COMPANY

GRANTOR(S), for and in consideration of TEN DOLLARS (10.00) AND OTHER VALUABLE CONSIDERATION in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO:

RIVERTON WOODRIDGE APARTMENTS, LLC
A MICHIGAN LIMITED LIABILITY COMPANY

GRANTEE(S), whose address is:

P.O. BOX 28

HARBOR SPRINGS, MI 49740

the following described real estate, situate in Fremont County, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to wit:

SEE LEGAL ATTACHED

COPY

TOGETHER with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging.

SUBJECT to all easements, covenants and rights of way of record.

WITNESS my hand(s) this 15 day of June, 2007.

PHOENIX HOLDING GROUP, LLC
A MICHIGAN LIMITED LIABILITY COMPANY

By: [Signature]
NAME: Gerald A. Haan
TITLE: Sole Member

STATE OF Michigan

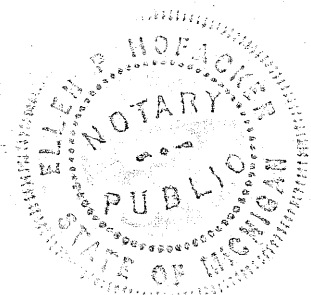
COUNTY OF Emmet

The foregoing instrument was acknowledged before me by Gerald A. Haan, Sole Member of Phoenix Holding Group, LLC, a Michigan Limited Liability Company, on behalf of the Limited Liability Company.
Witness my hand and official seal.

My Commission Expires:

[Signature]
Notary Public

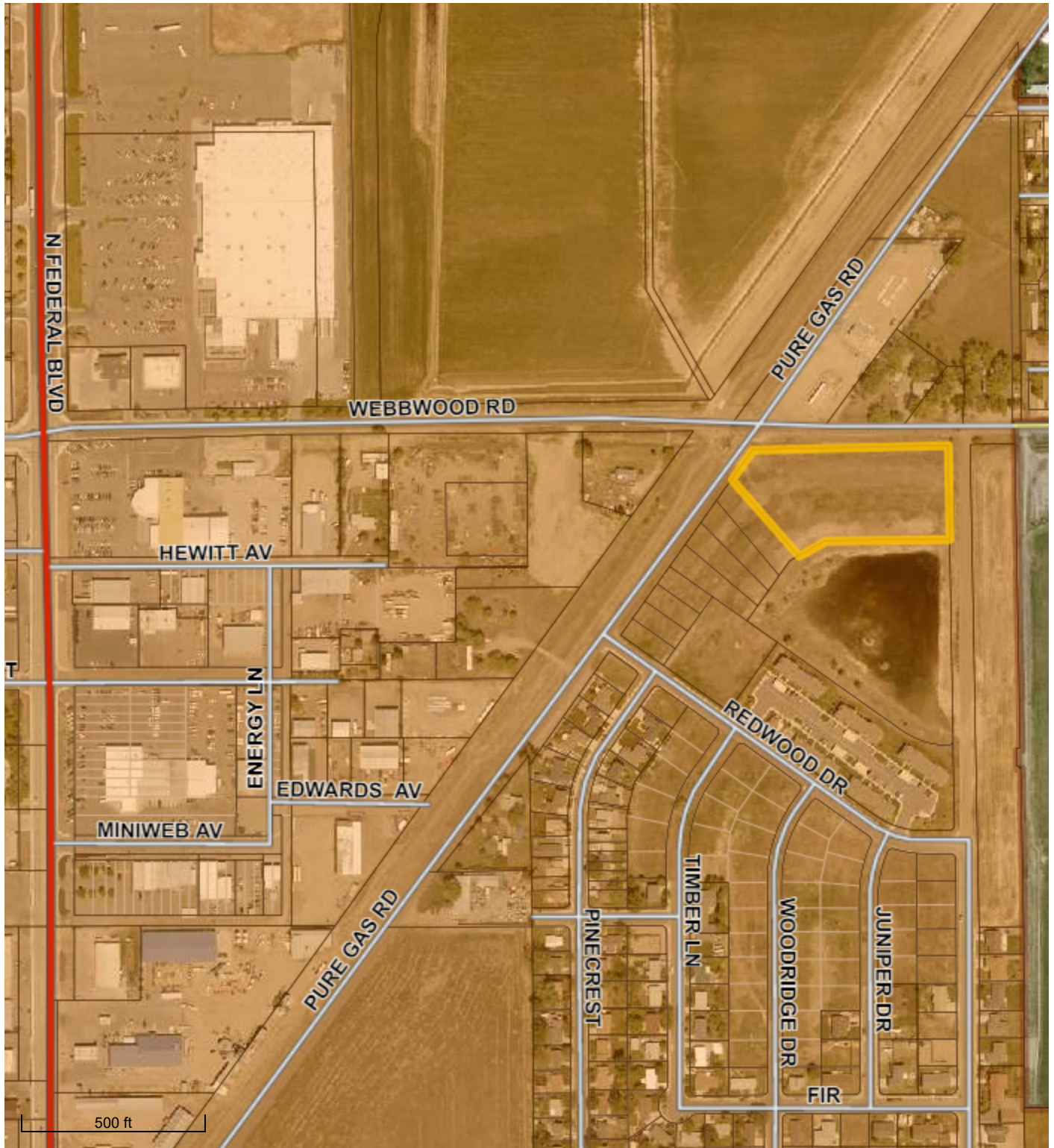
ELLEN P HOFACKER
Notary Public, State of Michigan
County of Emmet
My Commission Expires 02-07-2013
Acting in the county of Emmet



Legal Description Attachment

That part of the Northeast Quarter of the Northwest Quarter (NE¼ NW¼), Section Twenty-six (26), Township One (1) North, Range Four (4) East, Wind River Meridian, Fremont County, Wyoming, being a vacated part of Woodridge Estates Addition to the City of Riverton, specifically Lots One (1), Two (2), Three (3), Four (4), Five (5), of Block Twenty (20), all of Block Six (6) and all of Block Seven (7) as shown on the recorded plat of Woodridge Estates Subdivision dated December 4, 1980 in Drawer 1, Recording No. 1025675.

