

	CITY OF LANDER		
	SPECIAL REGULAR CITY COUNCIL MEETING		
	Tuesday, August 26, 2025, at 6:00 PM		
	City Council Chambers, 240 Lincoln Street		
	AGENDA		

Join Zoom Meeting

<https://us06web.zoom.us/j/89926240572?pwd=692ib6fXlyja0OkmJGPVdFgu0C49b3.1>

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. APPROVAL OF AGENDA

3. PUBLIC HEARING NEW RESTAURANT LIQUOR LICENSE APPLICATION FOR ON-SITE LAUNDRY LLC 680 MAIN STREET, STE C LANDER, WY LOT 11-12, BLK 13, ORIGINAL TOWN OF LANDER COMMERCIAL DISTRICT

- A. Open hearing
- B. Introduce and read
- C. Public comment
- D. Close hearing

4. PUBLIC HEARING ORDINANCE 2025-09 AN ORDINANCE REZONING ORIGINAL TOWN OF LANDER, BLOCK 29 LOTS 5-10 FROM R-5 MULTI-FAMILY RESIDENTIAL DISTRICT TO C- COMMERCIAL DISTRICT

- A. Open hearing
- B. Introduce and read
- C. Public comment
- D. Close hearing

5. PUBLIC HEARING ORDINANCE 2025-10 AN ORDINANCE REZONING EARL & FARLOW ADDITION, BLOCK 110, LOTS 5-6 FROM R-5 MULTI-FAMILY RESIDENTIAL DISTRICT TO C- COMMERCIAL DISTRICT

- A. Open hearing
- B. Introduce and read
- C. Public comment

D. Close hearing

6. COMMUNICATION FROM THE FLOOR

Please approach the microphone and state your full name for the record. This meeting and comments are electronically recorded. All comments will be limited to three minutes.

A. Public Comment

7. MAYOR AND COUNCIL UPDATES

8. STAFF REPORTS

9. OLD BUSINESS (ACTION ITEMS)

[A.](#) Approve second reading Ordinance 2025-6 An Ordinance Replacing Ordinances 842, 854, and 1015, and Establishing Comprehensive Regulations for the Public and Private Community Forest in Lander, Wyoming

10. NEW BUSINESS (ACTION ITEMS)

- A. Approve first reading of ORDINANCE 2025-09 an Ordinance Rezoning Original Town of Lander, Block 29 Lots 5-10 From R-5 Multi-Family Residential District to C- Commercial District
- B. Approve the first reading of ORDINANCE 2025-10 an Ordinance Rezoning Earl & Farlow Addition, Block 110, Lots 5-6 from R-5 Multi-Family Residential District to C- Commercial District
- C. Approve the new Restaurant Liquor License Application for On-Site Laundry LLC, 680 Main Street, Ste C, Lander, Wy Lot 11-12, Blk 13, Original Town of Lander Commercial District
- [D.](#) Approve Resolution 1367 Amending the Job Description for Police Chief.
- [E.](#) Appoint Mary Greene to the Planning Commission & Board of Adjustment to fill Kristen Yannone's term through December 31, 2026.
- [F.](#) Approve payment to QUADIENT INC for postage in the amount of \$1,000.

11. ADJOURNMENT

Upcoming Council Meetings:

Regular Meetings:

6:00 PM Tuesday, September 9, 2025, City Council Chambers
6:00 PM Tuesday, October 14, 2025, City Council Chambers
6:00 PM Tuesday, November 11, 2025, City Council Chambers
6:00 PM Tuesday, December 9, 2025, City Council Chambers

Work Sessions:

6:00 PM Tuesday, September 23, 2025, City Council Chambers
6:00 PM Tuesday, October 28, 2025, City Council Chambers

6:00 PM Tuesday, November 25, 2025, City Council Chambers

6:00 PM Tuesday, December 23, 2025, City Council Chambers

All meetings are subject to cancellation or change.

THE CITY OF LANDER

**NOTICE OF PUBLIC HEARING AND APPLICATION FOR
A NEW RESTAURANT LIQUOR LICENSE**

Notice is hereby given that the On-Site Laundry LLC has filed an application for a new Restaurant Liquor License in the office of the Clerk of the City of Lander, Wyoming for the following licensed building, to wit:

On-Site Laundry LLC
680 Main Street ,STE C LANDER, WY
LOT 11-12, BLK 13, ORIGINAL TOWN OF LANDER COMMERCIAL DISTRICT
Application Filed in Lander, Fremont County, Wyoming

Any protests, if any there be, against the issuance of such a license, will be heard during a public hearing at the hour of **6:00 p.m. on the 26th of August 2025**, in the City Council Chambers, 240 Lincoln Street, Lander, Wyoming 82520.

Rachelle Fontaine
City Clerk

PUBLISH: Lander Journal
August 9, 2025 and August 16 2025

NEW OR RENEWAL
LIQUOR LICENSE OR
PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

FOR LIQUOR DIVISION USE ONLY	
Customer #:	
Transf. from:	
1 st Reviewer:	/ /
2 nd Reviewer:	/ /

CLERK SECTION: Completed by City / Town / County Clerk		Local License #
Filing In Jurisdiction:		
X CITY or TOWN OF: <u>Lander</u>		
X COUNTY OF: <u>Fremont</u>		
Fees	Annual License Fee: \$ <u>1500.00</u>	Date filed with clerk: <u>7 / 28 / 2025</u>
	Prorated License Fee: \$ <u>750.00</u>	Advertising Dates: (Minimum 2 Consecutive Weeks Prior to Hearing) <u>8 / 9 / 2025 to 8 / 16 / 2025</u>
	Transfer Fee: \$	Public Hearing Date: <u>8 / 26 / 2025</u>
License Term:	<u>9 / 10 / 2025</u> Through <u>2 / 20 / 2026</u>	Publishing Fee: \$ <u>55.00</u>
Publishing Fee Direct Billed to Applicant: ☐		
Licensing Authority Clerk: BEGIN ADVERTISING PROMPTLY! PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHEMENTS TO THE DIVISION NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.		
SECTION 1: APPLICANT & LOCATION INFORMATION		
Applicant (Business Name): <u>On-site Laundry LLC</u>		
Doing Business As (DBA) / Trade Name:		
Building to be licensed / Building Address: <u>680 Main St.</u> (Address Number, and Suite or Unit Number, and Street or Road Name)		
<u>Lander</u> <u>WY</u> <u>82520</u> <u>Fremont</u> City State Zip County		
Local Mailing Address: <u>680 Main St. Suite C</u> (Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)		
<u>Lander</u> <u>WY</u> <u>82520</u> <u>Fremont</u> City State Zip County		
Business Telephone Number: <u>307-206-1026</u> Fax Number: <u>307 335 8968</u>		
Business E-Mail Address: <u>doug@frecom.net</u>		
Business Primary Contact: <u>Seppel Thraupf221</u>		
First Name Last Name		
SECTION 2: FILING AS (CHOOSE ONLY ONE)		
☐ INDIVIDUAL ☐ GENERAL PARTNERSHIP ☐ LP ☐ LLP ☐ LLLP ☒ LLC ☐ LC ☐ CORPORATION (INC)		
☐ NON-PROFIT CORPORATION (NCORP) ☐ POLITICAL SUBDIVISION ☐ ORGANIZATION ☐ OTHER		
SECTION 3: FILING FOR (CHOOSE ONLY ONE)		
☒ NEW LICENSE OR PERMIT ☐ RENEWAL OF LICENSE OR PERMIT		
☐ TRANSFER OF LOCATION ☐ TRANSFER OF OWNERSHIP* ☐ TRANSFER OF OWNERSHIP* and LOCATION		
*For a Transfer of Ownership: Attach a Form of Assignment Formerly Held by:		
SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)		
(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales		
☐ RETAIL LIQUOR LICENSE ☐ COUNTY MALT BEVERAGE PERMIT ☐ MICROBREWERY PERMIT		
☐ WINERY PERMIT ☐ WINERY SATELLITE PERMIT ☐ MANUFACTURER SATELLITE PERMIT		
(i) Primary Business Type (CHOOSE ONLY ONE) (W.S. 12-6-101(c)(vi))		
☐ ON-PREMISE: BAR ☐ OFF-PREMISE: PACKAGE STORE ☐ ON & OFF PREMISE: BAR & PACKAGE STORE		
(b) Licenses and Permits Authorized for ONLY On-Premise Sales		
☒ RESTAURANT LIQUOR LICENSE ☐ BAR AND GRILL LIQUOR LICENSE ☐ SPECIAL MALT BEVERAGE PERMIT		
☐ RESORT LIQUOR LICENSE ☐ RESORT HOTEL LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE-SKI RESORT		
LIMITED RETAIL LIQUOR LICENSE (CLUB) ☐ GOLF CLUB ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ SOCIAL CLUB		
SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)		
☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) ☐ GOLF CLUB (W.S. 12-5-201(f)) ☐ GUEST RANCH (W.S. 12-5-201(f))		
☐ Other:		
SECTION 6: OPERATIONAL STATUS (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspection		
☐ SEASONAL MONTHS OF OPERATION: from to		
☐ NON-OPERATIONAL / PARKED DAYS OF WEEK OF OPERATION: from to		
All Year (Jan-Every Day (M		

