



**CITY OF LANDER**  
**CITY COUNCIL WORK SESSION MEETING**

Tuesday, May 28, 2024 at 6:00 PM  
City Council Chambers, 240 Lincoln Street

**AGENDA**

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Join Zoom Meeting

<https://us06web.zoom.us/j/84795895060?pwd=8zRaCKmysVpnEU3AomlJWjm50hAYIB.1>

Meeting ID: 847 9589 5060

Passcode: 747465

**1. NEW BUSINESS (NON-ACTION ITEMS)**

- [A.](#) Discussion concerning the Lander Chamber of Commerce MOU and budget request
- [B.](#) Discussion concerning the Juvenile Justice Services of Fremont County budget request
- [C.](#) Wind River Transportation Association Master Plan presentation
- D. Discussion concerning Lander's Tree Board
- [E.](#) Discussion concerning the draft job description for a Parks and Recreation Director position
- [F.](#) Fee Schedule Discussion

**2. ADJOURNMENT**

**Upcoming Council Meetings:**

Regular Meetings:

6:00 PM Tuesday, June 11, 2024, City Hall Chambers

6:00 PM Tuesday, July 9, 2024, City Hall Chambers

Work Sessions:

6:00 PM Tuesday, June 25, 2024, City Hall Chambers

6:00 PM Tuesday, July 25, 2024, City Hall Chambers

**All meetings are subject to cancellation or change.**

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE LANDER  
CHAMBER OF COMMERCE AND THE CITY OF LANDER

1. This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between and the LANDER CHAMBER OF COMMERCE of Lander, Wyoming, hereinafter referred to as “Chamber”, whose address is 100 North 1<sup>st</sup> Street, Lander, WY 82520 and The City of Lander, hereinafter referred to as “City”, whose address is 240 Lincoln Street, Lander, WY 82520.
2. The purpose of this MOU is to outline certain services the Chamber will furnish to the City; and conversely the City shall provide services and financial support to the Chamber. Both parties agree herein that any and all services provided by each party shall be mutually beneficial.
3. This MOU shall commence upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and remain in effect for a term of 4 years until June 30, 2028 or until terminated in writing by either party as hereinafter set forth.
4. The Chamber shall provide the following:
  - a. Promotion and Marketing
    - i. The Chamber shall market Lander as a premier destination for travel, business, and events. This includes promotion of and to chamber members, local businesses, visitor services, and tourism support.
    - ii. Provide City with advertising information for Chamber events and functions for the digital signs by filling out the City application.
  - b. Visitor Support Services
    - i. The Chamber shall provide welcome bags for events, distribute visitor information packets, and produce an annual travel and relocation guide.
    - ii. The Chamber shall operate the Lander Visitor Center Monday through Friday and additionally on Saturdays from Memorial Day through September, maintain public restrooms, and ensure their accessibility during business hours.
  - c. Reporting and Financial Management
    - i. The Chamber shall provide quarterly updates to City staff and council on visitor services, including in-office contacts, welcome bags, and visitor information packets.
    - ii. The Chamber shall responsibly manage the City’s annual contribution of \$15,000 for the services outlined in this MOU. The Chamber may present a budget request in excess of \$15,000 during the City’s annual budget process.

- iii. The Chamber shall responsibly manage the Tourism Asset Development (TAD) Grant budget and program with a review committee as allowed for in the WRVC TAD Program.
- iv. The Chamber will keep City staff and council members informed of news, functions, and events.
- v. The Chamber will allow the council liaison to attend Chamber meetings as long as there is a financial obligation

4. ~~The Chamber shall provide the following:~~

- ~~a. Chamber members, Business, Visitor Services, and tourism support defined by Chamber Convention, relocation, and visitor information packages.~~
- ~~b. Director, or approved Chamber Board member, to act as City appointed member to the Wind River Visitors Council.~~
- ~~c. Maintain a Chamber website and social marketing media, including, but not limited to, community calendars.~~
- ~~d. Promote the City of Lander as a destination for travel, business, and banner events, including but not limited to conferences, and sports and recreation events; including but not limited to:
  - ~~i. Attend Wyoming Tourism conference~~
  - ~~ii. Market Lander with print material, social media, website, newsletter, etc. and track data for City budget purposes.~~
  - ~~iii. Attend local and state conferences as identified by the Chamber to distribute travel packets, maps, brochures, amenities, and other print material.~~
  - ~~iv. Develop a convention promotional packet with information on Hotel scheduling, food/catering availability, LCCC and other conference venues, golf, casino and other local activity packages through promoting and working with their membership.~~
  - ~~v. Communicate to the City the number of contacts for tourism and travel and LCCC bookings on a minimum frequency of an annual basis;~~
  - ~~vi. Present an itemized budget request to the City annually.~~~~
- ~~e. Perform maintenance and bookings for stage located at Jaycee Park.~~
- ~~f. Obtain prior approval from City for Chamber to purchase equipment, signage, Christmas lights or decorations, or other similar items or property, which may be used, installed, and maintained by the City.~~

5. The City shall provide the following:

- a. Promotion and Marketing:
  - i. Recognize the Lander Chamber of Commerce as the City's official business organization.
  - ii. Display Chamber events and functions on digital signs, as requested by Chamber staff, at no fee.
- b. Visitor Support Services:

- i. Refer inquiries regarding welcome bags, visitor information packets, and travel and relocation guides to the Chamber.
- ii. Recognize the Lander Chamber of Commerce as the City’s official visitor center and provider of tourism support services.
- c. Reporting and Financial Management:
  - i. Add Chamber of Commerce to City Council agendas to provide updates upon request of the Chamber.
  - ii. Make an annual contribution of no less than \$15,000 for the services outlined in this MOU. The Chamber may present a budget request in excess of \$15,000 during the City’s annual budget process.
  - iii. The City will provide a member for the Tourism Asset Development review committee.
  - iv. Provide the Chamber with updated contact information for City staff and council members annually so they are kept up to date on news, functions, and events.
  - v. The City will provide a council liaison to Chamber board as long as there is a financial obligation.

5. ~~The City shall provide the following:~~
- ~~a. Annual contribution of no less than \$15,000 for services outlined above. The City will allow the Chamber to present a budget request in excess of \$15,000 during the annual budget process.~~
  - ~~b. Send merchant, visitor, and convention referrals to Chamber.~~
  - ~~c. Recognition of the Chamber as the City’s official business chamber, visitor center, and tourism support.~~
  - ~~d. Any Chamber purchased equipment, signage, Christmas lights or decorations, or other similar items shall be used, installed, and maintained by the City as those items were intended.~~
  - ~~e. Allow Chamber volunteer labor to be performed within the limits of the City of Lander and said volunteer labor shall have prior approval by the City and mutually agreed to by both parties.~~
  - ~~f. Donations made to the Chamber for the benefit of the City for beautification, tourism, and business development shall be first given to the City and then paid to the Chamber.~~

6. PRINCIPAL CONTACTS OF THE PARTIES

**City of Lander**  
 Rachelle Fontaine, City Clerk  
 240 Lincoln Street  
 Lander, Wyoming 82520  
 Phone: 307-332-2870  
 Fax: 307-332-1554  
 Email: rfontaine@landerwyoming.org

**Lander Chamber of Commerce**  
 Owen Sweeney, CEO  
 100 North 1st  
 Lander, Wyoming 82520  
 Phone: 307-332-3892  
 Fax: 307-332-3548  
 Email: [director@landerchamber.org](mailto:director@landerchamber.org)

7. GENERAL PROVISIONS

a. Amendments. This MOU constitutes the entire agreement between the parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties.

b. Applicable Law. The constitution, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the District Court of Fremont County, Wyoming.

c. Termination. This MOU may be terminated without cause by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail.

d. Entirety of Agreement. This MOU, consisting of Four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

e. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

f. Sovereign Immunity. The City does not waive its Governmental Immunity, as provided by any applicable law including W.S. §1-39-101 et seq. by entering into this MOU. Further, the City of Lander fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU, available to it pursuant to W.S. §1-39-104 (a) and all other state law.