Fremont County Wyoming MapServer



-  Lot and Parcel Lines
 -  U.S. Highway
 -  State Highway
 -  County (Maintained)
 -  County (Unmaintained)
 -  Municipal Streets / Public Roads
 -  Private Roads
 -  Other Roads
 -  Incorporated Towns
- 2020 Aerial Photography (high resolution)



Fremont County provides this map for display purposes only and invokes its sovereign and governmental immunity in allowing access to or use of this data, and makes no warranties as to the validity, and assumes no liability associated with the use or misuse of this information.

printed 11/9/2022

Michael Miller
Community Development Director

816 N Federal Blvd
Riverton, WY 82501
(307) 857-7709
michaelm@rivertonwy.gov



Richard P. Gard
Mayor

Council Members
M. Bailey K. Borders
D. Peranteaux K. Larson
K. Salisbury L. Cox

The public hearing for this Rezone will be January 5th, 2022 at 5:30pm before the Riverton Planning Commission in Council Chambers at City Hall, 816 N. Federal Blvd., Riverton. No other notification will be sent to you concerning this Rezone. **No response is required to this notification, but a non-response will be considered an approval.** Any objections can be presented in writing to the address above and/or by attending the public hearing. Please use the space below or a separate sheet.

Your Name, Address, Phone # Jerry Bonhoff
Approve: _____ (signature) Disapprove: Jerry Bonhoff (signature)
Comments: Not the place for commercial property, IT IS ALL Residential in that Area.

Address inquiries to: Community Development Department
City of Riverton
816 N. Federal Blvd.
Riverton, WY 82501

PROPOSED ORDINANCE NO. 23-001

AN ORDINANCE AMENDING THE ZONING DISTRICT MAP OF THE CITY OF RIVERTON, WYOMING, DESIGNATING THE REZONE OF WOODRIDGE ESTATES BLOCK 1, TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16, AND ALL OF BLOCK 17), CITY OF RIVERTON, FREMONT COUNTY, WYOMING, FROM PLANNED NEIGHBORHOOD SHOPPING DISTRICT C-P TO COMMERCIAL DISTRICT C-1.

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

Section 1. The following described property; having been the subject of a public hearing with proper notices should be and is zoned COMMERCIAL DISTRICT C-1

WOODRIDGE ESTATES BLOCK 1, TRACT 1 (FINAL PLAT REPLAT OF LOTS 3 & 4 AND THE VACATION OF PLATTED EASEMENTS WITH LOTS 10-15, BLOCK 16, AND ALL OF BLOCK 17), CITY OF RIVERTON, FREMONT COUNTY

Section 2. That certain map, entitled “OFFICIAL ZONING MAP, CITY OF RIVERTON, WYOMING,” as endorsed by the City Engineer of the City of Riverton, Wyoming, and adopted by the City Council of the City of Riverton, Wyoming, on January 6, 2008, together with such amendments and additions as have been approved by the City Council, is amended to reflect the zoning change of said parcel.

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 January 17th, 2023

PASSED ON SECOND READING February 7th, 2023

PASSED ON THIRD READING _____

PASSED, ADOPTED AND APPROVED this _____ day of _____ 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
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. 23-001 was passed, adopted, and approved by the Governing Body of the City of Riverton on the _____ day of _____, 2023. 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: Kristin S. Watson, City Clerk/Human Resource Director 

THROUGH: Kyle J. Butterfield, City Administrator

DATE: February 13, 2023

SUBJECT: Annual Liquor License Renewals

Recommendation: That Council, by minute action, approve thirty-one (31) liquor license renewal applications that were submitted to the City of Riverton for the 4/1/2023-3/31/2024 liquor licensing period.

Background: Pursuant to statutory requirements, liquor establishments must apply annually for a license to sell alcohol in an approved location. The City Clerk's office mailed out thirty-two (32) renewal applications; of those applications mailed out, we received thirty-one (31) applications for renewal.

Discussion: The City Clerk's office received thirty-one (31) renewal applications: twenty-two (22) retail liquor license applications, two (2) club liquor license applications, six (6) restaurant liquor license applications, and one (1) bar & grill liquor license application. The one application that was not submitted for renewal was a restaurant liquor license for Wyoming Smokehouse; their current license will expire on March 31, 2023.

The notice of liquor license renewals has been advertised two consecutive weeks and posted on the City's website prior to approval by the governing body.

These applications have been certified as complete by the Wyoming Liquor Division, the proper fees have been paid, and proper notice to the public has been advertised. Therefore, staff recommends approval of all thirty-one (31) liquor license renewals that were submitted to the City.

Budget Impact: The budget impact with the proposed recommendation is revenue to the General Fund of \$39,000 from application fees, as well as an indeterminate amount of sales tax revenue to be received.

NOTICE OF APPLICATION FOR RENEWAL OF CITY OF RIVERTON RETAIL,
LIMITED RETAIL, RESTAURANT, AND BAR & GRILL LIQUOR LICENSES FOR 2023-2024

NOTICE IS HEREBY GIVEN that the applicants whose names are set forth below have filed applications for renewal of their Retail, Limited Retail, Restaurant, or Bar & Grill Liquor Licenses in the Office of the City Clerk, City of Riverton, County of Fremont, Wyoming. The names of said applicants and the description of the place or premise that the applicant desires to use as the place of sale are set forth as follows:

RETAIL LIQUOR LICENSES

<u>CITY LICENSE #</u>	<u>APPLICANT</u>	<u>DESCRIPTION OF PREMISES</u>
100	<u>RUSTWORKS LLC</u> Rusty Truck	400 N Federal Blvd, Riverton, Fremont County, Wyoming
105	<u>381 SUBS & SALADS LLC</u> 381 Subs & Salads	702 E Main, Riverton, Fremont County, Wyoming
110	<u>JERRY BORNHOFT</u> Cedar Bar	413 E Fremont Ave, Riverton, Fremont County, Wyoming
115	<u>WAL-MART INC</u> Wal-Mart #1457	1733 N. Federal Blvd, Riverton, Fremont County, Wyoming
120	<u>DEPOT ENT INC</u> The Depot	110 S 1 st St, Riverton, Fremont County, Wyoming
125	<u>GOOD 2 GO STORES LLC</u> Good 2 Go #206	2150 N Federal Blvd, Riverton, Fremont County, Wyoming
130	<u>S. J. STANBURY INC</u> The Social Lounge & Nightclub	502 E Main St, Riverton, Fremont County, Wyoming
135	<u>SKY, INC</u> Hilltop Liquor	840 W Main St, Riverton, Fremont County, Wyoming
140	<u>QUIN BLAIR ENTERPRISES INC</u> Holiday Inn of Riverton	900 E Sunset, Riverton, Fremont County, Wyoming
145	<u>RIVERTON HOTEL DEVELOPMENT LLC</u> Hampton Inn & Suites	2500 N Federal Blvd, Riverton, Fremont County, Wyoming
150	<u>ICHIBAN JAPANESE STEAKHOUSE III, INC</u> Ichiban Japanese Steakhouse	303 S Federal Blvd, Riverton, Fremont County, Wyoming
155	<u>LIVESTOCK LIQUORS INC</u> Livestock Liquors	107 S 7 th E, Riverton, Fremont County, Wyoming
160	<u>SANDERI, LLC</u> Sundowner Station	1616 N Federal Blvd, Riverton, Fremont County, Wyoming
165	<u>MORVIN, INC</u> Ralff's	121 N Broadway, Riverton, Fremont County, Wyoming
170	<u>R & D SOUTH SIDE SOCIAL CLUB, INC</u> River City Bar	910 S Federal Blvd, Riverton, Fremont County, Wyoming
175	<u>STECK'S INC</u> Rocky Mountain Discount Liquor	709 N Federal Blvd, Riverton, Fremont County, Wyoming
180	<u>BRIGETT & JAMES BUNKER</u> Bunk's BBQ	201 E Washington Ave, Riverton, Fremont County, Wyoming

CITY COUNCIL STAFF REPORT

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

FROM: Wesley Romero, Interim Chief of Police

THROUGH: Kyle Butterfield, City Administrator

DATE: February 21, 2023

SUBJECT: 50/50 Grant – Small, Rural, and Tribal Body-Worn Camera Program

Recommendation: The City Council approves the Police Department’s submission to the Small, Rural, and Tribal Body-Worn Camera Program; a federal micro-grant (50/50 match) program that funds the implementation or expansion of body-worn camera (BWC) programs for small, rural, and tribal law enforcement agencies.

Background: Due to the rapid advancements in technology of BWC in the last three years, the city’s current supplier, Provision, has discontinued manufacturing of the model that is used today. Additionally, they no longer make replacement batteries for the old model. Currently two of the city’s officers do not have operable cameras because batteries cannot be secured for them. It should be noted that officers frequently battle issues with battery-life. Upgrading to a newer model offered by Provision would provide improved technology, reliability, and battery performance.

Discussion: If approved by council, funds from this grant would be used to help purchase 20 new BWC’s and 9 new BWC mounting systems. The breakdown of the cost is as follows:

	Quantity	Cost	Total
Body-Worn-Camera	20	\$ 560.00	\$ 11,200.00
Body-Worn-Camera Mount	9	\$ 60.00	\$ 540.00
			\$ 11,740.00

As the solicitation of this grant requires a dollar-for-dollar cash or in-kind match, the total cost to the Police Department would be \$5,870.00.

Budget Impact: The FY 22-23 budget includes \$38,000 for the Tools and Supplies line item for the purchase of necessary materials. Currently, the line item has an availability of \$5,869 in funds. Purchasing the above described BSCs from this line item will over extend the approved budget for the line item. The overage related to this purchase may be absorbed through the line item for Personnel, as we are not fully staffed and there is funding available.

CITY COUNCIL STAFF REPORT

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

FROM: Michael Miller – Director of Community Development

THROUGH: Kyle Butterfield – City Administrator

DATE: February 21st, 2023

SUBJECT: JAC ADDITION

Recommendation: The City Council adopt on First Reading Ordinance No. 23-002, JAC Addition.

Discussion: The petitioner, Jac Miller, is requesting plat and annexation of JAC Addition. The proposed parcels are already adjacent to the current city limit. It is located on the corner of South Railroad Ave. and West Monroe Ave. It is proposed to annex into the City with two lots, both zoned Light Industrial (I-1). Utility reviews were sent to all utilities with no exceptions noted. Neighbors were not notified of the annexation as all neighbors within a half-mile of the proposed annexation are already within a half-mile of city limits and will not be affected by the change to City Limits.

The City Planning Commission Recommended approval on February 9th, 2023

Alternatives:

- Not adopt the plat and addition
- Certify with amendments or stipulations.

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

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: **Jac Addition**

2. Date submitted: **December 21, 2022**

3. Type of Plat: **Final**

4. Legal description of property to be subdivided, attach copy of deed or title:

Subdivision _____ Block _____ Lot _____

Parcel: **See attached record deed/legal description**

5. Total area of this subdivision/parcel: **5.259** acres.

6. Existing zoning: **None**

Proposed zoning: **I-1**

7. Number of proposed lots (5 or less): **2**

Typical lot size: **See plat**

8. Type of development proposed:

Residential (single family) **0** acres.

Residential (multi-family) **0** acres

Commercial **0** acres

Industrial **4.334 in acres in lots**

Park and Open Space **0** acres

Street rights-of-way **0.925** acres

Other: **None; 0** acres

9. Linear feet of proposed new streets: Total **N/A (Streets existing)**

10. Proposed public land dedication: **0** acres. Proposed alternative to all or part of public land dedication requirement: _____

11. Subdivider: Name, address and telephone number:

Jac D. Miller-Trustee

305 Mary Drive

Riverton, WY 82501

307-850-6945

Date Received

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

Same as above _____

E-Mail Address: _____

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

Apex Surveying, Inc. (Gary L. Hatle, P.L.S.)

