

	CITY OF LANDER		
	SPECIAL CITY COUNCIL MEETING		
	Tuesday, January 27, 2026, at 6:00 PM		
	City Council Chambers, 240 Lincoln Street		
	MINUTES		

1. **CALL TO ORDER** Mayor White led the Pledge of Allegiance and called the meeting to order at 6:00 PM. Roll Call. COUNCIL MEMBERS PRESENT: John Larsen, Dan Hahn, Josh Hahn, Julia Stuble (via Zoom), Melinda Cox, Chad Cassady and Mayor White. Declaration of a quorum. STAFF PRESENT: Interim Chief Kelly Waugh, Assistant Mayor Ralean Strube Fossen, City Attorney Adam Phillips, City Clerk Rachelle Fontaine
2. **APPROVAL OF AGENDA** Council Member Larsen moved to approve, seconded by Council Member Cox. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn and Cassady. Motion passed.
3. **COMMUNICATION FROM THE FLOOR**
A. Public Comment. None.
4. **MAYOR AND COUNCIL UPDATES**

Council Member J Hahn recommends trying the new Cinnamoon establishment.

Council Member Stuble stated that the Tree Board and City staff worked with Wyoming State Forestry to start a City Park tree inventory this spring, producing a priority document and informing upcoming budget requests for aging cottonwoods.

Council Member Cox met with the Chamber. She noted LEDA needs clearer direction and stronger board engagement. She praised Business After Hours and the City's advance notice to businesses that helped them prepare for the busy tournament weekend.

Council Member Larsen announced the Lander Senior Center is hosting a fundraiser dinner encouraged people to support it.

Mayor White shared several updates: she joined the police command staff in the First Responder Alliance, where discussion focused on resources for officers and improving the employee assistance program. She’s also been invited to a budget forum with Governor Gordon to discuss what ongoing property tax reductions could mean for Lander’s general fund. She echoed support for the City Park tree inventory. Finally, she celebrated the middle school ski team’s strong performance, and their sportsmanship.

5. **STAFF REPORTS**

Interim Chief Waugh said he will speak on the Fremont Biz Podcast and at a business luncheon about First Responder Alert and business safety plans. He also pushed for a rapid, coordinated incident-communication system among businesses, noting they’re exploring geo-fenced text alerts and possible partnerships like County 10.

Public Works Director Hopkin reported that the Buena Vista project will go out to bid next Tuesday, with strong pre-bid interest. Contractors indicated the work may be more realistic as a two-year project rather than one, and the City expects higher bids than earlier estimates, with adjustments or additional funding possible while they continue working through existing SRF funds. The plan is to work toward the community center in year one and continue beyond that in year two.

Assistant Mayor Strube Fossen gave an update on Public Law 566 federal funding for watershed protection and flood prevention. The City applied for funds in 2022 and has only recently begun working with the program.

City Clerk Fontaine reported that Duane Kaiser is retiring from the police department after about 10 years in his current role and 18 years in law enforcement. The City has hired his replacement, who

starts Friday, and Attorney Phillips will swear in a new officer and treasurer tonight. She also noted the City is interviewing three candidates for part-time cleaning aiming to be fully staffed soon.

6. NEW BUSINESS (NON-ACTION ITEMS)

A. Swear in Ethan Borchardt as a Lander Police Officer II

Interim Chief Waugh provided an introduction for Ethan Borchardt who was then sworn in by City Attorney Adam Phillips.

B. Approve appointment and swear in Kristen Koehn as the City of Lander Treasurer.

City Attorney Phillips administered the oath of office and swore in Kristen Koehn as the new City Treasurer.

7. UNFINISHED BUSINESS (ACTION ITEMS)

A. Approve second reading of Ordinance 2025-15 Granting A Non-Exclusive Franchise To Black Hills Wyoming Gas, LLC D/B/A Black Hills Energy, Its Successors And Assigns, And The Right, Permission And Authority To Construct, Maintain And Operate A Gas Transmission And Distribution System, Including Mains, Pipes, Conduits, Services And Other Structures, In, Under, Upon, Over, Across And Along The Streets, Alleys, Bridges And Public Places Within The Present And Future Corporate Limits Of The City Of Lander, Wyoming For The Furnishing, Transmission, Distribution And Sale Of Gas Whether Artificial, Natural, Mixed Or Otherwise For Lighting, Heating, Domestic, Industrial And Other Uses In Said City And Elsewhere, Limiting The Term Of Said Grant, Prescribing The Terms And Conditions Under Which Said Company May Operate, And Repealing Ordinance No. 1239.

Council Member Cox moved to approve, seconded by Council Member Cassady. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

8. NEW BUSINESS (ACTION ITEMS)

A. Approve the appointment of Marcus Krall to the Urban Forest Council / Tree Board

Council Member Cox moved to approve, seconded by Council Member J Hahn. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

B. Resolution 1380 Adoption of the Fremont County/Municipal/Tribal Emergency Operation Plan

Council Member Cox moved to approve, seconded by Council Member Cassady. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

C. Approve removal of Charri Lara from all City of Lander Accounts

Council Member Larsen moved to approve, seconded by Council Member Cox. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

D. Approve the addition of new City Treasurer Kristen Koehn to all City of Lander accounts effective February 2, 2026

Council Member Cox moved to amend the motion to approve the appointment of new city treasurer Kristen Koehn and add her to all City of Lander accounts, seconded by Council Member J Hahn. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion to amend passed.

Council Member Cox moved to approve as amended, seconded by Council Member Cassady. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

E. Approve and authorize the mayor to sign the Independent Contractor Agreement between the City of Lander and the Wyoming Association of Municipalities for professional accounting and bookkeeping services.

Council Member Cox moved to approve, seconded by Council Member Cassady.

DISCUSSION: Mayor White explained that the original plan was for an overlap between Charri and the new treasurer to transfer institutional knowledge about complex funding, grants, and budgeting, but that's changing due to Charri's schedule and Ms. Koehn's strengths. Instead, Charri will spend one full week in the office, then remain available a few hours per week as needed through WAM.

Council discussed concerns about the open-ended scope and costs of paying \$100/hour through a contract with the Wyoming Association of Municipalities (WAM). Some wanted a cap/guardrail,

while also not limiting needed training or future help. Others emphasized the need for a clearer scope of work (typically an “Exhibit A”) and more defined expectations before approving spending, though it was clarified that Council could set internal limits without amending the contract. The group generally agreed it would help to hear from the new treasurer after the first week about what support is actually needed, balancing fiscal responsibility with adequate onboarding.

Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

9. ADJOURNMENT

Council Member Cox moved to approve, seconded by Council Member Cassady. Council Members voting Yea: Larsen, D Hahn, Cox, Stuble, J Hahn, and Cassady. Motion passed.

Being no further business to come before the Council, the meeting was adjourned at 7:03 PM.

The City of Lander:

By: _____
Missy White, Mayor

ATTEST:

Rachelle Fontaine, City Clerk

The entire meeting is available to view at <https://www.landerwy.gov/meetings/recent> OR <https://www.youtube.com/@CityofLander>.

CITY OF LANDER MISSION STATEMENT

To provide a safe, stable, and responsive environment that promotes and supports a traditional yet progressive community resulting in a high quality of life.

VISION

Preserving the past, while embracing the future.

The City of Lander is an equal opportunity employer and does not discriminate. Qualified applicants are considered for positions without regard to race, religion, military status, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.