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

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

IN WITNESS WHEREOF, the parties have executed this agreement at Lander, Wyoming on the dates indicated below.

CITY OF LANDER:

*City of Lander  
Memorandum of Understanding  
Page 4 of 5*

BY:

\_\_\_\_\_  
Monte Richardson

ATTEST:

\_\_\_\_\_  
Rachelle Fontaine, City Clerk

LANDER CHAMBER  
OF COMMERCE, Lander, Wyoming

BY:

\_\_\_\_\_  
CEO

ATTEST:

\_\_\_\_\_  
Title:

**JUVENILE JUSTICE SERVICES OF FREMONT COUNTY AGREEMENT**

THIS AGREEMENT (the “Agreement”) is made and entered into this day \_\_\_\_ of \_\_\_\_\_, 2024 (hereinafter referred to as the “Effective Date”); by and between the Fremont County JUVENILE JUSTICE SERVICES OF FREMONT COUNTY, (hereinafter collectively referred to as “JUVENILE JUSTICE SERVICES OF FREMONT COUNTY”); and CITY OF LANDER, a Wyoming municipal corporation, of 240 Lincoln Street, Lander, Wyoming 82520, (hereinafter referred to as “CITY”).

**RECITALS**

**WHEREAS**, CITY needs additional information on juvenile offenders to determine the best course of action when juveniles are cited for criminal violations; and,

**WHEREAS**, CITY needs supervisors for juveniles ordered to probation and prosecutorial probation; and,

**WHEREAS**, CITY, through its Municipal Court and Prosecutor, may require juvenile offenders to attend and participate in various intervention and educational programs; and,

**WHEREAS**, JUVENILE JUSTICE SERVICES OF FREMONT COUNTY have the facilities and staff to obtain information and report on juvenile offenders, to supervise juveniles placed on probation by either the Municipal Court or the City Prosecutor, and has instituted appropriate programs for juvenile offenders; and,

**WHEREAS**, CITY and JUVENILE JUSTICE SERVICES OF FREMONT COUNTY acknowledge that the service being provided by JUVENILE JUSTICE SERVICES OF FREMONT COUNTY pursuant to this agreement is a public benefit, the parties also acknowledge that it is the goal of both parties that JUVENILE JUSTICE SERVICES OF FREMONT COUNTY continues working to obtain funding from other sources other than the City to provide the facilities and staff to obtain information and report on juvenile offenders, to supervise juveniles placed on probation by either the Municipal Court or the City Prosecutor, and continue its programs for juvenile offenders because the CITY due to present funding set forth in the Wyoming Statutes must rely on the legislature for its funding. CITY may not be able to purchase services at the level described herein and therefore, cannot make any commitment to provide future funding for the services described in this agreement except as specifically set forth herein.

**TERMS AND CONDITIONS**

**NOW THEREFORE**, in consideration of the above recitals and the mutual benefits contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by both parties, and the Parties hereby agree as follows:

- 1) **SERVICES.** JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall interview each juvenile offender cited with violating a provision of the Lander Municipal Code who contacts JUVENILE JUSTICE SERVICES OF FREMONT COUNTY prior to arraignment.
  - a) An intake interview will, at a minimum, consist of the following:
    - i) Interview the juvenile offender separate from any accompanying family or friends, *excepting parent(s) or guardian(s)*;
    - ii) Interview the accompanying parent, guardian, family member, or friend(s), as may be appropriate, separate from the juvenile; and
    - iii) Meet with the juvenile, together with parent(s) or guardians(s) to discuss the criminal process, deferred prosecution and other pertinent information.
  - iv) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall provide a report on each juvenile to the City Prosecutor at least three (3) days prior to the juvenile's arraignment date. The report will include, but is not limited to:
    - (1) Information provided by the juvenile;
    - (2) Information provided by the juvenile's parent(s) or guardian(s);
    - (3) Information obtained from collateral sources confirming or contradicting juvenile's parents' or guardians' information;
    - (4) Information from school teachers, principal, and/or counselor(s) as appropriate;
    - (5) Information from any source with whom the juvenile has significant contact, as appropriate and relevant;
    - (6) Information regarding prior and pending violations of law; and,
  - v) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY's recommendation for the juvenile.



(1) If a juvenile is sentenced in Lander Municipal Court, and upon request from the Court, JUVENILE JUSTICE SERVICES OF FREMONT COUNTY will perform a pre-sentence investigation, prepare a report that includes, but is not limited to, the terms listed in paragraph 3(a) above; and submit the report, verbally, to the court at the juvenile’s sentencing.

(2) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall provide supervision for juvenile offenders, order by the Court and/or City Prosecutor to probation and deferred prosecution. Supervision shall include, but is not limited to:

- (i) Periodic meetings with each juvenile as determined by JUVENILE JUSTICE SERVICES OF FREMONT COUNTY;
- (ii) Track the juvenile’s completion and compliance of specific probation or pre-court diversion terms;
- (iii) Administer drug and alcohol screen as required; and
- (iv) Provide written notification to the Prosecutor when substantive violations or concerns occur which would impact the current fulfillment of the deferred prosecution agreement.

vi). JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall administer appropriate programs for juvenile offenders. These programs shall include, but are not limited to: Work Alternatives Program (community service); Moral Reconciliation Therapy Group for juvenile offenders, consisting of a minimum of twelve (12) weeks to complete group (MRT) requirements, and, Drug and alcohol screening in cooperation with the Wyoming State Chemical Testing Lab.

vi) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY agrees to perform such other duties as reasonably requested by the City Prosecutor and shall perform such duties as ordered by Municipal Court.

2) **CONSIDERATION**. In consideration for the above services, CITY shall pay JUVENILE JUSTICE SERVICES OF FREMONT COUNTY \$\_\_\_\_\_. JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall submit a quarterly report, accompanied by supporting documentation to verify expenditures, within two weeks of the end of the quarter.

- 3) **TERM.** The term of this Agreement shall be from July 1, 2024, through June 30, 2025, unless sooner terminated pursuant to the terms of this Agreement.
  
- 4) **REPORTING.**
  - a) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY agrees to provide CITY with written quarterly financial reports, including but not limited to: balance sheet and income statement. Upon reasonable notice, CITY or its authorized representative may from time to time inspect, audit and make copies of PROVIDER’S books and records that relate to this Agreement.
  
  - b) JUVENILE JUSTICE SERVICES OF FREMONT COUNTY agrees to provide quarterly reports indicating the number of intake interviews performed, the number of City Probationers currently supervised; the number of pre-sentence investigations requested and completed; and the status of all cases initiated or administered by the Lander Police Department, City Prosecutor and the Lander Municipal Court. The quarterly report shall include such other information reasonably requested by CITY.
  
- 5) **TERMINATION.** This Agreement may be terminated by either party for any reason or no reason at all, upon thirty (30) days written notice of intent to terminate delivered by the terminating party to the other party at the non-terminating party’s usual place of business. In the event of termination by CITY, CITY agrees to make payment to JUVENILE JUSTICE SERVICES OF FREMONT COUNTY a prorated amount for the current quarter through the termination date if payment is in arrears unless termination is due to the unavailability of funds as described in Section 6, below.