407 West Adams Ave. (P.O. Box 1751)

Riverton, WY 82501

E-Mail Address: **ghatle@apexsurveying.com**

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

N/A

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

N/A

Signature of **Applicant** or Agent: _____

Jac D. Miller

Print Name

Successor Trustee

Title

CORRECTIVE WARRANTY DEED

This Corrective Warranty Deed is to correct that certain Warranty Deed purporting to convey that certain real property described herein and recorded by the Fremont County Clerk as instrument number 2003-1245909.

JAC D. MILLER, Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs and JAC D. MILLER, Trustee of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the benefit of Colleen Miller and Colleen Miller's heirs, Grantors, for and in consideration of Ten Dollars and other good and valuable consideration in hand paid, receipt whereof is hereby acknowledged, CONVEYS and WARRANTS to JAC D. MILLER, Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs, Grantee, whose address is 1044 East Jackson Riverton, Fremont County, Wyoming, an undivided one-half (1/2) tenancy in common interest and CONVEYS and WARRANTS to JAC D. MILLER, Trustee of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the benefit of Colleen Miller and Colleen Miller's heirs, Grantee, whose address is 1044 East Jackson, Riverton, Fremont County, Wyoming, an undivided one-half (1/2) tenancy in common interest in and to the following described real estate situated in Fremont County and the State of Wyoming to-wit:

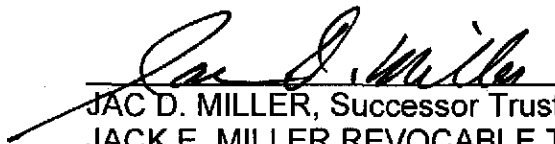
A parcel of land on the SW1/4, Section 34, T1N, R4E, W.R.M., Fremont County, Wyoming, more particularly described as follows:

Commencing at the NW corner of the SW1/4, Section 34; thence N 89°44'44" E, 440.00 feet to the point of beginning of this description; thence continue N 89°44'44" E, 779.44 feet; thence S 36°16'00" W, 293.54 feet; thence continue S 36°16'00" W, 144.80 feet; thence S 89°40'00" W, 520.15 feet; thence North 352.99 feet to the point of beginning.

Together with all buildings and improvements located thereon or appurtenant thereto and all rights, privileges, hereditaments and tenements appertaining or belonging.

Subject to any easements, covenants and rights of way of record.

DATED this 19 day of January, 2022.



JAC D. MILLER, Successor Trustee of the
JACK E. MILLER REVOCABLE TRUST under
agreement dated August 25, 2001, for the benefit of
Jack E. Miller and Jack E. Miller's heirs

2022-1436579

01/21/2022 02:26:15 PM Page: 1 of 2
WARRANTY DEED \$15.00 Vincent Davey Law Firm
Julie A Freese, Fremont County Clerk



Jac D. Miller
JAC D. MILLER, Trustee of the

COLLEEN MILLER REVOCABLE TRUST DATED
AUGUST 25, 2001, for the benefit of Colleen Miller
and Colleen Miller's heirs

STATE OF WYOMING)
)
) :ss
COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Jac D. Miller,
Successor Trustee of the JACK E. MILLER REVOCABLE TRUST under agreement
dated August 25, 2001, for the benefit of Jack E. Miller and Jack E. Miller's heirs this
19th day of January, 2022.

WITNESS my hand and official seal.



[Signature]
Notary Public
My commission expires: Jan. 23, 2024

STATE OF WYOMING)
)
) :ss
COUNTY OF FREMONT)

The foregoing instrument was acknowledged before me by Jac D. Miller, Trustee
of the COLLEEN MILLER REVOCABLE TRUST DATED AUGUST 25, 2001, for the
benefit of Colleen Miller and Colleen Miller's heirs this 19th day of January, 2022.

WITNESS my hand and official seal.



[Signature]
Notary Public
My commission expires: Jan 23, 2024

RIGHT-OF-WAY EASEMENT
(Corporate)

For value received, The Western Company of North America
a _____ corporation, hereinafter referred to as Grantor, does hereby grant to PACIFIC
POWER & LIGHT COMPANY, a corporation, its successors and assigns, the Grantee, an easement or right-
of-way for an electric transmission and distribution line of one or more wires and all necessary or desirable ap-
purtenances (including telephone and telegraph wires, towers, poles, props, guys, anchors and other supports
and the right to place all or any part of such line underground) at or near the location and along the general
course now located and staked out by the Grantee over, across and upon the following described real property
in Fremont County, State of Wyoming, to wit:

A right of way, 15.0 feet in width, 7.5 feet on each side of the following ✓
described centerline, Beginning at a point on the West line of the South-
west Quarter of Section 34, T.1 N., R.4 E., W.R.M., City of Riverton, South-
Fremont County, Wyoming, that is a distance of 346.1 feet South of the
Northwest Corner of said Southwest Quarter, thence N.89°40'E., a distance
of 965.55 feet more or less to the point of ending on the Westerly right
of way line of the Chicago and Northwestern Railroad, containing 0.332
acre more or less.

1034690
Fremont County: Wyo. No. _____
Recorded _____ 866
AUG 26 1981 Book 65 of Microfilm Page _____
11:00 o'clock Am James A. Farthing
County Clerk

Together with the right of ingress and egress over the adjacent lands of the Grantor for the purpose of con-
structing, reconstructing, stringing new wires on, maintaining and removing such line and appurtenances, and
exercising other rights hereby granted.

Grantor reserves the right to use said right-of-way for roads, agricultural crops or other purposes not incon-
sistent with the easement granted hereby, but in using or operating any irrigation pipes, motorized vehicles or
other equipment, or in any other such use of said right-of-way, Grantor (including its successors or assigns)
shall conform strictly to the provisions of any then applicable safety code or regulations pertaining to required
clearances from the wires or conductors of such line.