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1 BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant OWNS the licensed building. ☒ YES (own)
- (b) The Applicant LEASES the licensed building. ☐ YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i) The lease term expiration date is: ____/____/____; or, ☐ Does not expire / Automatically Renews.

Note: The lease term MUST continue at least through the term of the liquor license or permit.

- (ii) The lease term information is located on page(s) ____ paragraph(s) ____.

- (iii) Sales provision for alcoholic or malt beverages: located, on page(s) ____ paragraph(s) ____.

Note: The lease MUST contain a provision specifically allowing the SALE OF ALCOHOLIC or MALT BEVERAGES.

- (c) **RENEWAL ONLY:** The lease is current and on file with the Licensing Authority. ☐ YES ☐ NO

- (i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

2 LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☒ NO
- (b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection there within.

3 INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If the answer was YES to any of the above questions, attach a written explanation and copies of any documents in connection there within.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE

4 RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
- (i) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (a) (ii), attach a copy of the current contract or subcontract.

5 BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? ☒ YES ☐ NO

6 RESTAURANT LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-407(a) / W.S. 12-4-408

- (a) Gross sales figures and percentages of income derived from:
- | | |
|------------------------|------------------|
| (Line 1) Liquor Sales: | \$ ____ (____%) |
| (Line 2) Food Sales: | \$ ____ (____%) |
| (Line 3) Gross Sales: | \$ ____ (____%) |
- (Line 1 + Line 2 must = Line 3)

7 BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(h),(i),(k)

- (a) Gross sales figures and percentages of income derived from:

(Line 1) Liquor Sales:	\$ ____
(Line 2) Food Sales:	\$ ____
(Line 3) Entertainment Sales:	\$ ____

Section 3, ItemA.

8 RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405

Does the resort complex:

- (a)

Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i)

☐

YES

☐

NO
- (b)

Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii)

☐

YES

☐

NO
- (c)

Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii)

☐

YES

☐

NO
- (d)

If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv)

☐

YES

☐

NO
- (e)

Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)

☐

YES

☐

NO
- (i)

IF YES to (e), attach a copy of the contract or subcontract.
- (ii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐

YES

☐

NO
- (iii)

IF NO to (e) (ii), attach a copy of the current contract or subcontract.

9 RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405

Does the resort hotel:

- (a)

Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i)

☐

YES

☐

NO
- (b)

Include a full-service restaurant? W.S. 12-4-416(b)(ii)

☐

YES

☐

NO
- (c)

Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii)

☐

YES

☐

NO
- (d)

Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv)

☐

YES

☐

NO
- (e)

Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v)

☐

YES

☐

NO
- (f)

Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b)

☐

YES

☐

NO
- (i)

IF YES to (f), attach a copy of the contract or subcontract.
- (ii)

RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority.

☐

YES

☐

NO
- (iii)

IF NO to (f) (ii), attach a copy of the current contract or subcontract.

10 MICROBREWERY PERMIT:

WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a)

Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler?

☐

YES

☐

NO

IF YES to (a); contact the Wyoming Liquor Division for further information.

RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)

(b) Malt Beverage Production

Minimum barrel production required for the current license term: 50.00

- (i)

Barrels produced to date for the current license term: _____
- (ii)

Variance: _____

- (c)

Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) by the end of the current license term as required by law?

☐

YES

☐

NO

(i) IF NO to (c), attach a written explanation.

11 LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(III)(B)

- (a)

Has the fraternal organization been actively operating in at least thirty-six (36) states?

☐

YES

☐

NO
- (b)

Has the fraternal organization been actively in existence for at least twenty (20) years?

☐

YES

☐

NO

12 LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(III)(A)

Does the Veteran's organization hold a charter by the Congress of the United States?

- ☐

YES

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary?

YES

NO

13 LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)

- (a) Does the golf club have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? ☐ YES ☐ NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? ☐ YES ☐ NO
- (i) Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) ☐ YES ☐ NO
- (ii) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (iii) RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO

(iv) If NO to (c) (iii), attach a copy of the current contract or subcontract.

14 LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b)

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Is a true copy of the club bylaws attached to this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) ☐ YES ☐ NO

(i) If YES to (h), attach a copy of the Petition(s).

15 For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) listed below must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

16 For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)

- (a) Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws? ☒ YES ☐ NO ☐ NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownershi p Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
Douglas Albert Thompson	5/25 1970	4 Timberline Trl Lander, WY 82320	307 851 0565	2	100	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

REQUIRED ATTACHMENTS:

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- ☐ A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- ☐ If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- ☐ A copy of any lease agreement(s). W.S. 12-4-103(a)(iii)
- ☒ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- ☐ If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria.
- ☐ If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- ☐ If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

FILING FOR: RENEWAL

- ☐ A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. W.S. 12-4-103(a)(iii)
- ☐ Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- ☐ If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION W.S. 12-4-102(b)

Requires signatures by:

ALL Individuals, ALL Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **ONE (1)** Officer or Director, or Member of an Organization or Association.

Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING

COUNTY OF Fremont)

) SS.