- 6) **AVAILABILITY OF FUNDS.** CITY’S obligation to pay JUVENILE JUSTICE SERVICES OF FREMONT COUNTY for services rendered pursuant to this agreement is conditional upon the availability of funds, which are allocated to pay JUVENILE JUSTICE SERVICES OF FREMONT COUNTY hereunder. If, in the sole discretion of the CITY, funds are not available for CITY to pay JUVENILE JUSTICE SERVICES OF FREMONT COUNTY for the performance of the services, CITY may terminate this agreement at any time in its discretion without further liability or obligation. CITY shall notify JUVENILE JUSTICE SERVICES OF FREMONT COUNTY at the earliest possible time if this agreement will or may be affected by a shortage or unavailability of funds. No liability shall accrue to CITY in the event termination of this agreement occurs. CITY shall not be obligated or liable for any future payments due or promised hereunder or for any damages to JUVENILE JUSTICE SERVICES OF FREMONT COUNTY or any other person or entity as a result of termination under this section.
- 7) **CONFORMANCE WITH LAWS.** JUVENILE JUSTICE SERVICES OF FREMONT COUNTY agrees to comply with all municipal, state, and federal ordinances, laws, rules and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, sexual orientation, creed, color, national origin, or ancestry.
- 8) **INDEMNITY.** JUVENILE JUSTICE SERVICES OF FREMONT COUNTY shall indemnify, defend and hold harmless CITY from and against any and all claims of any nature whatsoever arising from connection with the performance of any duties by JUVENILE JUSTICE SERVICES OF FREMONT COUNTY related in any way to this Agreement.
- 9) **MODIFICATION.** No modification of the terms of this Agreement shall be effective unless such modification is in writing and signed and dated by the parties.
- 10) **ASSIGNMENT.** This Agreement is not assignable without prior written consent of the parties.

- 11) **GOVERNMENTAL IMMUNITY.** Nothing contained in this Agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the CITY to any amount or situation wherein liability would not lie, or would be limited, in the absence of this Agreement.
- 12) **CHOICE OF LAW.** The laws of the State of Wyoming govern this agreement.
- 13) **PARAGRAPH HEADINGS.** The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.
- 14) **ENTIRE AGREEMENT.** This seven (7) page document constitutes the entire agreement of the parties, superseding all previous agreements between CITY and JUVENILE JUSTICE SERVICES OF FREMONT COUNTY.
- 15) **RELATIONSHIP OF PARTIES.** It is specifically understood and agreed that the relationship of the parties is that of independent contractors and that the officers, employees, and agents of one party are not acting as the officers, employees, or agents of the other. Neither party shall make any representation of being the officer, agent, or employee of the other.

**IN WITNESS WHEREOF**, the parties have executed this Agreement effective as of the Effective Date.

THE BOARD OF COMMISSIONERS OF  
FREMONT COUNTY:

By: \_\_\_\_\_  
CHAIRMAN Date

ATTEST:

\_\_\_\_\_  
Julie Freese, County Clerk Date

City of Lander:

By: \_\_\_\_\_  
Monte Richardson, Mayor Date

ATTEST:

\_\_\_\_\_  
Rachelle Fontaine, City Clerk Date

# Wind River Transportation Authority 5-Year Plan

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## History

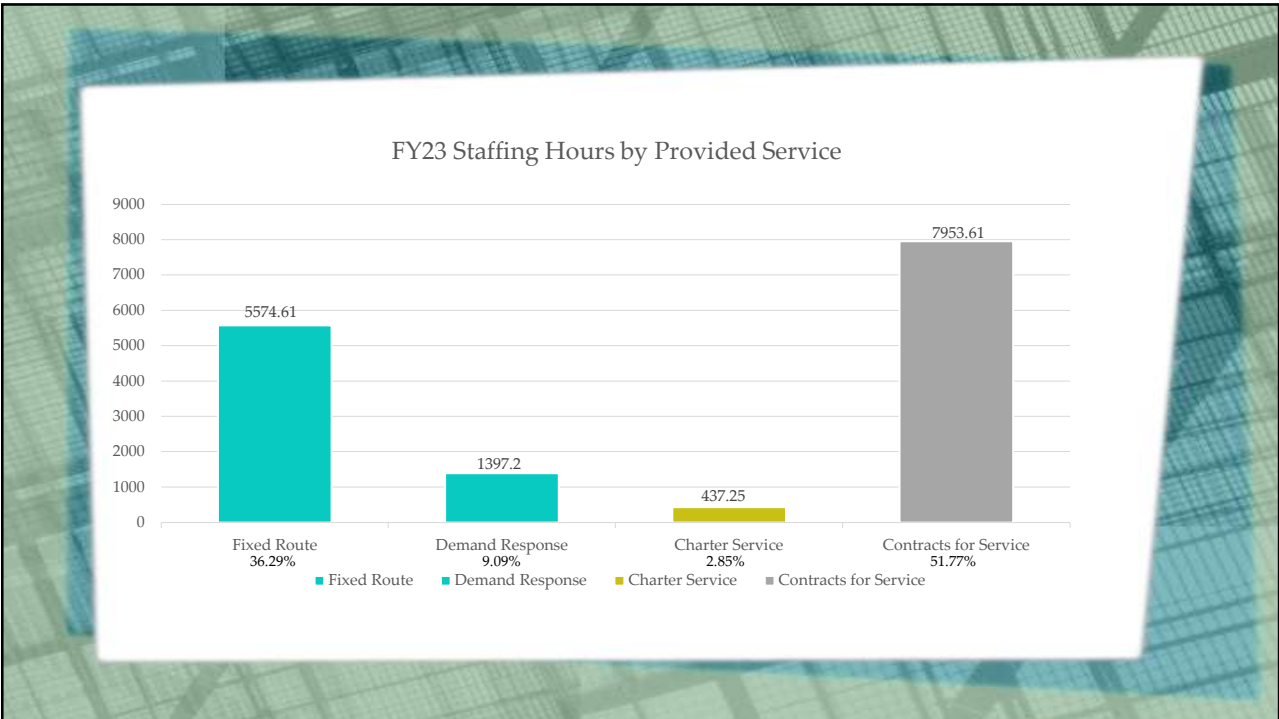
- In 1989, The Shoshone and Arapaho Nations Transit (SANTA) began public transportation service on the Wind River Indian Reservations and Fremont County. The Fremont County Association of Governments transferred governance in 1996 and since that time, the WRTA team has proudly provided central Wyoming with fixed routes and several other transportation services.

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## Where We Are Right Now...

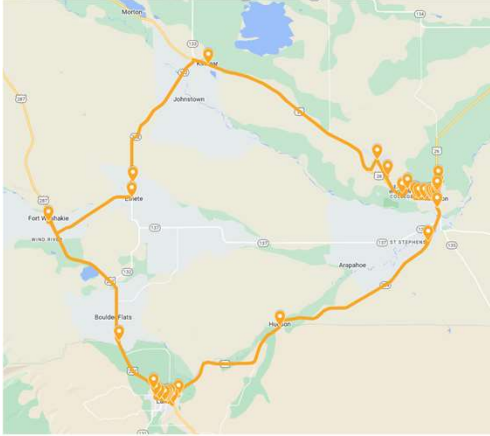
- **Currently:**
  - **Fixed Route**
    - Orange Line: Riverton, Hudson, Lander, Ft. Washakie, Ethete, Kinnear, Riverton (Commuter Bus)
    - Purple Line: Riverton, Kinnear, Ethete, Ft. Washakie, Lander, Hudson, Riverton (Commuter Bus)
  - **Share-a-Ride (Demand Response)**
    - Individualized Service with door-to-door application (Share-a-Ride model with shared fare cost)
  - **Charter Services (Ineligible as Local Match)**
    - Privatized individual service for specified use
- **Contracts for Service**
  - **Allowable Contract**
    - HeadStart
  - **Voucher**
    - WSIL
  - **QHSO Services**
    - Job Corps
    - CWC
    - Special Olympics
    - Honor Farm
    - Prairie Hills Transit