All rights hereunder shall cease if and when such line shall have been abandoned.

Dated this 11th day of February, 19 81.

Attest: [Signature] By: [Signature]
Vice President (Title)
Asst. Sec. Law and Administration (Title)

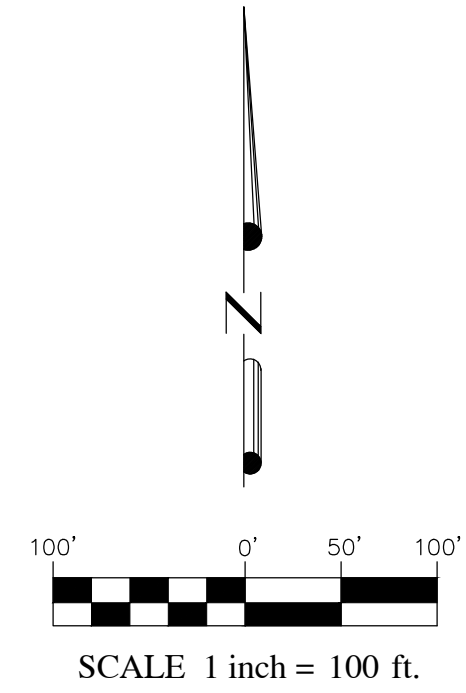
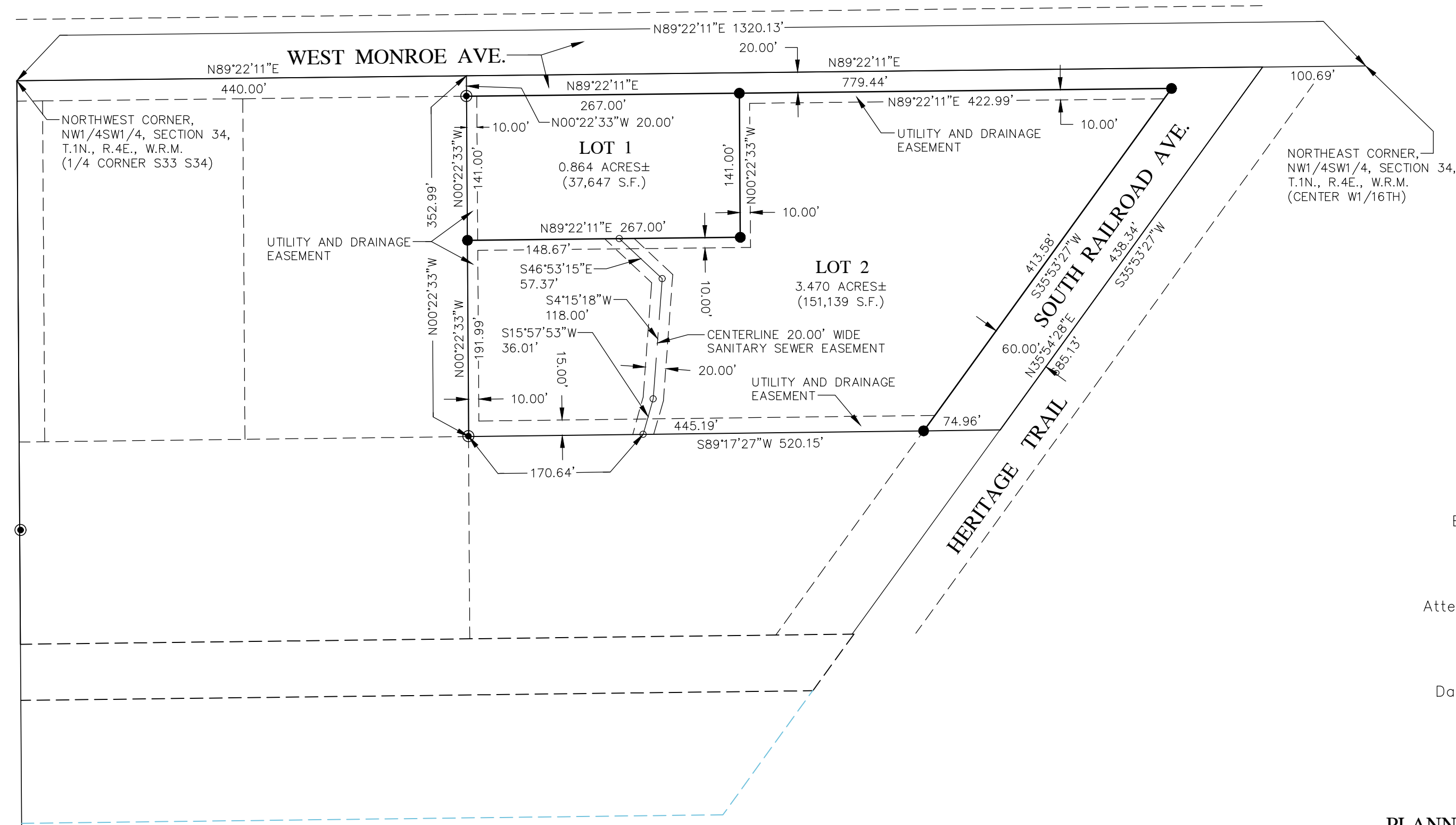
STATE OF Texas
County of Tarrant } ss.

On this 11th day of February, 19 81, before me personally appeared
Tom L. Larimore, to me personally known to be the Vice President
of the corporation that executed the within and foregoing instrument; who, duly sworn, on oath did say: that
he is the Vice President of the corporation that executed the within foregoing instrument; that
the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and
sealed in behalf of said corporation by authority of its Board of Directors, and he acknowledged said instrument
to be the free act and deed of said corporation for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

Pat Fitzgerald
Notary Public for Pat Fitzgerald
Residing at Tarrant County, Texas
My commission expires 9/30/84

**PLAT OF
JAC ADDITION**
TO THE CITY OF RIVERTON,
PART OF THE
NW1/4SW1/4, SECTION 34, T.1N., R.4E., W.R.M.,
FREMONT COUNTY, WYOMING



APPROVED

City Council of Riverton

By: _____
Timothy R. Hancock
Mayor

Attest: _____
Kristin S. Watson
City Clerk

Date: _____

PLANNING COMMISSION CERTIFICATE

This plat of JAC Addition approved by the City of Riverton Planning Commission this _____ day of _____, 20____.