Signed and sworn to before me on this 28th day of July, 2025 that the facts alleged in the foregoing instrument are true by the following:

- 1) Doug Thompson (Signature)

Douglas Thompson (Printed Name)

OWNER (Title)
- 2) (Signature)

(Printed Name)

(Title)
- 3) (Signature)

(Printed Name)

(Title)
- (Signature)

(Printed Name)

(Title)

5) _____ (Signature) _____ (Printed Name) _____ Title

Rachelle Fontaine
Signature of Notary Public

Witness my hand and official seal:



My commission expires: *07/26/2027*

Issued by:

**WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES**

2219 CAREY AVE

CHEYENNE, WY 82002

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Retail Food

ACCOUNT # 13935

Whereas this party has made application for the licenses listed below in the State of Wyoming according to and agrees to comply with all laws, rules and regulations thereto, including but not limited to the rules and regulations of the Wyoming Department of Agriculture, and is hereby issued to the applicant this license. This license is not transferable and is valid for the date indicated below.

Issued to:

**ONSITE LAUNDRY
680 MAIN STREET
LANDER, WY 82520**

**ONSITE LAUNDRY LLC
SOPHAL THOMPSON
680 MAIN STREET
LANDER, WY 82520**

**EXPIRATION DATE
4/21/2026**

Daryl L. Meyer

Director of Dept. of Ag

**THIS LICENSE MUST BE CURRENT
AND POSTED CONSPICUOUSLY
AT THE PHYSICAL LOCATION**

ORDINANCE 2025-09

AN ORDINANCE REZONING ORIGINAL TOWN ON LANDER, BLOCK 29
LOTS 5-10 from R-5 Multi-Family Residential District to C- Commercial District

WHEREAS, there has been a request to rezone a parcel of property which is described as follows:

Original Town of Lander, Block 29, Lots 5-10, commonly known as 569 Garfield, within the City of Lander, Fremont County Wyoming, and

WHEREAS, Section 4-7-2 of the City Municipal Code authorizes the City of Lander Planning Commission “To hear and make recommendations to the City Council on rezoning applications ensuring that the application is consistent with the adopted Master Plan.”

WHEREAS, the planning commission reviewed the rezoning request on August 7, 2025, at a public hearing and found the request to be in concert with the adopted 2025 Master Plan and therefore recommends approval of the rezoning by a unanimous vote; and

WHEREAS, the Governing Body of the City of Lander, Wyoming conducted a public hearing on the first reading of this ordinance August 26, 2025, in accordance with City Code Section 4-8-5 on the requested changes to the zoning map as described herein and as shown on Exhibit “A”; and,

NOW THEREFORE, BE IT ORDAINED that the Governing Body of the City of Lander, Wyoming approves the requested rezoning for the property legally described above from R-5 Multi-Family Residential District to C - Commercial District as illustrated on Exhibit A attached hereto and incorporated herein.

BE IT FURTHER ORDAINED, that this ordinance shall take effect from and after its passage, approval and publication as required by law and the ordinances of the City of Lander and be reflected on the City of Lander District Zoning Map.

PASSED ON FIRST READING _____

PASSED ON SECOND READING _____

PASSED ON THIRD READING _____

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the _____ day of _____, 2025.

THE CITY OF LANDER
A Municipal Corporation

ATTEST:
By _____
Missy White, Mayor

Rachelle Fontaine, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

CERTIFICATE

I hereby certify that on following passage, adoption and approval of Ordinance 2025-10, Missy White, the duly elected, qualified and acting Mayor of the City of Lander, issued this proclamation and said ordinance was published at least once in the Lander Journal, a newspaper of general circulation within Lander, Wyoming, the effective date and publication being _____, 2025.

Rachelle Fontaine, City Clerk



Layers Info

1 Parcel(s)

Zoom to parcel(s)

- Parcel: 33991824700400
 - Account#: R0007218 Property Detail
 - Tax ID: 0000000R0007218 Property Taxes
 - Plat: ORIGINAL TOWN OF LANDER
 - Lot: 05-10
 - Owner: SCHULTEJANN PROPERTIES LLC
 - Mail Addr: 276 WILLOW CREEK RD
 - Mail Addr: LANDER, WY 82520-9020
 - St Addr*: 569 GARFIELD ST
 - Deed: 1447296 (05/012023)
 - Location: ORIGINAL TOWN OF LANDER BLOCK 29
 - Tax Classification: Commercial
 - 1.03 acres
- * Where more than one Site Address exists within a parcel, we cannot guarantee the Primary Site Address will be displayed.

ORDINANCE 2025-10

**AN ORDINANCE REZONING EARL & FARLOW ADDITION, BLOCK 110, LOTS 5-6
from R-5 Multi-Family Residential District to C- Commercial District**

WHEREAS, there has been a request to rezone a parcel of property which is described as follows:

Earl and Farlow Addition, Block 110, Lots 5-6, commonly known as 765 Garfield, within the City of Lander, Fremont County Wyoming, and

WHEREAS, Section 4-7-2 of the City Municipal Code authorizes the City of Lander Planning Commission “To hear and make recommendations to the City Council on rezoning applications ensuring that the application is consistent with the adopted Master Plan.”

WHEREAS, the planning commission reviewed the rezoning request on August 7, 2025, at a public hearing and found the request to be in concert with the adopted 2025 Master Plan and therefore recommends approval of the rezoning by a unanimous vote; and

WHEREAS, the Governing Body of the City of Lander, Wyoming conducted a public hearing on the first reading of this ordinance August 26, 2025, in accordance with City Code Section 4-8-5 on the requested changes to the zoning map as described herein and as shown on Exhibit “A”; and,

NOW THEREFORE, BE IT ORDAINED that the Governing Body of the City of Lander, Wyoming approves the requested rezoning for the property legally described above from R-5 Multi-Family Residential District to C - Commercial District as illustrated on Exhibit A attached hereto and incorporated herein.

BE IT FURTHER ORDAINED, that this ordinance shall take effect from and after its passage, approval and publication as required by law and the ordinances of the City of Lander and be reflected on the City of Lander District Zoning Map.

PASSED ON FIRST READING _____

PASSED ON SECOND READING _____

PASSED ON THIRD READING _____

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the _____ day of _____, 2025.

THE CITY OF LANDER
A Municipal Corporation

ATTEST:
By _____
Missy White, Mayor

Rachelle Fontaine, City Clerk

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

CERTIFICATE

I hereby certify that on following passage, adoption and approval of Ordinance 2025-10, Missy White, the duly elected, qualified and acting Mayor of the City of Lander, issued this proclamation and said ordinance was published at least once in the Lander Journal, a newspaper of general circulation within Lander, Wyoming, the effective date and publication being _____, 2025.

Rachelle Fontaine, City Clerk

Zoom to parcel(s)

Layers Info

1 Parcel(s)

• Parcel: 33991824411000

• Parent Parcel

• Account#: R0040296 Property Detail

• Tax ID: 0000000R0040296 Property Taxes

• Plat: EARL & FARLOW ADDITION

• Lot: 5 6

• Owner: PIPPLICA FAMILY TRUST DTD 9/24/09

• Mail Addr: 1828 PRAIRIE RD

• Mail Addr: RIVERTON, WY 82501-2228

• Location: EARL & FARLOW ADDN BLK 110: LOTS

5 & 6 QCD 2023-1447110

• Tax Classification: Res Vacant Land

• 0.34 acres, 15,000 square feet

* Where more than one Site Address exists within a parcel, we cannot guarantee the Primary Site Address will be displayed.