3



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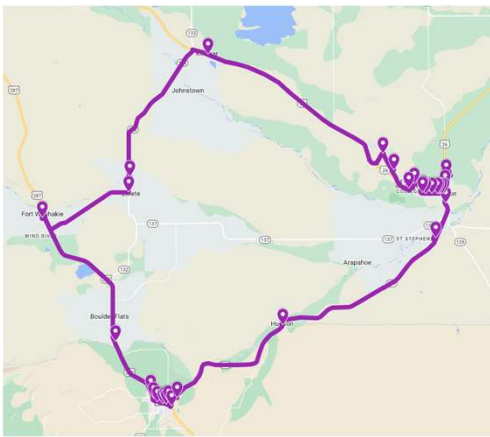
## Orange Line – Commuter Bus (Unidirectional)



Orange Line					
Riverton	1 Airport			11:35 AM	5:05 PM
	2 Job Corps			11:40 AM	5:10 PM
	3 CWC	5:45 AM		11:45 AM	5:15 PM
	4 Library	5:50 AM		11:50 AM	5:20 PM
	5 City Hall	5:58 AM		11:58 AM	5:28 PM
	6 County Buildings	6:04 AM		12:04 PM	5:34 PM
	7 Wind River Casino	6:11 AM		12:11 PM	5:41 PM
Hudson	8 Post Office	6:26 AM		12:26 PM	5:56 PM
Lander	9 Bomgaars	6:39 AM		12:39 PM	6:09 PM
	10 NOLS	6:44 AM		12:44 PM	6:14 PM
	11 1st & Amoretti	6:46 AM		12:46 PM	6:16 PM
	12 Shoshone Rose Casino	6:56 AM		12:56 PM	6:26 PM
	Ft Washakie	13 Rock Hall	7:08 AM	8:38 AM	1:08 PM
Ethete	14 Ethete Store		8:51 AM	1:21 PM	6:51 PM
Riverton	15 Fire Hall		9:05 AM	1:35 PM	7:05 PM
	16 CWC		9:23 AM	1:53 PM	7:23 PM
	17 City Hall		9:33 AM	2:03 PM	7:33 PM

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## Purple Line – Commuter Bus (Unidirectional)



Purple Line (Counter Clockwise)					
Riverton	1 City Hall	5:30 AM		10:30 AM	
	2 CWC	5:40 AM		10:40 AM	
Kinnear	3 Fire Hall	5:58 AM		10:58 AM	
Ethete	4 Ethete Store	6:12 AM	8:12 AM	11:12 AM	4:12 PM
Fort Washakie	5 Rock Hall	6:25 AM	8:25 AM	11:25 AM	4:25 PM
	6 Shoshone Rose Casino	6:37 AM	8:37 AM	11:37 AM	4:37 PM
Lander	7 NOLS	6:47 AM	8:47 AM	11:47 AM	4:47 PM
	8 1st & Amoretti	6:49 AM	8:49 AM	11:49 AM	4:49 PM
	9 Bomgaars	6:54 AM	8:54 AM	11:54 AM	4:54 PM
Hudson	10 Kai	7:07 AM	9:07 AM	12:07 PM	5:07 PM
Riverton	11 Wind River Casino	7:22 AM	9:22 AM	12:22 PM	5:22 PM
	12 Pit Stop	7:29 AM	9:29 AM	12:29 PM	5:29 PM
	13 City Hall	7:35 AM	9:35 AM	12:35 PM	5:35 PM
	14 Library	7:43 AM	9:43 AM	12:43 PM	5:43 PM
	15 CWC	7:48 AM	9:48 AM	12:48 PM	5:48 PM
	16 Job Corps	7:53 AM	9:53 AM	12:53 PM	5:53 PM
	17 Airport	7:58 AM	9:58 AM	12:58 PM	5:58 PM

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## Share-A-Ride Wyoming (Demand Response)



- 3<sup>rd</sup> Party Scheduler (Remote)
- Facilitates airport and transportation needs direct to location (Door-to-Door) on a shared fare model.
- Reservations 48 hours in advance
- Currently no inner Riverton service (FY 25)

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## Charter Services (Private Services)



- Provides transportation on a private scale (weddings, tours, etc.)
- Ineligible as local match or countable ridership
- No grant reimbursement
- Fee structure has been aligned to cover costs
- Frowned upon by state and fed officials

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## Head Start – Contract for Service

- Allowable contract by state and federal guidelines
- Allowable as local match and countable ridership
- Consumes significant resources (5 vehicles, 5 drivers, 6 hours per day)
- Fee structure has been aligned to cover costs
- Immense wear and tear on vehicles



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## WSIL (Wyoming Services for Independent Living) – Contract for Service

- Personalized service for individuals with disabilities
- Transports individuals to and from medical appointments
- 1 rider per ride, wait times can exceed 3 hours
- Not cost effective, currently running as a deficit
- Stagnant ridership level with no room for significant growth



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## QHSO Services (Qualified Human Service Organization)

- Allowable contracts by state and federal guidelines
- Grant reimbursable and countable ridership
- Revenue Generator
- Service provides transportation for qualifying organizations
  - (CWC, Job Corps, Special Olympics, etc.)
- Consumes considerable resources
  - Personnel and Equipment
- Expensive to operate
- Previously under charged resulting in depreciation of federal dollars.
- Often requires nonbusiness hours commitments
- Out of town/Out of state trips which can become quite costly to the organization

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## Why does Public Transportation exist?

- Accessibility to Essential Services
  - Healthcare, Grocery Stores, Educational Institutions, Employment Opportunities
- Social Inclusion and Equity
  - Regardless of age, income, mobility status, you have equal access
- Infrastructure Sustainability
  - Essentially, roads last longer, with less people on them
- Economic Development
  - Workforce Connectivity and Infrastructural Impact
- Tourism/Recreations
  - Facilitate access to destinations, minimizing congestion and maximizing attraction
- Emergency Preparedness
  - Key asset in local disasters
- Community Cohesion
  - Bringing people together, fostering social connection

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## Redefining our focus

Previous Prioritization:

1. Local Match Generation
  1. Contracts for Service
  2. Charter Services
2. Service Obligations
  1. Contracts for Service
  2. SAR
  3. Fixed Route

Redefined:

1. Service Obligations
  1. Fixed Route
    1. Commuter Lines
    2. Inner-city Lines
  2. Demand Response
    1. Share-A-Ride
    2. SafeRide
  3. Contracts for Service
2. Local Match Generation
  1. Local Government Funds
    1. ½% ED Sales Tax
    2. General Revenues (Subsidization)
  2. Advertisement Revenue
  3. Special Route Guarantees

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## Where We Want to Go...

- 5 Years:
  - **Fixed Route**
    - **Commuter Lines**
      - Orange Line: Riverton, Hudson, Lander, Ft. Washakie, Ethete, Kinnear, Riverton (Commuter Bus)
      - Purple Line: Riverton, Kinnear, Ethete, Ft. Washakie, Lander, Hudson, Riverton (Commuter Bus)
      - Blue Line: Dubois, Riverton, Shoshoni (Commuter Bus)
    - **Express Commuter**
      - Yellow Line: Lander, Hudson, Riverton
    - **Inner City**
      - Red Line: Riverton
      - Green Line: Lander Trolley (Summer Only)
  - **Demand Response**
    - Share-A-Ride
      - Individualized Service with door-to-door application (Share-a-Ride model with shared fare cost)
    - SafeRide
      - Late Night/Weekend Service within Lander/Riverton City Limits. 8:00PM-2:00AM
  - **Contracts for Service**
    - **Allowable Contract**
      - HeadStart
  - **QHSO Services**
    - Offering dedicated service to all QHSO's
      - (CWC Trips, Special Olympics, etc.)