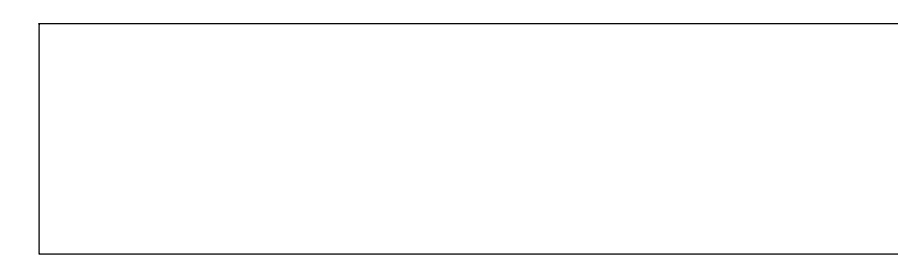
Robert Scheidemantel
Chairman

CLERK OR RECORDERS CERTIFICATE

This plat of JAC Addition filed for record in the office of the Clerk and Recorder at _____ O'clock _____ M., on the _____ day of _____, 20____, and is duly recorded in Plat Cabinet _____, Page _____, Document No. _____.

By: _____
Clerk and Recorder

Deputy



- LEGEND**
- - EXISTING 1 1/2" DIAMETER ALUMINUM CAP
 - - EXISTING 5/8" DIA. REBAR
 - - 1 1/2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET
 - - 2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET

CERTIFICATE AND DEDICATION OF TITLE

State of Wyoming) ss
County of Fremont)

Know by these presents that Jac D. Miller, Successor Trustee of the Jack E. Miller Revocable Trust under agreement dated August 25, 2001, and Colleen Miller Revocable Trust Dated August 25, 2001 is the owner in fee simple of all that real property described as follows:
A parcel of land located within the SW1/4, Section 34, T.1N., R.4E., W.R.M., Fremont County, Wyoming, more particularly described as follows: Commencing at the northwest corner of the SW1/4, said Section 34; thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.99 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots, do hereby grant for public use the streets and easements shown hereon; and the above and foregoing subdivision of the above described lands as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and they do hereby release and waive all rights under and by virtue of the homestead exemption laws of the State of Wyoming for the purpose of this dedication.

Witness my hand this _____ day of _____, 20____.

Jac D. Miller, Successor Trustee
of the Jack E. Miller Revocable Trust and
of the Colleen Miller Revocable Trust
Dated August 25, 2001

The foregoing dedication was acknowledged before me this _____ day of _____, 20____ by Jac D. Miller, Successor Trustee.

My commission expires: _____

Witness my hand this _____ day of _____, 20____.

Notary Public

CERTIFICATE OF SURVEYOR

State of Wyoming) ss
County of Fremont)

I, Gary L. Hatle, a registered land surveyor of the State of Wyoming, do hereby certify that this replat is a true, complete and correct representation of the JAC Addition an addition to the City of Riverton, Fremont County, Wyoming, containing 5.26 acres (229,087 s.f.) more or less; that the same was accurately surveyed and platted by me and under my direction during September, 2022; that the names of all streets and numbers of all lots are as shown hereon; and all monuments have been indicated hereon and all data shown from which to make further resurveys.

In witness whereof I have set my hand this _____ day of _____, 20____.



Gary L. Hatle, P.L.S. No. 2338

Subscribed and sworn to before me this _____ day of _____, 20____.