Lat / Lon N: 42.83390°, W: 108.74076°

NAD83 UTM Zone 12 X: 684646,

Y: 4744846

NAD83 Wyoming West Central USft

N: 850402, E: 1970978



ORDINANCE 842

AN ORDINANCE CREATING SECTION 12-8-1 THROUGH 12-8-5
PROVIDING FOR THE CREATION OF A
CITY TREE BOARD AND FOR THE PROTECTION AND CARE OF TREES.

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

12-8-1: CREATION AND ESTABLISHMENT OF A CITY TREE BOARD:

There is hereby created and established a City Tree Board for the City of Lander, Wyoming, which shall consist of five or seven members appointed by the mayor and approved by the City Council. The Chairman of the Parks and Recreation Commission will also serve as the fifth or seventh member of the City Tree Board.

12-8-2: DUTIES AND RESPONSIBILITIES:

- a) It shall be the responsibility of the Board to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys.
- b) Such plan will be presented annually to the governing body, and upon their acceptance and approval shall constitute the official comprehensive City tree plan for Lander, Wyoming.
- c) The Tree Board, when requested by the governing body, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

12-8-3: OPERATION.

The Board shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business.

12-8-4: REVIEW BY GOVERNING BODY.

The governing body of the City of Lander shall have the right to review the conduct, acts and decision of the City Tree Board. Any person may appeal from any ruling or order of the City Tree Board to the governing body who may hear the matter and make the final decision.

12-8-5: CONFLICT WITH OTHER ORDINANCES.

In the event anything contained in this Ordinance 842 is at variance or conflicts with any other city ordinance in effect at the time of the passage of this ordinance, and particularly the city's zoning ordinances, then this ordinance shall be deemed subservient thereto and the other ordinance or ordinances shall control.

PASSED ON FIRST READING June 19, 1990.

PASSED ON SECOND READING June 26, 1990.

PASSED ON THIRD READING July 10, 1990.

PASSED, ADOPTED AND APPROVED by the Mayor and City Council
on the 10th day of July, 1990.

THE CITY OF LANDER
A Municipal Corporation

By Joyce Jansa
Joyce Jansa, Mayor

ATTEST:

Paul J. Freese
Paul J. Freese, City Clerk-Treasurer

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

I hereby certify that on July 11, 1990, following
passage, adoption and approval of Ordinance No. 842, Joyce Jansa,
the duly elected, qualified and acting Mayor of the City of
Lander, issued this proclamation and said ordinance was published
at least once in the Wyoming State Journal, a newspaper of
general circulation within Lander, Wyoming, the effective date
and publication being July 16, 1990.

Paul J. Freese
Paul J. Freese, City Clerk

ORDINANCE 854

A ORDINANCE CREATING SECTIONS 11-9-1 THROUGH 11-9-17 OF THE MUNICIPAL CODES OF THE CITY OF LANDER PROVIDING FOR THE PROTECTION AND CARE OF TREES. THIS ORDINANCE PROVIDES FULL POWER AND AUTHORITY OVER ALL TREES, PLANTS AND SHRUBS LOCATED WITHIN STREET RIGHT-OF-WAY, PARKS AND PUBLIC PLACES OF THE CITY; AND TO TREES, PLANTS AND SHRUBS LOCATED ON PRIVATE PROPERTY THAT CONSTITUTE A HAZARD OR THREAT AS DESCRIBED HEREIN.

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

SECTION 11-9-1: DEFINITIONS.

- a) Street trees: "Street trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, ways or alleys within the City.
- b) Park trees: "Park trees" are herein defined as trees, shrubs, bushes and all other woody vegetation in parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

SECTION 11-9-2: TREE SIZES AND SPECIES.

The following tree size classification shall apply in subsequent sections:

Small tree: up to 25 feet projected height at maturity.

Medium tree: 25 feet - 40 feet projected height at maturity.

Large tree: over 40 feet projected height at maturity.

New planting of nuisance species as determined by Tree Board regulation shall be prohibited.

SECTION 11-9-3: DISTANCE FROM STREET CORNERS AND FIREPLUGS.

No "street trees" shall be planted closer than 20 feet of any street corner, measured from the point of nearest intersecting curbs or curb lines. No "street tree" shall be planted closer than 10 feet of any fireplug.

SECTION 11-9-4: DISTANCE FROM CURB AND SIDEWALK.

The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with the three species size classes listed in Section 5 of this ordinance, and no trees may be planted closer to any curb or sidewalk than the following: Small Trees, 2 feet; Medium Trees, 3 feet; and Large Trees, 4 feet.

SECTION 11-9-5: UTILITIES.

No "street trees" other than those species described as small trees in Section 5 of this Ordinance may be planted under or within 10 lateral feet of any overhead utility wire, or over or within 5 lateral feet of any underground water line, sewer line, transmission line or other utility.

SECTION 11-9-6: PUBLIC TREE CARE.

The City shall have the right to plant, prune, preserve and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure safety when servicing city

ABE187

utilities or to preserve the symmetry and beauty of such public grounds. The City may at its option, when advised by the City Tree Board, remove or cause or order to be removed any tree or part thereof which is an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements.

SECTION 11-9-7: PRUNING: CORNER CLEARANCE.

Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view from any street intersection, and so that there shall be a clear space of 8 feet above the surface of the street or right-of-way. Said owners shall remove all dead, diseased or dangerous trees or broken or decayed limbs which constitute menace to the safety of the public. The City shall have the right to trim any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with the visibility of any traffic control device or sign, such trimming to be confined to the area immediately above the right-of-way.

SECTION 11-9-8: ADJACENT LANDOWNER RESPONSIBILITY.

No person shall plant, remove, cut above the ground, or disturb any tree on any street, park, or other public place without first filing an application and procuring a permit from the City Tree Board. The person receiving the permit shall abide by the standards set forth in this ordinance.

SECTION 11-9-9: TREE TOPPING.

It shall be unlawful as a normal practice for any person, firm or city department to top any Street Tree, Park Tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the City Tree Board.

SECTION 11-9-10: DEAD OR DISEASED TREE REMOVAL ON PRIVATE PROPERTY.

The City shall advise private land owners as to the proper way to remove any dead or diseased trees on private property within the City, when such trees constitutes a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the City.

SECTION 11-9-11:

Trees already in place and growing at the date of this Ordinance shall be exempt from Section 3, 4 and 5. However, any replacement trees shall be governed by those sections.

SECTION 11-9-12: ARBORISTS LICENSE AND BOND.

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street or park trees within the City without first applying for and procuring a license. The license fee shall be \$25.00 annually in advance; provided, however, that no license shall be required of any public service company or City employee doing such work in the pursuit of their public service endeavors. Before any such license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of \$50,000.00 for bodily injury and \$100,000.00 for property damage indemnifying the

city or any person injured or damaged resulting from the pursuit of such endeavors as herein described.

SECTION 11-9-13: INTERFERENCE WITH CITY TREE BOARD.