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### A Fully Integrated Rural Transportation System

- 1<sup>st</sup> of its kind in the state of Wyoming
  - A model intended for rural areas, but has not been implemented in Wyoming yet...

... be the model for rural Wyoming transit

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## Orange Line – Commuter Line (Omnidirectional)

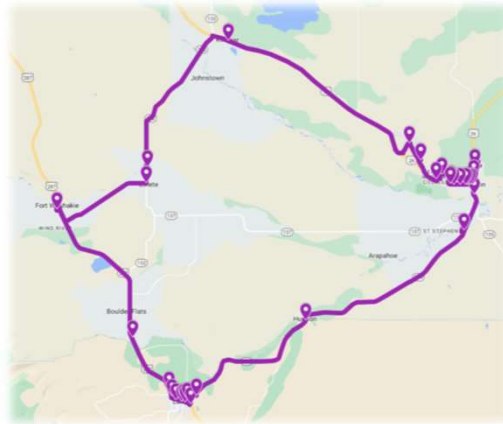
- Length: 96 miles
- Frequency: Every 5 hours
- Future Improvements:
  - Maximize efficiency
  - Refine times based on operability
  - Determine tourism/recreation applicability



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## Purple Line – Commuter Line (Omnidirectional)

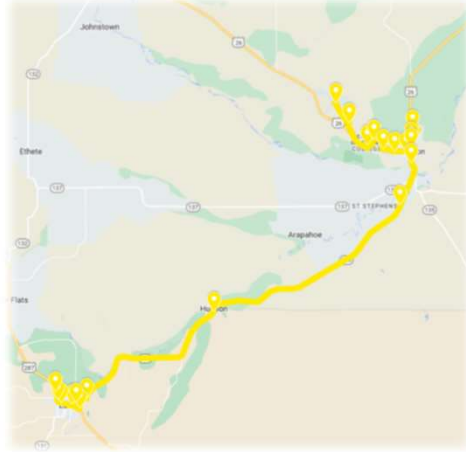
- Length: 96 miles
- Frequency: Every 5 hours
- Future Improvements:
  - Maximize efficiency
  - Refine times based on operability
  - Determine tourism/recreation applicability



18

## Yellow Line – Riverton/Hudson/Lander (Bi-Directional)

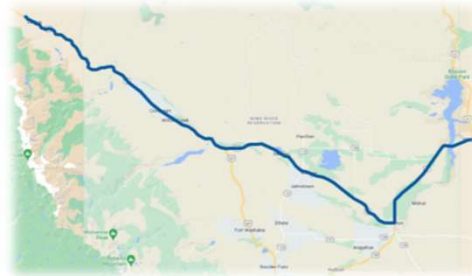
- Length: 70 miles
- Frequency: Every 2.5 hours
- Future Implementation:
  - July 2024
  - Designed to lessen dependence on Orange/Purple, to offer a more frequent means of transportation to/from major commuter areas
  - Operate in between Orange/Purple service times



19

## Blue Line – Dubois/Shoshoni (Bi-Directional)

- Length: 100 Miles/direction
- Frequency: Undetermined/Flexible
- Future Implementation:
  - Undetermined (1/2% dependent)
  - Will secure commuter/tourism travel to and from the Dubois/Shoshoni area
  - Will be strategically operated during workforce travel times



20

## Red Line – Riverton (Inner City)

- Length: 14 Miles
- Frequency: Every ~30 Minutes
- Future Implementation:
  - Undetermined (1/2% dependent)
  - Designed to provide inner city transportation within Riverton City Limits
  - Transfers via multi-model hubs, making other commuter lines more efficient by reducing stops

21

## Green Line – Lander (Inner City - Seasonal) -Trolley

- Length: 22 Miles
- Frequency: Every ~60 Minutes
- Future Implementation:
  - Undetermined (1/2% dependent)
  - Designed to operating during peak tourism/recreation months
  - Trolley branded

22



## How we get there...

- **Contracts for Service**
  - By minimizing our obligations under the contracts, we alleviate the resources needed to execute the additional service
    - Additional revenue will need to be secured through other channels to ensure no loss in funding
  - Gradually transitioning these services onto other providers in the area to ensure no loss in transportation service to the individuals.
- **Charter Service**
  - Transition our available services to exclude private and require QHSO qualification to fulfil requests.
- **Fixed Route**
  - Slowly integrating additional routes as resources become available.
  - Refine route design based on population density and usability of services.
- **Demand Response**
  - SafeRide (FY25)
    - Funds already available, LOR Foundation to provide local match
    - Begin building the program to maximize usage
  - Paratransit (Red Line complimentary)
    - Will launch in full once Riverton inner city route is implemented

Lets break it down over the next 5 fiscal years...

23

## Fiscal Year 2025 (FY25)

### Operations

- **Fixed Routes**
  - Orange Line (Commuter Line)
  - Purple Line (Commuter Line)
  - + Yellow Line (Express Commuter)
- **Demand Response**
  - Share-A-Ride
  - + SafeRide

### Software/Capital

- **Software**
  - + Token Transit (Digital Fare Collection)
  - + Zonar (Fleet Management)
  - + TrackIt Transit (Transit Admin Software)
  - + Demand Response Software
- **Capital**
  - Shop Equipment
  - Bus Bike Rack Project
  - Computer Hardware Replacement
  - Facility Carpet Replacement
  - >30ft Cutaway Buses (4)

24

## Fiscal Year 2026 (FY26)

### Operations

- Fixed Routes
  - Orange Line (Commuter Line)
  - Purple Line (Commuter Line)
  - Yellow Line (Express Commuter)
  - + Blue Line (Commuter Line)
  - + Red Line (Riverton Inner City)
- Demand Response
  - Share-A-Ride
  - SafeRide
  - + Paratransit (Red Line)

### Software/Capital

- Software
  - Token Transit (Digital Fare Collection)
  - Zonar (Fleet Management)
  - TrackIt Transit (Transit Admin Software)
  - Demand Response Software
  - + Fixed Route Software
- Capital
  - Facility Asphalt/Concrete Replacement
  - Facility Window Replacement
  - <30ft Small Buses (3)
  - Facility LED Upgrade
  - Facility Paint

25

## Fiscal Year 2027 (FY27)

### Operations

- Fixed Routes
  - Orange Line (Commuter Line)
  - Purple Line (Commuter Line)
  - Yellow Line (Express Commuter)
  - Blue Line (Commuter Line)
  - Red Line (Riverton Inner City)
- Demand Response
  - Share-A-Ride
  - SafeRide
  - Paratransit (Red Line)

### Software/Capital

- Software
  - Token Transit (Digital Fare Collection)
  - Zonar (Fleet Management)
  - TrackIt Transit (Transit Admin Software)
  - Demand Response Software
  - Fixed Route Software
  - + Transit App (Compilation Software)
- Capital
  - Facility Asphalt/Concrete Replacement
  - Facility Door & Lock Upgrade
  - <30ft Small Bus (2)
  - >30ft Heavy Bus (1)
  - Non-Revenue Service Vehicle (1)
  - Bus Stop Shelters/Infrastructure

26

## Fiscal Year 2028 (FY28)

### Operations

- Fixed Routes
  - Orange Line (Commuter Line)
  - Purple Line (Commuter Line)
  - Yellow Line (Express Commuter)
  - Blue Line (Commuter Line)
  - Red Line (Riverton Inner City)
- Demand Response
  - Share-A-Ride
  - SafeRide
  - Paratransit (Red Line)

### Software/Capital

- Software
  - Token Transit (Digital Fare Collection)
  - Zonar (Fleet Management)
  - TrackIt Transit (Transit Admin Software)
  - Demand Response Software
  - Fixed Route Software
  - Transit App
- Capital
  - Bus Stop Shelters/Infrastructure
  - >30ft Heavy Bus (1)
  - Facility Covered Parking Addition
  - Non-Revenue Service Vehicle (1)

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## Fiscal Year 2029 (FY29)

### Operations

- Fixed Routes
  - Orange Line (Commuter Line)
  - Purple Line (Commuter Line)
  - Yellow Line (Express Commuter)
  - Blue Line (Commuter Line)
  - Red Line (Riverton Inner City)
  - + Green Line (Lander Trolley)
- Demand Response
  - Share-A-Ride
  - SafeRide
  - Paratransit (Red Line)
  - + Paratransit (Green Line)

### Software/Capital

- Software
  - Token Transit (Digital Fare Collection)
  - Zonar (Fleet Management)
  - TrackIt Transit (Transit Admin Software)
  - Demand Response Software
  - Fixed Route Software
  - Transit App
- Capital
  - Bus Stop Shelters/Infrastructure
  - >30ft Heavy Bus (1)
  - <30ft Small Bus (2)
  - Bus Infotainment Systems

28

## How do we PAY for it?

- First, we need to understand how Public Transportation Funding works...
- Then, determine what tools we have, to leverage it...