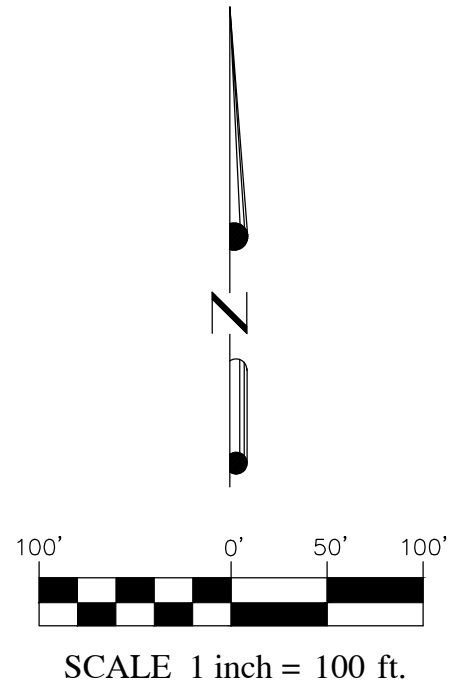
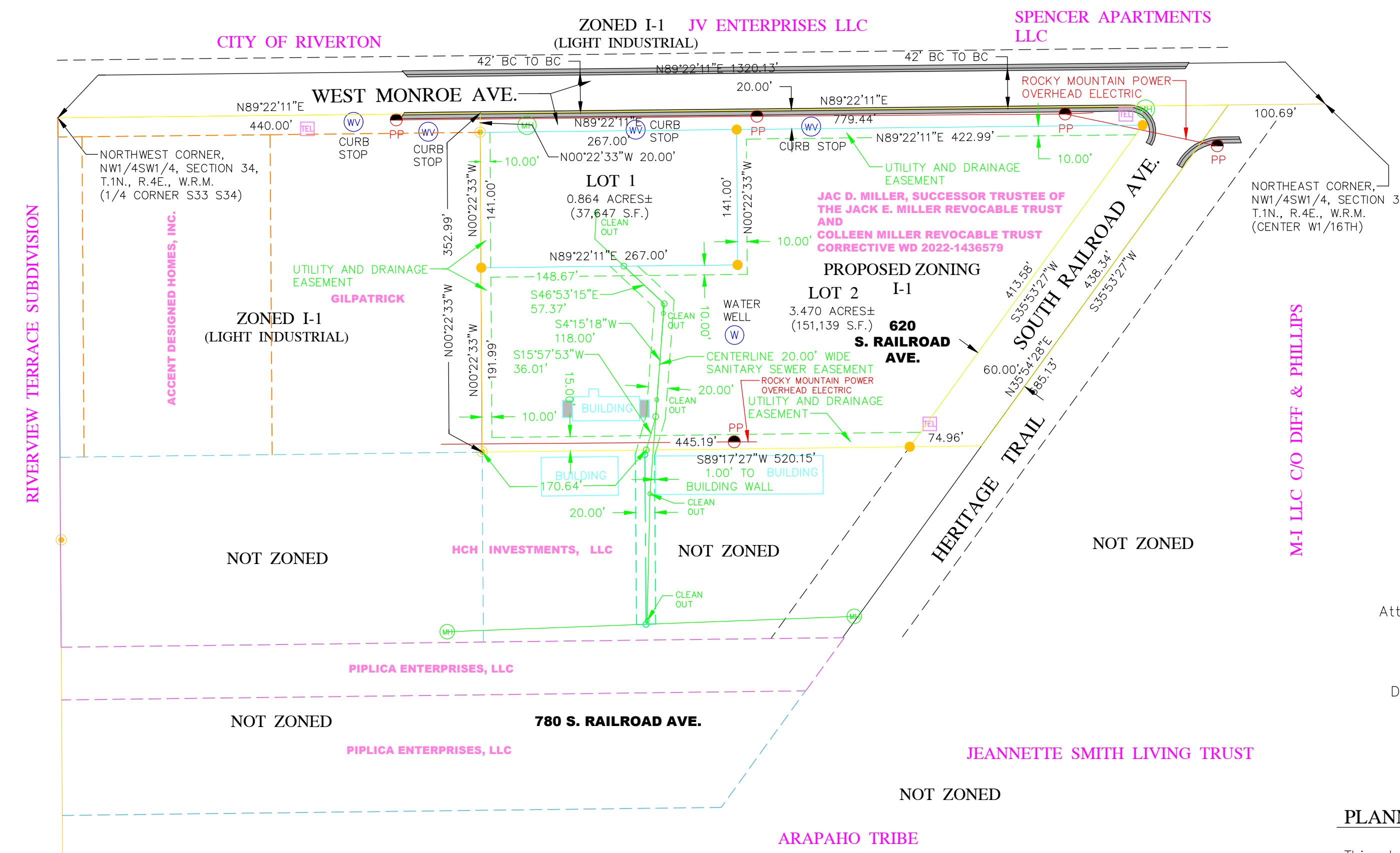
My commission expires: _____

Notary Public



LOCATION MAP
NO SCALE

**PLAT OF
JAC ADDITION**
TO THE CITY OF RIVERTON,
PART OF THE
NW1/4SW1/4, SECTION 34, T.1N., R.4E., W.R.M.,
FREMONT COUNTY, WYOMING



APPROVED
City Council of Riverton

By: Timothy R. Hancock
Mayor

Attest: Kristin S. Watson
City Clerk

Date: _____

PLANNING COMMISSION CERTIFICATE

This plat of JAC Addition approved by the City of Riverton Planning Commission this _____ day of _____, 20____.

Robert Scheidemantel
Chairman

CLERK OR RECORDERS CERTIFICATE

This plat of JAC Addition filed for record in the office of the Clerk and Recorder at _____ o'clock _____ M., on the _____ day of _____, 20____, and is duly recorded in Plat Cabinet _____, Page _____, Document No. _____.

By: _____
Clerk and Recorder

Deputy



- LEGEND**
- - EXISTING 1 1/2" DIAMETER ALUMINUM CAP
 - - EXISTING 5/8" DIA. REBAR
 - - 1 1/2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET
 - - 2" DIA. ALUMINUM CAP ON 5/8"x24" REBAR SET

CERTIFICATE AND DEDICATION OF TITLE

State of Wyoming) ss
County of Fremont)

Know by these presents that Jac D. Miller, Successor Trustee of the Jack E. Miller Revocable Trust under agreement dated August 25, 2001, and Colleen Miller Revocable Trust Dated August 25, 2001 is the owner in fee simple of all that real property described as follows:
A parcel of land located within the SW1/4, Section 34, T.1N., R.4E., W.R.M., Fremont County, Wyoming, more particularly described as follows: Commencing at the northwest corner of the SW1/4, said Section 34; thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.99 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots, do hereby grant for public use the streets and easements shown hereon; and the above and foregoing subdivision of the above described lands as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and they do hereby release and waive all rights under and by virtue of the homestead exemption laws of the State of Wyoming for the purpose of this dedication.

Witness my hand this _____ day of _____, 20____.

Jac D. Miller, Successor Trustee
of the Jack E. Miller Revocable Trust and
of the Colleen Miller Revocable Trust
Dated August 25, 2001

The foregoing dedication was acknowledged before me this _____ day of _____, 20____ by Jac D. Miller, Successor Trustee.

My commission expires: _____

Witness my hand this _____ day of _____, 20____.

Notary Public

CERTIFICATE OF SURVEYOR

State of Wyoming) ss
County of Fremont)

I, Gary L. Hatle, a registered land surveyor of the State of Wyoming, do hereby certify that this replat is a true, complete and correct representation of the JAC Addition an addition to the City of Riverton, Fremont County, Wyoming, containing 5.26 acres (229,087 s.f.) more or less; that the same was accurately surveyed and platted by me and under my direction during September, 2022; that the names of all streets and numbers of all lots are as shown hereon; and all monuments have been indicated hereon and all data shown from which to make further resurveys.

In witness whereof I have set my hand this _____ day of _____, 20____.