- a) It shall be unlawful for any person to prevent, delay or interfere with the City Tree Board, or any of their agents or servants, while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any "street trees", "park trees" or trees on private ground, as authorized in this Ordinance. The City may at its option, when advised by the City Tree Board cause the removal of diseased trees on private property.
- b) Prior to removal of diseased trees by the City, the city shall provide written notice to the property owner. Should the property owner contest the fact that the tree is diseased, they may request a hearing in front of the Governing Body of the City of Lander. Said hearing shall be conducted pursuant to the Wyoming Administrative Procedures Act. If a hearing shall be requested, the City shall not cause the removal of the diseased tree until the completion of the hearing.
- c) The provision of section 11-9-13(b) hereby shall not apply in case of an emergency. Case of emergency are defined as conditions which pose an immediate safety or health hazard to the public.

SECTION 11-9-14: REVIEW BY GOVERNING BODY.

The governing body of the City of Lander shall have the right to review the conduct, acts and decision of the City Tree Board. Any person may appeal from any ruling or order of the City Tree Board to the governing body who may hear the matter and make final decision.

SECTION 11-9-15: PENALTY

Any person violating any provision of this Ordinance shall be, upon conviction or a plea of guilty, punished as provided in City Code Section 1-2-1.

SECTION 11-9-16: CONFLICT WITH OTHER ORDINANCES.

In the event anything contained in this Ordinance 854 is at variance or conflicts with any other City ordinance in effect at the time of the passage of this ordinances, and particularly the city's zoning ordinances, then this ordinance shall be deemed subservient thereto and the other ordinance or ordinances shall control.

SECTION 11-9-17: DATE OF EFFECT.

This Ordinance will take effect from and after its passage, approval and publication as required by law and the ordinances of the City of Lander.

PASSED ON FIRST READING March 26, 1991.

PASSED ON SECOND READING April 9, 1991.

PASSED ON THIRD READING April 23, 1991.

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the 23rd day of April, 1991.

THE CITY OF LANDER
A Municipal Corporation

ATTEST:

By Arland Carlson
Arland Carlson, Mayor

Paul J. Freese
Paul J. Freese, Clerk-Treasurer

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

I hereby certify that on April 23, 1991, following passage, adoption and approval of Ordinance 854, Arland Carlson, the duly elected, qualified and acting Mayor of the City of Lander, issued this proclamation and said ordinance was published at least once in the Wyoming State Journal, a newspaper of general circulation within Lander, Wyoming, the effective date and publication being April 29, 1991.

Paul J. Freese
Paul J. Freese, City Clerk

PJF/rg

ORDINANCE 1015

**AN ORDINANCE AMENDING SECTIONS 11-9-1 THROUGH 11-9-17
AND SECTIONS 12-8-1 THROUGH 12-8-5
OF THE LANDER CITY CODE
PROVIDING FOR THE PROTECTION AND CARE OF TREES
AND
PROVIDING FOR A URBAN FOREST COUNCIL**

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lander as follows:

SECTION 1: Section 11-9-1, 11-9-2, 11-9-4 – 11-9-9, 11-9-11 – 11-9-13 of the Lander City Code is hereby amended to read as follows:

11-9-1 – Definitions –

- (c) **Public Community Forest** – Public community forest is defined as all street and park trees and other trees owned by the City as a total resource.
- (d) **Private Community Forest** – Private community forest is defined as all trees within municipal boundaries, excluding public community forest trees.
- (e) **Community Forest Manager** – The community forest manager is defined as the official (public employee) representative of the Urban Forest Council and as such is responsible for administration of the community forestry program. The Lander Parks and Recreation Director shall be the Community Forest Manager.

11-9-2 – Tree Sizes and Species –

The following tree size and classification shall apply in subsequent sections:

Small tree: up to 25 feet projected at maturity.

Medium tree: 25 feet – 40 feet projected height at maturity.

Large tree: over 40 feet projected height at maturity.

New planting of nuisance species as determined by the Urban Forest Council shall be discouraged.

11-9-4 – Distance from Curb and Sidewalk – There shall be no trees planted on public rights-of-way for streets or alleys.

11-9-5 – Public Tree Care – The City shall have the right to plant, prune, preserve and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure safety when servicing City utilities or to preserve the symmetry and beauty of such public grounds. The City may, at its option, when advised by the City Urban Forest Council, remove or cause or order to be removed any tree or part thereof which is an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines or other public improvements or is infected with any injurious fungus, insect or other pest which, in the opinion of the Urban Forest Council, may constitute a severe threat to other trees in the area.

11-9-6 – Pruning: Corner Clearance: Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so such branches shall not obstruct the light from any street lamp or obstruct the view from any street intersection and so that there shall be a clear space of 12 feet above the surface of the street or right-of-way. Said owners shall remove all dead, diseased or dangerous trees or broken or decayed limbs which constitute hazard to the safety of the public. The City shall have the right to trim any tree or shrub on private property when it interferes with the proper spread of light along the street when it

interferes with the visibility of any traffic control device or sign, such trimming to be confined to the area immediately above the right-of-way.

11-9-7 – Adjacent Landowners Responsibility - No person other than city employees or their designees shall plant, remove, cut above the ground, or disturb any tree on any street, park or other public place.

11-9-8 – Tree Topping - It shall be unlawful as a normal practice for any person, firm or city department to top any Street Tree, Park Tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the City Urban Forest Council.

11-9-9 Dead, Diseased or Hazard Trees on Private Property - The City shall advise private land owners as to the proper way to remove any dead or diseased trees on private property within the City, when such trees constitute a severe threat to life and property, or harbor insects or disease which constitute a potential threat to other trees within the City. The City shall have the right to cause to be removed any Public Community Forest or Private Community Forest Tree within the City limits that is diseased or has been declared a hazard. Hazard trees are defined as trees with severe structural defects, splits, dead or damaged parts. The City will notify, in writing, the owners of such trees. Removal or pruning is the responsibility of the owners of such trees and shall be accomplished within time limits set by the City.

The property owner may appeal the order of the City in writing to the City Governing Body within ten days after the date of such order. The City Governing Body shall, within ten days after the receipt of the written appeal, set the matter for hearing and notify the property owner of the time and date of such hearing, at which the property owner may be present or represented by counsel. Said hearing shall be conducted pursuant the Wyoming Administrative Procedures Act. At such hearing, the City Governing Body will review the order of the City and unless the order is revoked or modified, it shall remain in full force and be obeyed by the property owner.

If the property owner fails to comply with the final order within ten days after the mailing of the order, then the City may cause such live or dead tree, shrub, overhanging bough or hedge to be removed or destroyed and shall assess the expense thereof against the property owner.

- (a) The provisions of this section shall not apply in cases of emergency. Cases of emergency are defined as conditions which pose an immediate safety or health hazard to the public.

11-9-11 Arborist License and Bond - It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing Public Community Forest or Private Community Forest Trees within the City without first applying for and procuring a license. Prior to obtaining a license they must show certification from the International Society of Arboriculture. Proof of such certification shall be filed with the City. Existing license holders without ISA certification must show proof of certification upon next renewal. Unlicensed persons may work for a company that has a licensed person on staff or in the company. Arborist shall adhere to ANSI A300 COMMON PRUNING PERFORMANCE STANDARDS and refrain from unsound trimming practices, such as stubbing or topping trees. Unsound practices are subject to review by the City Urban Forest Council and the Community Forest Manager. Suspension or revocation of an arborist's license is possible.