29

## How Public Transportation Funding Works

```

graph TD
    A[WYDOT receives funds from FTA] --> B[WRTA applies for funds from WYDOT]
    B --> C[WRTA must match those funds to encumber]
  
```

- Urban Areas with a population of 50,000 or greater are eligible for 5307/5339 funding which is FTA direct
- Rural Areas with a population of 50,000 or less must request their 5311/5339 funds from the State of Wyoming as a Subsidiary
- Approval of funds is heavily dependent on impact (ridership #'s) and responsible use
- There are match percentages based on purpose:
  - Operating Funds (44%)
  - Administration Funds (20%)
  - Maintenance Funds (20%)

30

## What are our tools?

- ½% Sales Tax for Economic Development
- Advertisement Revenue
- Route Service Guarantees
- Contracts for Service
- Local Government Subsidization
  - Seeding the program

31

## Prior uses of ½% ED Sales Tax

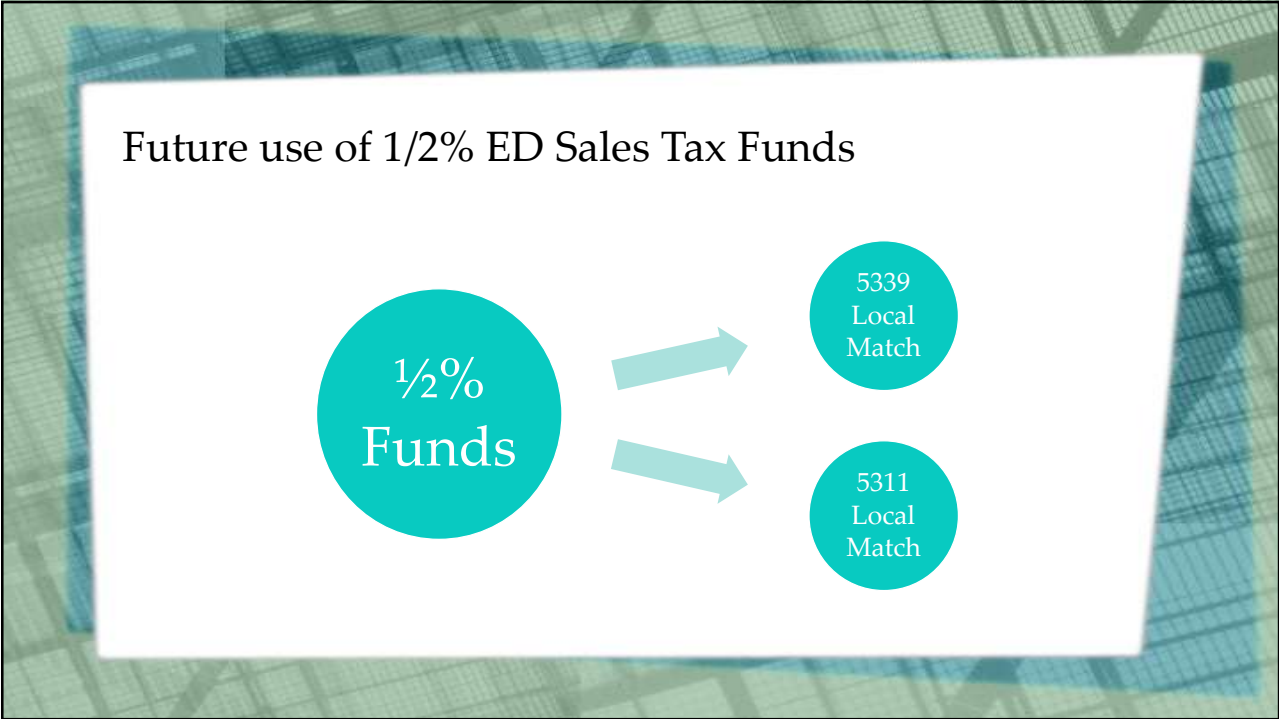
### Conditions:

- Stability of the Operation
  - Prior to the ½% ED Sales Tax WRTA was at risk of closing its doors.
- Severely aged Fleet
  - Total mileage today of over 3.5M
- Facility
  - Desperate need of repair and upgrade
    - Roof was in disrepair and leaking onto fleet
    - Bay doors were failing and inoperable

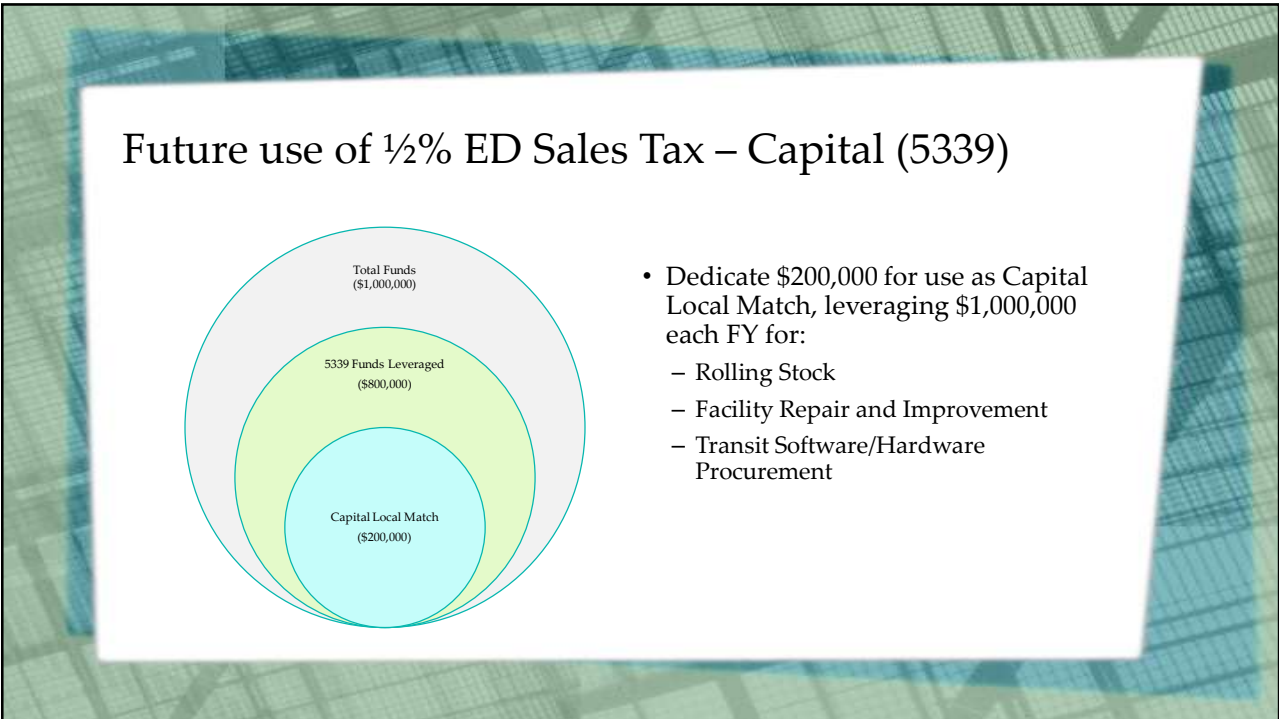
### Responses:

