



CITY OF LANDER CITY COUNCIL WORK SESSION MEETING

**Tuesday, June 23, 2026 at 6:10 PM
City Council Chambers, 240 Lincoln Street**

MINUTES

1. NEW BUSINESS (NON-ACTION ITEMS)

The meeting commenced immediately following the Regular Meeting's conclusion at 7:27 PM. COUNCIL MEMBERS PRESENT: Chad Cassady, Julia Stuble, Melinda Cox, Josh Hahn, and Mayor Missy White. COUNCIL MEMBERS ABSENT: John Larsen and Dan Hahn. Declaration of a quorum. STAFF PRESENT: Police Chief Kelly Waugh, Assistant Public Works Director Hunter Roseberry, Assistant Mayor RaJean Strube Fossen, City Treasurer Kristy Koehn, City Attorney Adam Phillips, City Clerk Rachelle Fontaine.

- A. Discussion concerning the first thirty pages of the proposed new City of Lander Employee Manual.

The Council discussed the first 30 pages of the proposed new City of Lander Employee Manual. Fontaine explained that a redline version was not provided because the prior major revision was from 2019, and the proposed manual contains substantial updates, expanded explanations, and revisions to reflect federal employment law. The section reviewed included topics such as equal employment opportunity, ADA accommodations, workplace harassment, and employee procedures intended to give employees clearer guidance on their rights and responsibilities.

Council discussed clarifying the flex-time language on page 16. The intent is to allow exempt employees to flex or float time within the pay period with prior authorization, not within the calendar year, and to remove the reference to holidays. Staff also clarified that non-exempt employees may only flex within the designated workweek, while law enforcement operates under different rules because of its applicable work-period structure.

Council also discussed whether the manual should include more explanation regarding appointed positions, including those appointed by the Mayor under Wyoming Statute § 15-3-204 and positions listed in City Code Title 12.

Council generally found the first section clear and easy to read. Council agreed to continue reviewing the manual in additional sections, beginning with approximately the next 30 pages, with the option to reduce the size of future review sections if needed.

2. ADJOURNMENT

Being no further business to come before the Council, the meeting was adjourned at 7:41 PM.

The City of Lander

By:

Missy White,
City of Lander 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>.