The license fee shall be \$25.00 annually in advance, provided, however, that no license shall be required of any public service company or City employee doing such work in the pursuit of their public service endeavors. Before any such license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of \$50,000.00 for bodily injury and \$100,000.00 for property damage indemnifying the City or any person injured or damaged resulting from the pursuit of such endeavors as herein described.

11-9-12 - Interference with City Urban Forest Council - It shall be unlawful for any person to prevent, delay or interfere with the City Urban Forest Council, or any of their agents or servants, while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any "street trees", "park trees" or trees on private ground, as authorized in this Ordinance. The City may at its option, when advised by the City Urban Forest Council cause removal of diseased trees on private property.

11-9-13 - Review by Governing Body - The Governing Body of the City of Lander shall have the right to review the conduct, acts and decisions of the City Urban Forest Council. Any person may appeal from any ruling or order of the City Urban Forest Council to the Governing Body who may hear the matter and make final decision.

SECTION 2: Section 12-8-1 through 12-8-4 of the Lander City Code is hereby amended to read as follows:

12-8-1 Creation and Establishment of a City Urban Forest - There is hereby created and established a City Urban Forest Council for the City of Lander, Wyoming, which shall consist of five or more members appointed by the Mayor and approved by the City Council.

12-8-2 - Duties and Responsibilities -

- (a) It shall be the responsibility of the Urban Forest Council to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, trimming, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys.
- (b) Such a plan shall be presented annually to the governing body, and upon their acceptance and approval shall constitute the official comprehensive City tree plan for Lander, Wyoming.
- (c) The Urban Forest Council shall develop and maintain a list of desirable trees for planting as street trees with suggested spacing and planting distances from curbs, sidewalks, and foundations. List of trees not suitable for planting as street trees will also be created and maintained by the Urban Forest Council.
- (d) The Urban Forest Council, on its own initiative, or when requested, by the governing body, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

12-8-3 Operations - The Urban Forest Council shall choose its own officers, make its own rules and regulation and keep a journal of its proceeding. A majority of the members shall be a quorum for the transaction of business.

12-8-4 Review by Governing Body - The governing body of the City of Lander shall have the right to review the conduct, acts and decision of the Urban Forest Council. Any person may appeal from any ruling or order of the Urban Forest Council to the governing body who may hear the matter and make the final decision.

SECTION 3: This ordinance shall take effect from and after its passage, approval and publication as required by law and the ordinances of the City of Lander.

PASSED ON FIRST READING April 27, 1999.

PASSED ON SECOND READING May 11, 1999.

PASSED ON THIRD READING May 25, 1999.

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the 25th day of May, 1999.

THE CITY OF LANDER
A Municipal Corporation

By Gerald E. Heckart
Gerald Heckart, Mayor

ATTEST:

Sharon Anderson
Sharon Anderson, City Clerk-Treasurer

STATE OF WYOMING)
)ss.
COUNTY OF FREMONT)

CERTIFICATE

I hereby certify that on May 25, 1999, following passage, adoption and approval of Ordinance 1015, Gerald Heckart, the duly elected, qualified and acting Mayor of the City of Lander, issued this proclamation and said ordinance was published at least once in the Wyoming State Journal, a newspaper of general circulation within Lander, Wyoming, the effective date and publication being May 30, 1999.

Sharon Anderson
Sharon Anderson, City Clerk-Treasurer

ORDINANCE NO. 2025-6
AN ORDINANCE REPLACING ORDINANCES 842, 854, AND 1015, AND
ESTABLISHING COMPREHENSIVE REGULATIONS FOR THE PUBLIC AND
PRIVATE COMMUNITY FOREST IN LANDER, WYOMING

WHEREAS, the City of Lander recognizes that trees are a vital component of the urban environment, providing environmental, aesthetic, and economic benefits to the community; and

WHEREAS, the proper care, maintenance, and planning of trees on public and private lands enhances public health, safety, and welfare, while also contributing to the ecological integrity of the region; and

WHEREAS, the City established a Lander Urban Forest Council (Lander Urban Forest Council) to guide, oversee, and coordinate urban forestry policies and activities in a structured, consistent, and professional manner; and

WHEREAS, the City has previously enacted Ordinances 842, 854, and 1015 to establish policies and procedures for tree care and urban forestry within city limits; and

WHEREAS, it has become necessary to update and consolidate those ordinances to reflect current best practices, clarify roles and responsibilities, and provide for the establishment of a Lander Urban Forest Council to oversee and guide the City's urban forestry program; and

NOW THEREFORE, be it ordained by the Governing Body of the City of Lander, the State of Wyoming, as follows:

SECTION 1: 11-9-1 CREATION AND ESTABLISHMENT OF A LANDER URBAN FOREST COUNCIL

There is hereby created and established a Lander Urban Forest Council for the City of Lander, Wyoming, consisting of five or seven members appointed by the Mayor and approved by the City Council. The Parks and Recreation Department Director and/or Chairman of the Volunteer Parks and Recreation Board as from time time may be authorized ~~Parks and Recreation Commission~~ may serve as a member of the Lander Urban Forest Council. **With the approval of the City Council, the Mayor will appoint the members of the Lander Urban Forest Council in accordance with Lander Municipal Code Title 12-6-1..**

SECTION 2: 11-9-2 DUTIES AND RESPONSIBILITIES

- a. It shall be the responsibility of the Lander Urban Forest Council to study, investigate, counsel, develop and/or update and administer a written advisory plan for the care, preservation, trimming, planting, replanting, removal or disposition of Public Community Forest trees. Duties include but are not limited to the following:
1. Periodic inventory on the health of the Public and Private Community Forest. Inventory and report will be at a frequency determined by the Board but at least once every 5 years.
 2. Report all interim and individual hazards to public safety and the health of the Public and Private Community Forest to the Community Forest Manager or designee as appropriate.
 3. Upon request and at the Board's discretion advise and educate Council, City Staff, and private landowners including offering guidance on tree care and plantings.
 4. Create volunteer and educational activities related to Tree City USA and volunteer for work parties concerning the care and planting of the Public and Private Community Forest.

SECTION 2: DUTIES AND RESPONSIBILITIES

- a. ~~It shall be the responsibility of the Lander Urban Forest Council to study, investigate, counsel, develop and/or update annually, and administer a written advisory plan for the care, preservation, trimming, planting, replanting, removal or disposition of Public Community Forest trees. The annual~~
- b. ~~An Advisory plan will be prepared at a frequency determined by the Board but at a minimum every 5 years and will identify hazard trees in the Public and Private Community Forest.~~
- a. ~~This advisory plan will be presented annually to the City Council at each update, and upon their acceptance and approval shall constitute the official comprehensive City tree plan for Lander, Wyoming.~~
- a. ~~The Lander Urban Forest Council, when requested by the City Council, shall consider, investigate, make findings, report, and recommend upon any special matter or question coming within the scope of its work.~~
- a. ~~Upon request of the Community Forest Manager or designee, and at its discretion, the Lander Urban Forest Council may offer guidance to Lander property owners and share information on tree planting and care, upon request, at its discretion.~~

SECTION 3: 11-9-3 OPERATIONS

The Lander Urban Forest Council shall elect its own officers and establish bylaws, subject to City Council approval, while maintaining a record of its proceedings. The terms of board members shall be defined in the Council's bylaws. A majority of members shall constitute a quorum for conducting business.