- 1 new service truck purchased at 20%
- 3 new ADA Minivans purchased at 20%
- 4 used buses purchased at 100%
- Facility was repaired to a point of operation

32

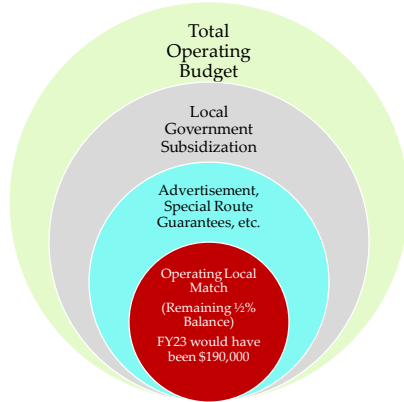


33



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## Future use of 1/2% ED Sales Tax – Operating (5311)



- Using the 1/2% Remaining Balance as the seed for our local match
- Capitalizing on more industry standard means of revenue generation

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## Advertisement Revenue

- 85% of Transit Agencies utilize advertisement as a local match generator
- Non-Intrusive revenue source
- Low operational cost
- Better aligns with the goals and expectations of transit
- More stable and predictable source of revenue



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## Route Service Guarantees

- Service subsidized by the local businesses it enhances
  - Stable and flexible funding model
  - Encourages community support and engagement
  - Promotion and branding opportunities
  - Tailored service
  - Cost Sharing

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## Contracts for Service



- Strategically aligning with contracts that optimize the utilization of our resources and maximize revenue generation
- Carefully reviewing service contracts to mitigate risks
- Better align our services with market demand and industry trends

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## Local Government Subsidization



Infuse the program with its initial local match



Cost Sharing



Community investment and engagement

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## Conclusion: What are our next steps?

- Community Engagement
  - Soliciting input from residents and governing bodies
- Strategic Planning and Investment
  - Securing funding to support the expansion, improvement, and sustainability of our services
- Partnership Development
  - Local Governments, Businesses, Educational Institutions, Healthcare Providers, etc.
- Innovation and Technology Integrations
  - Modernizing our tools to provide more efficient use of our systems
- Education and Outreach
  - Launching public awareness campaigns to promote the benefits and use of these systems as we implement this master plan

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# City of Lander

## Job Description

<b>Title:</b> Parks & Recreation Director	<b>Grade:</b> 12
<b>Department:</b> Parks & Recreation	<b>Effective Date:</b>
<b>Division:</b> Administration FSLA- NONEXEMPT	<b>Last Revised:</b>

GENERAL PURPOSE

Performs a variety of professional administrative and managerial duties related to planning, organizing and directing the development, implementation, and operation of city parks and recreation facilities, programs and activities.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Public Works Director.

SUPERVISION EXERCISED

Provides direct supervision to Parks Foreman, Weed and Pest Supervisor, and Office Manager/Secretary.

ESSENTIAL FUNCTIONS

Plans, coordinates, and provides overall direction for the various program activities of the department including recreation program management, ice skating rink, Sinks Canyon Camp, pathways, and parks maintenance, and master plan; performs ongoing evaluation as needed to ensure the success and relevancy of programs and resources. Evaluates quality of staff performance and develops program variations to address varied and multiple community interests.

Prepares, presents, and follows comprehensive plans for the maintenance, improvement, and expansion of recreation facilities and activities; advises the Public Works Director in planning long-range goals for parks and recreation development.

Serves as a public liaison to ensure event success associated with recreation. Maintains relationships with community groups, sports associations, the school district, and individuals to explain and discuss various aspects of parks and recreation functions; serves as liaison and advisor to various councils, committees, volunteer groups, and commissions related to parks and recreation as may be formed from time to time and coordinates and implements actions as needed to satisfy committee decisions and make changes in programs; prepares and delivers studies and special reports as needed to advise city officials and committees of program activities and results.

Plans and coordinates park, facility, and field use with associations and the public. Serves as a liaison with the public and school district to coordinate gym space reservations for associations and various other recreation activities.

Plans, organizes, coordinates, and conducts weed reduction outreach programs, activities, and special events for the Fremont County Weed Control Board, including invasive plant species control.

Applies for and manages special funding from local, state, and federal programs; prepares all federal and state grant applications and includes estimates for both Weed and Pest and Parks and Recreation capital improvement needs in the city; controls expenditures in conformance with funding conditions and grant stipulations.

Prepares department budget and submits to the Public Works Director for review and approval; monitors ongoing expenditures to assure compliance with fiscal goals; establishes fee schedules for ice rink use, recreation program activities, facility rentals, athletic leagues and events, and facility rental fees (park shelters, etc.); generates revenues through self-funding programs.

Coordinates and supervises purchases and expenditures; receives and reviews statements of expenditures and costs from various program operations and implements cost-effective measures and controls; reviews and authorizes all purchases, bids, and contracts; creates or prepares equipment specifications; negotiates purchases of equipment, materials, and services; oversees the maintenance of financial records; assures proper processing of revenue collections and accounts for various program revenues and deposits with the city.

Directs and performs program marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs.

Directs the recruitment and hiring of all program workers, temporary employees, and full-time staff of all weed and pest and parks and recreation operations; reviews performance and makes recommendations affecting job statuses such as retention, advancement and discipline, and discharge; routinely checks on programs and activities in progress; conducts training for volunteers and full-time staff as needed.

Participates in the day-to-day operations and maintenance functions as needed; operates parks equipment, i.e., mower, trencher, Zamboni, etc.; may serve as a field project supervisor and assures the general quality of all parks and recreation operations; coordinates on joint projects with other city departments.

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

Education and Experience:

- A. Graduation from college with a bachelor's degree in parks and recreation management or some other related field is preferred; OR
- B. Five (5) years of progressively responsible experience performing above or related duties; OR
- C. An equivalent combination of education and experience.

Special Qualifications:

- D. Must possess or obtain and maintain a valid Commercial Wyoming Driver's License with appropriate endorsements.
- E. Must obtain and maintain Weed and Pest Licensure

ESSENTIAL FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods and techniques of developing and operating parks and recreation systems; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; considerable knowledge of the rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; working knowledge of the operation of personal computers and various software applications including spreadsheets, word processing, etc.

Ability to organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Periodic travel is required in the normal course of job performance. Exposure to inclement weather including heat and cold, contaminants including pollutants, gases, dust and odors and machinery noise as well as general office noise. frequent Exertion up to 50 pounds of force.

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 may be 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 screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with the law, Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

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.

**The City of Lander is an at-will employer.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job 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. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Lander reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.

Date: \_\_\_\_\_

**RESOLUTION 13XX**  
**THE CITY OF LANDER FEE SCHEDULE 2024-25**  
**A RESOLUTION AMENDING RESOLUTIONS 1285, 1313**

WHEREAS the City of Lander has reviewed and set forth the following charges for City Services; and

NOW THEREFORE, be it resolved by the Governing Body of the City of Lander that said fees shall be in effect starting July 1, 2024 for the following City Services.