Gary L. Hatle, P.L.S. No. 2338

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public



LOCATION MAP
NO SCALE

Subdivider: Jack E. Miller and Colleen Miller Revocable Trusts
C/O Jac D. Miller - Successor Trustee
305 Mary Drive
Riverton, WY 82501
307-850-6945

PROPOSED ORDINANCE NO. 23-002

AN ORDINANCE ANNEXING THE JAC ADDITION, FREMONT COUNTY, WYOMING NOT PREVIOUSLY ANNEXED TO THE CITY OF RIVERTON; DESIGNATING THE ZONING CLASSIFICATION OF THE PARCEL AND AMENDING ZONING MAP TO REFLECT SAME; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and the City Council of the City of Riverton, Fremont County, Wyoming, received written request for annexation signed by the owner of the area proposed for annexation; and,

WHEREAS, the governing body of the City of Riverton, Wyoming, finds that:

- A. Annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the City of Riverton;
- B. The urban development of the area sought to be annexed would constitute a natural, geographical, economic and social part of the City of Riverton;
- C. The area sought to be annexed is a logical and feasible addition to the City of Riverton and the extension of basic or other services customarily available to residents of the City of Riverton can reasonably be furnished to the area proposed to be annexed;
- D. The area sought to be annexed is contiguous with or adjacent to the City of Riverton; and
- E. The City of Riverton is prepared to designate a utility to serve the annexed area and to authorize the designated utility to serve the entire annexed area; and

WHEREAS, an annexation report in accordance with W.S. § 15-1-402(c) has been prepared and made available to the public: now therefore,

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

Section 1. The following described parcel of property is annexed to the corporate limits of the City of Riverton, Wyoming, and are declared to be part and parcel of the City of Riverton, Wyoming, and a territorial part of the municipality.

A parcel of land in the NW1/4 SW1/4, Section 34, T1N., R.4E., W.R.M., Fremont County, Wyoming bounded as follows:

Commencing at the northeast corner of said SW1/4, Section 34 thence N89°29'11"E, 440.00 feet to the point of beginning of this description; thence continue N89°29'11"E, 779.44 feet; thence S35°53'27"W, 438.34 feet; thence S89°17'27"W, 520.15 feet; thence N00°22'33"W, 352.9 feet to the point of beginning of this description, containing 5.259 acres (229,080 s.f.) more or less, of which 4.334 acres (188,786 s.f.) are in Lots.

The parcel of land in the NW1/4 SW1/4, Section 34, T1N., R.4E., W.R.M., Fremont County, Wyoming will be zoned as follows:

- Lot 1 – Light Industrial I-1
- Lot 2 – Light Industrial I-1

Section 2. All ordinances or parts of ordinances in conflict herewith are 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, ADOPTED AND APPROVED this _____ day of _____ 2023.

CITY OF RIVERTON, WYOMING

By: _____
Tim Hancock
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. 23-002 was passed, adopted, and approved by the Governing Body of the City of Riverton on the _____ day of _____, 2023. 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: Kyle J. Butterfield, City Administrator 
DATE: February 21, 2023
SUBJECT: FY 2024 Budget Calendar

Recommendation: The city council approves the budget calendar as presented.

Background: The budget process is comprised of multiple steps and schedules that culminate in the adoption of the annual budget. These steps include the community service contracts process, capital planning process, revenue estimates, and expenditure estimates to list the main ingredients. Wyoming Statute 16-4-104 requires municipal departments to internally submit budget requests on or before May 1st. These requests are then compiled, reviewed, and presented to the governing body. The aforementioned statute requires this to occur by May 15th. Wyoming Statute 16-4-109 requires the governing body to hold budget hearings no later than the third Tuesday of June. The same statute requires a summary of the proposed budget, including notice of the hearing, be published in a newspaper having general circulation within Riverton at least one week prior to the hearing.

Discussion: The purpose of the budget calendar is to provide for open meetings wherein anyone can attend with regards to the municipal budget. This provides both transparency and input into the different aspects of the process. As such, staff will provide a notice of the scheduled meetings as approved to the media as a means to denote a potential quorum. This will alleviate the need to notice otherwise. Being a notice of potential quorum, media representatives may be present at any or all of the noticed meetings.

Alternatives: Council may modify the proposed schedule as desired. Certain approval timelines are set by statute and cannot be moved.

Budget Impact: There is no budget impact to this action.



Budget Calendar for FY 23-24 (Including FY 22-23 Year End Budget Amendment)

February

15 Advertise for Community Service Contract Applications (Deadline for submittal is March 31)

March

10 Budget Worksheets distributed from Finance to Supervisors and Department Heads

15 Capital Project Planning Worksheets are due.

28-30 One-on-One Meetings: Department Heads

31 Personnel Change Requests due to HR: City Administrator & Department Heads

April

7 Final Budget Worksheets are due to Finance Director from Department Heads

11 Personnel Planning: City Administrator & Department Heads

11 Council Work Session for Community Service Contracts

17 Revenue Projections Preliminary Review: City Administrator & Department Heads

18 Capital Project Planning: Council, City Administrator, & Department Heads

21 Final Capital Project Planning: Council, City Administrator, & Department Heads

26 Overall Budget Appropriation Review: Council, City Administrator, & Department Heads

27 Final Appropriation Review: City Administrator & Department Heads

May

5 Budget Narratives for Budget Workbooks are due (please drop electronic documents in Budget FY24-Budget Narratives folder located on common drive): Department Heads

12 Printing & Distribution of FY 23-24 Budget Workbooks – *No changes will be made to the Budget Workbook after April 27th.*

23 City Council Work Session for Final Discussion Prior to Public Hearing

26 Submit Advertising for Public Hearing to the Ranger by 11:00 a.m. (At least one week prior to public hearing.

June

13 Public Hearing and Adoption of FY 23-24 Budget

23 FY 23-24 Budget Book Distribution

27 Consideration of FY 22-23 Budget Amendment

30 Provide copy of adopted budget to Department of Audit and Fremont County Clerk

******Note to elected officials: Staff will provide a notice of the above dates to the media in the event of a potential quorum******