SECTION 4: 11-9-4 DEFINITIONS

- a. Public Community Forest: Public community forest is defined as all street and park trees and other trees owned by the City.
- a. Private Community Forest: Private community forest is defined as all trees within municipal boundaries, excluding public community forest trees.
- a. Community Forest Manager: ~~The community forest manager is defined as the official (City public employee) representative of the Lander Urban Forest Council and as such is responsible for administration of the community forestry program.~~ The Lander Parks and Recreation Director, or another public employee designated by the Mayor, shall be the Community Forest Manager.

SECTION 5: 11-9-5 TREE SIZES & SPECIES

The following tree size classifications shall apply in subsequent sections:

- a. Small tree: up to 25 feet projected height at maturity.
- b. Medium tree: 25 feet to 40 feet projected height at maturity.
- c. Large tree: over 40 feet projected height at maturity.

New planting of noxious weed species, as determined by the State of Wyoming and the Lander Urban Forest Council, shall be discouraged.

SECTION 6: 11-9-6 STANDARDS AND SPECIFICATIONS FOR TREE PLANTING AND CARE

For both Public Community Forest and Private Community Forest:

- a. No tree shall be planted closer than 20 feet to any street corner, measured from the point of nearest intersecting curbs or curb lines.
- b. No tree shall be planted closer than 20 feet to any fireplug.
- c. No tree shall be planted near public rights-of-way, public easements, or alleys that will cause damage to public property once the tree reaches maturity or reduces sight distance for motorists. Such trees shall be directed for removal, or removed, by the City if it is impacting curb, gutters, sidewalks, visibility, rights-of-way, or easements.

- d. No person, other than city employees or their designees, shall plant, remove, cut above the ground, or disturb any Public Community Tree.
- e. It shall be unlawful as a normal practice for any person, firm or city department to top any Public Community Forest tree. Topping is defined as severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the Lander Urban Forest Council.

SECTION 7: 11-9-7 DEAD, DISEASED, OR HAZARDOUS TREES ON PRIVATE PROPERTY

- a. The **Community Forest Manager** and/or another **City designee**~~City~~ shall provide guidance to private landowners on the proper removal of dead or diseased trees on private property when such trees pose a significant threat to life, property, or the health of other trees within the City. The City reserves the right to remove any diseased or hazardous tree within the Public or Private Community Forests. Hazardous trees are defined as those with severe structural defects, splits, dead or damaged parts. ~~Additionally, b~~Boughs, branches, and hedges must not obstruct visibility of, or overhang, public rights-of-way or easements in accordance with Lander Municipal Code section 11-9-6 Pruning: Corner Clearance.
- c. The **Community Forest Manager**~~City~~ will notify property owners in writing about the hazardous tree or overhanging boughs, branches, and hedges and issue an order for removal. The responsibility for pruning or removal lies with the property owner and must be completed within the timeframe set by the City.
- d. Property owners may appeal the City's order in writing to the Board of Appeals within ten days of issuance. The Board will schedule a hearing within ten days of receiving the appeal and notify the owner of the date and time. The hearing will be conducted in accordance with the Wyoming Administrative Procedures Act. Unless the order is revoked or modified, it will remain in effect and must be followed by the property owner.
- e. If the property owner fails to comply within thirty days of the final order, the City will issue a citation and fine as outlined in the City Fee Schedule. Continued noncompliance may result in the City removing or destroying the hazardous tree, shrub, overhanging bough, or hedge, with all costs assessed to the property owner.
- f. These provisions do not apply in emergencies, which the City will determine as conditions that present an immediate safety or health hazard to the public.

SECTION 8: 11-9-8 ARBORIST LICENSE AND BOND

It shall be unlawful for any person or firm to engage in the commercial business or occupation of pruning, treating, or removing Public Community Forest or Private Community Forest within the City, without first applying for and procuring a City of Lander Arborist license. Prior to obtaining a license, they must show certification from the International Society of Arboriculture. Proof of such certification shall be filed with the City. Existing license holders without ISA certification must show proof of certification upon the next renewal. Unlicensed people may work for a company that has a licensed person on staff or in the company. Arborists shall adhere to ANSI A300 COMMON PRUNING PERFORMANCE STANDARDS and refrain from unsound trimming practices, such as stubbing or topping trees. Unsound practices are subject to review by the Lander Urban Forest Council and the Community Forest Manager.

The license fee shall be assessed annually in accordance with the City of Lander Fee Schedule and must be paid in advance. However, no license shall be required for public service companies or City employees performing such work as part of their official public service duties. Prior to the issuance of any license, each applicant must provide evidence of liability insurance coverage with minimum limits of \$500,000.00 for bodily injury and \$1,000,000.00 for property damage. Such insurance must explicitly indemnify and hold harmless the City of Lander from any claims, losses, or damages arising from the applicant's activities conducted under this license.

Arborists and/or private property owners must apply for and receive a street closure permit from the City of Lander for any pruning, treating, or removing of Private and Public Community Forests that occurs on or impacts City of Lander property, public rights-of-way, and public easements.

SECTION 9: 11-9-9 CONFLICT WITH OTHER ORDINANCES

In the event anything contained in this Ordinance ~~2025-6~~ is at variance or conflict with any other City ordinance in effect at the time of the passage of this ordinance, and particularly the City's zoning ordinances, then this ordinance shall be deemed subservient thereto, and the other ordinance or ordinances shall control.

SECTION 10: This Ordinance shall take effect from and after its passage, approval and publication as required by law and the ordinances of the City of Lander and shall specifically supersede and replace ORDINANCES 842, 854, AND 1015.

SECTION 11: Severability. If any section, subsection, sentence, phrase, or clause of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

PUBLIC HEARING

PASSED ON FIRST READING

PASSED ON SECOND READING

PASSED ON THIRD READING

PASSED, ADOPTED AND APPROVED by the Mayor and City Council on the _____,

THE CITY OF LANDER
A Municipal Corporation

By _____
Missy White, Mayor

ATTEST:

Rachelle Fontaine, City Clerk

STATE OF WYOMING)
)ss.
COUNTY OF FREMONT)

CERTIFICATE

I hereby certify that on _____, following passage, adoption and approval of Ordinance 2025-65, Missy White, the duly elected, qualified and acting Mayor of the City of Lander, issued this proclamation and said ordinance was published at least once in the Lander Journal, a newspaper of general circulation within Lander, Wyoming, the effective date and publication being _____.

Rachelle Fontaine, City Clerk

RESOLUTION 1367

A RESOLUTION AMENDING THE JOB DESCRIPTIONS FOR POLICE CHIEF

WHEREAS, pursuant to Section 12-2-6 of the Lander City Code the Mayor and City Council have adopted a personnel and policies manual; and

WHEREAS, as part of said manual, there is a compensation plan which contains job descriptions for the various city employees and which includes job descriptions for various city employees; and

WHEREAS, the Governing Body wishes to amend the job description for Police Chief.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Lander that the job description for Police Chief, as attached hereto and incorporated herein, are hereby amended.

PASSED, APPROVED AND ADOPTED the 26th day of August, 2025.

The City of Lander
A Municipal Corporation

Attest:

By: _____
Missy White, Mayor

Rachelle Fontaine, City Clerk

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the Governing Body of the City of Lander at a special regular meeting held on August 26, 2025 and that the meeting was held according to law; and that the said Resolution has been duly entered into the minute book of the City of Lander.