	<u><b>CEMETERY</b></u>	
LOT PURCHASE	City resident	\$ 400.00
	Outside City resident	\$ 500.00
	Cremation lot	\$ 200.00
	Infant	\$ 125.00
	Columbarium – City resident	\$ 500.00
	Columbarium – Outside City resident	\$ 650.00
PERPETUAL CARE (per internment)	Prepaid fees may be adjusted to updated fee schedule at time of opening	\$ 200.00
OPENING/CLOSING CEMETERY LOTS	Adult	\$ 600.00
	Infant	\$ 375.00
	Cremation	\$ 200.00
	Columbarium	\$ 200.00
OVERTIME OPENING/CLOSING	Adult	\$1,200.00
	Infant	\$750.00
	Cremation	\$400.00
	Columbarium	\$400.00
CEMETERY DOCUMENT TRANSFER FEE		\$ 25.00
DISINTERMENT	Standard (minimum)	\$ 1,200.00
NOTE: ADDITIONAL CEMETERY FEES MAY BE ADDED AT TIME OF SERVICE, Oversized vaults, Stone removal/reset, Concrete Work		Quoted at time
	<u><b>CONTRACTOR LICENSES</b></u>	
AMUSEMENTS		\$200.00/day
ARBORISTS	Initial fee/annual renewal	\$250.00/\$ 150.00
BUILDING CONTRACTOR		
	Class I – initial fee/annual renewal	\$350.00/\$ 200.00
	Class II – Initial fee/annual renewal	\$350.00/\$ 200.00
	Class III– initial fee/annual renewal	\$250.00/\$ 150.00
	Class IV – Initial fee/annual renewal	\$250.00/\$ 150.00
ELECTRICAL		
	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
HVAC		
	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
PAWNBROKER	Initial fee/annual renewal	\$350.00/\$ 200.00
PLUMBING		
	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
REFRIGERATION	Initial fee/annual renewal	\$200/\$100
SEWAGE CLEANING & DISPOSAL	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
UTILITY CONTRACTOR		\$350.00/\$ 200.00
	<u><b>COMMUNITY CENTER</b></u>	
ROOM RENTAL RATES	Full center single day	\$1,060/day
	Full center 2-4 days	\$1,015/day
	Full center over 5 days	\$970/day
	Main Room only	\$740.00/day
	Bar & Lobby only	\$300.00/day
	Kitchen only	\$360.00/day
	Meeting rooms (3 each) hourly/daily	\$30.00 each/hour \$150.00 each/day



COMMUNITY CENTER DEPOSITS	Damage deposit - % refundable	\$500.00
	Booking deposit -% refundable if cancelled 2 months prior to event.	10%
	Lost/non-returned key	\$ 25.00
	Unlocked doors/ left open charge	\$150.00
	<b><u>LIQUOR LICENSING</u></b>	
BAR & GRILL LICENSE	Initial fee/annual renewal	\$10,000/\$1,500.00
CLUB LICENSE	Annual renewal	\$500.00
MICROBREWERY/WINERY LICENSE	Annual renewal	\$500.00
RESORT LICENSE	Annual renewal	\$1,500.00
RESTAURANT LICENSE	Initial fee/Annual renewal	\$1,500/\$1,500.00
RETAIL LICENSE	Annual renewal	\$1,500.00
TRANSFER FEE		\$200.00
WINERY OFF PREMISE PERMIT		\$50.00/day
MANUFACTURED OFF PREMISE PERMIT		\$50.00/day
CATERING PERMIT		\$50.00/day
MALT BEVERAGE PERMIT		\$50.00/day
MALT BEVERAGE FOR MICROBREWERY		\$50.00/day
	<b><u>MISCELLANEOUS PERMITS/FEES</u></b>	
BURN PERMIT INSIDE CITY LIMITS		\$50.00
COPIES – Record requests	Paper copies 8 1/2x11 up to 11X17	\$ 0.50/page plus \$20.00/hr
	Electronic copies	\$0.10/page plus \$20.00/hr
	Maps – Large format color	\$20.00
	Digital PDF, CD, DVD	\$10.00 each
	Police report or accident report. Photos and digital files may be assessed additional charges.	\$10.00
COURT COSTS		\$10.00
COURT/ARREST RECORDS REQUESTS	As determined by Supreme Court	\$10.00
DOG LICENSE	1 year/2 year -need proof of rabies shot	\$15.00
DOG IMPOUND FEE	Actual expenses -Set by contract	
LIVESTOCK PERMIT	Annual renewal – need veterinary letter	\$50.00
INSUFFICIENT FUNDS FEE		\$30.00
IMPOUNDED VEHICLE FEE	Actual towing charges	Actual charges
SNOW REMOVAL – COMMERCIAL (pre-approved permit only)	Up to 5000 sq ft lot	\$500.00
SNOW REMOVAL – COMMERCIAL (pre-approved permit only)	5000 – 8000 sq ft lot	\$500.00 plus \$0.10/sqft
WEED & PEST MOWING		\$75.00/hour plus damages
WEED & PEST SPRAYING		\$75.00/hour plus chemical
LAGOON BULK DUMPING FEES		\$100 per 1,000 gallons
	<b><u>RODEO FACILITIES</u></b>	
RENTAL FEES – DAY USE	1-50 People	\$100.00/day
	51-150 People	\$125/day
	151-300 People	\$300.00/day
	301-500 People	\$400.00/day
	Over 500 People	\$500.00/day
DAMAGE DEPOSIT	% Refundable- depending on damages	\$500.00
ADDITIONAL AMENITIES	Livestock Stall rentals	\$10.00 each/day

	<b><u>PARK FACILITIES</u></b>	
LIONS SHELTER- STAGE/NORTH PARK	1-20 People	\$100/day
	21-150 People	\$125/day
	151-300 People	\$300/day
	301-500 People	\$400/day
	Over 500 People	\$500/day
	Reservation for use of Stage	\$100.00/event
FULL PARK EXCLUDING PLAYGROUND AND CAMPING		\$1,000.00/day
DAMAGE DEPOSIT	% Refundable depending on damage	\$50.00
GAZEBO/DILLON/CENTENNIAL	1-20 People	\$25.00/day
	21-50 People	\$50.00/day
	50-100 People	\$100.00/day
	101-250 People	\$250.00/day
	Over 250 people	\$500.00/day
FIELD USE FEES	Fee per player for YOUTH Baseball, softball, football and soccer	\$5.00/player
	Fee per player for ADULT ball field events	\$10.00/player
ICE SKATING	Admission	\$3.00
	Skate rentals	\$4.00
	Skate sharpening	\$10
	Youth Hockey rental equipment	\$20.00
	<b><u>PLANNING &amp; ZONING</u></b>	
BOARD OF ADJUSTMENT	Conditional use permit	\$500.00
	Home Business Conditional Use Permit	\$25.00
	Non-conforming use application	\$275.00
	Non-conforming Setback/Utility Registration	\$25.00
	Rezoning request	\$500.00
	Variance request	\$500.00
	Solar Rights permit	\$275.00
PLANNING COMMISSION	Preliminary Subdivision Plat	\$600.00
	Final Subdivision Plat (includes Annexation)	\$500.00
	Minor Plat (<5 lots)	\$400.00
	Correction Plat	\$250.00
	County Subdivision Plat Review	\$200.00
	PUD Development Plan	\$500.00
FEE-IN-LIEU OF PARK DEDICATION	Minor Plat (new with 1-3 lots, replats)	no fee
	Minor Plat (new with 4-5 lots)	\$500.00
	Subdivision Final Plat	\$750.00/Lot

Water and Sewer Rates Adopted by separate resolution

Building Department Fees Adopted by separate resolution

PASSED APPROVED AND ADOPTED THE 11<sup>th</sup> Day of June, 2024

THE CITY OF LANDER  
A Municipal Corporation

BY: \_\_\_\_\_  
Monte Richardson, Mayor

ATTEST: \_\_\_\_\_  
Rachelle Fontaine, City Clerk