Rachelle Fontaine, City Clerk

City of Lander

Job Description

Title:	Police Chief	Grade 14	104,627-163,785
Department:	Police	Effective Date:	6/2021
Division:	Administration FT EXEMPT	Last Revised:	8/12/2025

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Performs professional, administrative and managerial duties related to planning, organizing, directing, and coordinating the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor & City Council. Police Chief is an appointed position subject to Lander Municipal Code 12-2-3 and W.S. 15-3-204.

SUPERVISION EXERCISED

Provides supervision to all police department-personnel directly or through subordinate supervisors. Provides direct supervision including but not limited to timecard approval, scheduling, vacation and sick leave approval, employee evaluations for Captain and or Sergeant positions.

ESSENTIAL FUNCTIONS

Recommends and implements department policies and procedures consistent with executive and legislative directives from the mayor and city council; exercises discretion and independent judgment and develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required; makes recommendations affecting the creation of city ordinance addressing public safety issues.

Plans law enforcement programs and implements strategies in order to better carry out policies and goals; reviews department performance and effectiveness and formulates action to upgrade a departmental efficiency and capability as needed; searches funding alternatives and writes applications for grants.

Directs the preparation and administration of departmental budgets; reviews large budget expenditures; approves all ordering, supplying and billing; verifies costs incurred by the department; ensures payrolls are submitted promptly and accurately.

Supervises personnel functions of the department; directs the supervision of department personnel; assures adequate shift scheduling; maintains personal file of department personnel; establishes policies for hiring and firing; conducts interviews; evaluates employee performance; makes decisions affecting employee selection, retention, advancement, discipline and

termination; writes and/or reviews letters of recommendation or reprimand; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department; handles, reviews and takes corrective action on police liability issues and citizen complaints.

Prepares and submits periodic reports to mayor and city council and the federal and state officials regarding departmental activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.

Meets with elected and/or appointed officials, other law enforcement agencies, community and business representatives and the public in all aspects of city law enforcement activities;

Builds positive working relationships with community members, media representatives, and other stakeholders to foster trust in the Department. Serves as the primary departmental spokesperson for media inquiries and assumes responsibility for departmental public relations. Promptly addresses community member inquiries and concerns, ensuring a positive and responsive approach to public feedback. ~~assumes responsibility for departmental public relations.~~

¶

Attends various state, local, task force, interagency, legal-update, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.

Participates in, directs, and coordinates emergency actions, criminal investigations, traffic enforcement, and other enforcement activities as required; assumes incident command as officer in charge (OIC); supervises and monitors the maintenance of police record keeping system; monitors reports; reviews and assists with daily criminal case logs; recommends course of action and investigative case strategies.

Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of city police department; controls and oversees city equipment and property assigned to the police department.

Coordinates with Human Resources concerning law enforcement employee personnel Files, policies, discipline actions, hiring, firing, advancement and promotion.

Performs related duties as required.

CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.

- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from a college or university with a bachelor's degree in police science, criminology or some other related field; AND
 - B. Ten (10) years of progressively responsible law enforcement experience; three (3) years of which must have been in a supervisory capacity; **and one (1) year or more with captain or assistant/deputy chief rank**; OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Thorough knowledge of law enforcement principles, methods and techniques; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; police tactics, negotiations, resources, command structure and use of force; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; local geography, road systems, and boundaries; standard first-aid administration. Working knowledge of English, grammar and technical writing skills. Some knowledge of principles of psychology and sociology.

Skill in the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts; basic CPR, First Aid and emergency response driving.

Ability to administer and supervise city-wide comprehensive law enforcement program; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; operate a personal computer and various programs, such as Microsoft Word, Excel, Spillman law enforcement software, etc.; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public.

3. Special Qualifications:

Must possess a valid Wyoming driver's license. Must be P.O.S.T. certified professional police officer and must maintain certification by attending a minimum of 40 hours of specialized training every two years.

4. Work Environment:

The Chief of Police operates in a dynamic and multifaceted environment that includes both administrative and field settings. The position involves frequent interactions with elected officials, law enforcement personnel, and members of the public, requiring a high degree of professionalism, discretion, and situational awareness. Work is performed in office settings, patrol units, community locations, and occasionally in high-stress or hazardous conditions.

Duties may require extended periods of sitting or standing, as well as physical activities such as driving, walking, reaching, stooping, or lifting light objects. Vision, hearing, and verbal communication skills are essential for daily functions. The role demands strong mental acuity, emotional resilience, and the ability to manage sensitive or complex issues under pressure. Frequent travel within and outside the city may be necessary for meetings, training, and law enforcement coordination.

This position may require availability during evenings, weekends, holidays, and emergencies. The Chief is expected to respond promptly to critical incidents and serve as the department's lead representative in both routine and crisis situations.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license, or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which

they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screening, driving record and pre-employment, an annual FMCSA Clearinghouse Query for CDL holders, and a pre-employment drug test. Employees that perform safety-sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating, or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

If you have questions regarding the background screen, pre-employment, or random drug test, please contact the Human Resource Director at (307) 332-2870 X-7 before accepting the job offer.

GUIDELINES

Employees are required to follow the City’s established guidelines of the City including, but not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I understand that my job description may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

Employee’s Name (Printed)

Employee’s Signature

Date



CITIZEN BOARD EXPRESSION OF INTEREST FORM

Name: Mary Greene Date: June 27, 25

Street Address: 377 Cliff St, Lander, WY 82520

Mailing Address (if different):

Business Phone: Home Phone:

Email Address:

Years as a Resident of Lander : 14

Occupation: Executive Director Employer: Lander Community Foundation

What board/committee are you applying for? Planning Commission

Please list any current/previous civic or professional organizations and in what capacity:
I have served on the boards of the Lander Art Center, Lander Womentum, Lander Presents, and am an active volunteer in Lander for many events taking place year-round. I was recently on the LIFT committee.

Please list any City boards/committees (if any) that you currently serve on:

None

Why would you like to serve? (Please discuss specific interest.)
I love this town and the vibrant community that calls Lander home. The diverse experiences, ages, and walks of life that make up our population are what give this place its unique character. I care deeply about how we can best support both current and future residents—with appropriately scaled housing, ample green spaces, and thoughtful economic development that helps sustain our shared prosperity.

What special skills, training, or experience do you have that would be pertinent to this board position?
When I commit to serving on a board or committee, I take the role seriously. I show up as an active participant, an engaged listener, and a thoughtful leader within the community. In my professional life, I regularly navigate difficult conversations and bring experience in finding solutions and common ground across sectors.

Please return the form to: 240 Lincoln St, Lander, WY 82520

This is considered public information and may be requested by news media and/or discussed in public meetings. Wyoming Public Records Act, W.S. § 16-4-201 et seq.

Signature: Mary Greene Mary Greene

CITY OF LANDER

Invoice Register - Council - Paper
Input Dates: 7/10/2025 - 8/13/2025

Page: 1
Aug 21, 2025 08:15AM

QUADIENT INC	POSTAGE	1,000.00
Total QUADIENT INC (1189):		1,000.00
Grand Totals:		1,000.00

Report GL Period Summary

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0