



# CITY OF LANDER - REGULAR CITY COUNCIL MEETING

Tuesday, June 13, 2023 at 6:00 PM  
City Council Chambers, 240 Lincoln Street

## AGENDA

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Join Zoom Meeting

<https://us06web.zoom.us/j/84093960332?pwd=RUhiSVlQUdY0YW9UdXJSR201TEdSUT09>

Meeting ID: 840 9396 0332

Passcode: 908670

### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

### 2. APPROVAL OF AGENDA

### 3. PUBLIC HEARING CITY OF LANDER FY 2023-2024 BUDGET

- A. Open hearing- City of Lander Budget FY 2023-204
- B. Introduce and read
- C. Public comment
- D. Closed hearing

### 4. 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

### 5. PROCLAMATION

- A. JUNE 2023 ANTI-DISCRIMINATION MONTH PROCLAMATION

### 6. MAYOR AND COUNCIL UPDATES

### 7. STAFF REPORTS

### 8. CONSENT AGENDA

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

- A. Approval of Regular Council Meeting Minutes May 9, 2023

- [B.](#) Approval of Regular Council Meeting Minutes May 23, 2023
- [C.](#) Approval of Work Session Meeting Minutes May 23, 2023
- [D.](#) Approval of Bills and Claims

**9. NEW BUSINESS (ACTION ITEMS)**

- [A.](#) Approve Resolution 1286 Repealing Resolution 1183 And Updating City Of Lander Procurement Policies For Contracted Services, Public Construction Projects And Vehicle Purchases
- [B.](#) Approve Resolution 1287 Appropriations and Adopt the City of Lander Budget FY 2023-2024
- [C.](#) Approve Resolution 1288 A Resolution Authorizing Open Containers on July 4, 2023, throughout the City of Lander on Independence Day from 9:00 AM to 12:00 midnight
- D. Authorize Mayor to sign Settlement and Mutual Release Agreement
- [E.](#) Approve Job Description for Part-Time Filing Clerk
- [F.](#) Authorize the Mayor to sign Groathouse Construction, Inc Change Order No. 8 for the Maven Outdoors Headquarters project increasing the contract sum in the amount of \$4,817.00.
- [G.](#) Approve Resolution 1291 A Resolution Exempting Blocks One Through Four Of Main Street From The Open Container Provisions Of City Ordinance 2-2-12
- [H.](#) Accept Jim Corbett's resignation from Housing Authority Board
- [I.](#) Authorize the Mayor to sign the Memorandum of Agreement on NOTAM Manager System Between the Aeronautical Services AJM-336 of the Federal Aviation Administration (FAA) and Lander Hunt Field LND.
- [J.](#) Approve LIFT and LEDA committee recommendations for funding requests, specifically, WYO-131 Gravel Grinder –Award in the amount of \$7,500 (less than 50% of total project cost), Lander Presents –Award in the amount of \$3,750 (less than 50% of total project cost), The Lander Garage Award in the amount of \$67,500 (less than 50% of total project cost), Waveform Healthcare Education, LLC –Award in the amount of \$9,525 (more than 50% of total project cost), CDS Expansion –Award in the amount of \$53,278.

**10. OLD BUSINESS (ACTION ITEMS)**

- [A.](#) Approve Resolution 1285 The City Of Lander Fee Schedule 2023-23 Amending Resolution 1249
- [B.](#) Approve Resolution 1289 Building Department Fee Schedule

**11. ADJOURNMENT**

**Upcoming Council Meetings:**

**Regular Meetings:**

Tuesday, June 27, 2023, 6:00 PM City Hall 240 Lincoln Street  
Tuesday, July 11, 2023, 6:00 PM City Hall 240 Lincoln Street  
Tuesday, July 25, 2023, 6:00 PM City Hall 240 Lincoln Street  
Tuesday, August 8, 2023, 6:00 PM City Hall 240 Lincoln Street

**Work Sessions:**

Tuesday, June 27, 2023, following Regular Council Meeting City Hall 240 Lincoln Street  
Tuesday, July 25, 2023, following Regular Council Meeting City Hall 240 Lincoln Street  
Tuesday, August 22, 2023, following Regular Council Meeting City Hall 240 Lincoln Street

All meetings are subject to cancellation or change.



Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>GENERAL- FUND 10</b>					
<b>TAXES</b>					
10-310-1100	TAXES - GENERAL	562,810	613,300	700,000	86,700
10-310-1200	TAXES - AUTO GENERAL	171,656	175,000	175,000	.00
10-310-1300	TAXES - DELINQUENT	26,593	15,000	15,000	.00
10-310-1301	TAXES - DELINQUENT INTERES	1,929	3,000	3,000	.00
10-310-1305	WEED & PEST TAXES	63,314	65,161	74,300	9,139
10-310-3000	SALES/USE TAX	1,649,007	1,800,000	1,950,000	150,000
10-310-4000	CIGARETTE TAX	23,140	22,700	22,700	.00
10-310-4500	SPECIAL FUELS DIESEL TAX	66,581	79,500	75,000	( 4,500)
10-310-4800	GASOLINE	166,908	216,000	208,000	( 8,000)
10-310-4900	LIQUOR LICENSE	32,786	50,000	50,000	.00
10-310-5000	LOTTERY TAXES	36,294	22,000	35,000	13,000
10-310-6000	PARI MUTUEL TAX	2,622	.00	.00	.00
10-310-8000	DIRECT/SUPPLEMENT DISTRIB	981,712	981,712	1,491,783	510,071
10-310-8100	MINERAL SEVERANCE TAX DIS	203,794	281,000	238,000	( 43,000)
10-310-8200	FRANCHISE - QWEST	4,009	7,000	5,500	( 1,500)
10-310-8300	FRANCHISE - SOURCE GAS	51,616	65,000	60,000	( 5,000)
10-310-8400	FRANCHISE - ROCKY MTN	317,903	364,000	365,000	1,000
10-310-8500	FRANCHISE - CHARTER	66,347	92,000	90,000	( 2,000)
Total TAXES:		4,429,020	4,852,373	5,558,283	705,910
<b>LICENSES AND PERMITS</b>					
10-320-1000	BUSINESS LICENSES AND PER	32,787	35,000	40,000	5,000
10-320-2100	BUILDING PERMITS	65,336	50,000	50,000	.00
10-320-2600	ANIMAL LICENSES	2,060	2,000	2,000	.00
Total LICENSES AND PERMITS:		100,183	87,000	92,000	5,000
<b>GRANT REVENUE</b>					
10-330-1570	AFG FIREFIGHTER GRANT	.00	202,598	.00	( 202,598)
10-330-4040	MOSQUITO GRANT	.00	30,000	.00	( 30,000)
10-330-4100	REIMB COPS IN SCHOOL/LVHS	194,147	178,957	212,857	33,900
10-330-4200	FEDERAL MINERAL ROYALTIES	349,265	475,000	475,000	.00
10-330-4410	ALCOHOL COMPLIANCE -UDAL	1,557	10,000	10,000	.00
10-330-4500	TAD GRANT	.00	1,000	1,000	.00
10-330-9720	WDOT- TRAFFIC ENFORCEMEN	16,269	11,150	12,000	850
10-330-9725	HOMELAND SECURITY	33,195	.00	110,550	110,550
10-330-9728	VICTIM WITNESS GRANT	12,836	13,472	.00	( 13,472)
10-330-9770	FREMONT COUNTY RECREATI	7,000	7,000	7,000	.00
Total GRANT REVENUE:		614,269	929,177	828,407	( 100,770)
<b>CHARGES FOR SERVICES</b>					
10-340-5300	SNOW REMOVAL	8,132	7,000	8,000	1,000
10-340-5400	ANIMAL CONTROL & SHELTER	.00	1,000	1,000	.00
10-340-7200	PARKS BOARD 3/4 MILL	.00	5,000	5,000	.00
10-340-7300	PARKS & RECREATION EVENT	12,675	.00	13,000	13,000
10-340-7400	PARK & RECREATION USER FE	7,900	12,000	12,000	.00
10-340-7410	SPORT ASSN USER FEES	3,355	5,000	5,000	.00

Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
10-340-7500	CONCESSIONS	7,951	5,500	5,000	( 500)
10-340-7600	PROGRAM REGISTRATION	12,360	10,000	10,000	.00
10-340-7610	ICE SKATING	29,969	10,000	10,000	.00
10-340-7620	HOCKEY	80	200	.00	( 200)
10-340-9200	COMMUNITY CENTER	81,517	70,000	80,000	10,000
10-340-9300	VIN CHECK POLICE	5,150	5,000	6,000	1,000
Total CHARGES FOR SERVICES:		169,089	130,700	155,000	24,300
<b>FINES AND FORFEITURES</b>					
10-350-1000	POLICE FINES	100,287	140,000	130,000	( 10,000)
10-350-1200	IMPROPER PARKING	5,676	3,000	5,000	2,000
Total FINES AND FORFEITURES:		105,963	143,000	135,000	( 8,000)
<b>INTEREST</b>					
10-361-0100	INTEREST REVENUES	171,149	18,000	200,000	182,000
Total INTEREST:		171,149	18,000	200,000	182,000
<b>MISCELLANEOUS REVENUE</b>					
10-362-1000	RENTS & ROYALTIES	30,424	37,000	37,000	.00
10-362-5100	MT. HOPE MEMORIAL FUND	3,600	2,000	3,000	1,000
10-362-7110	CEMETERY	30,725	30,000	30,000	.00
10-362-7111	PERPETUAL CARE	10,830	10,000	10,000	.00
10-362-8800	MISCELLANEOUS	17,325	10,000	10,000	.00
10-362-8820	CREDIT CARD REDEMPTION	4,770	7,000	7,000	.00
10-362-8840	POLICE REPORTS	670	1,000	1,000	.00
10-362-8860	BACKGROUND CHECKS	4,097	5,000	5,000	.00
10-362-8950	CHAMBER CONTRIBUTIONS	.00	14,015	14,015	.00
Total MISCELLANEOUS REVENUE:		102,441	116,015	117,015	1,000
<b>OTHER FINANCING SOURCES</b>					
10-390-2100	SALE OF GENERAL FIXED ASS	.00	10,000	.00	( 10,000)
10-390-4400	INSURANCE PROCEEDS	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	10,000	.00	( 10,000)
<b>GENERAL GOVERNMENT</b>					
10-4110-110	SALARIES AND WAGES	295,175	301,965	325,419	23,454
10-4110-210	GROUP INSURANCE	45,259	39,277	49,378	10,101
10-4110-220	SOCIAL SECURITY CONTRIBUT	21,898	23,100	24,895	1,795
10-4110-230	RETIREMENT CONTRIBUTIONS	39,887	41,235	44,798	3,563
10-4110-260	WORKER'S COMPENSATION	13,126	15,551	16,759	1,208
10-4110-301	PROF AND CONSULTING	108,597	230,000	250,000	20,000
10-4110-302	PROF FEES - COMPUTERS	1,253	10,000	3,000	( 7,000)
10-4110-370	ECONOMIC DEVELOPMENT	5,027	5,000	5,000	.00
10-4110-375	COMMUNITY DEVELOPMENT	28,293	20,000	30,000	10,000
10-4110-501	TUITION & REGISTRATION	7,662	8,000	10,000	2,000
10-4110-535	BROKERAGE FEES	1,948	.00	2,000	2,000
10-4110-580	TRAVEL	5,464	8,000	8,000	.00

Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
10-4110-609	POSTAGE	3,044	4,000	4,000	.00
10-4110-610	SUPPLIES	20,454	20,000	30,000	10,000
10-4110-619	TELEPHONE & INTERNET	29,249	33,000	36,000	3,000
10-4110-627	STREET LIGHTING	35,415	37,000	43,200	6,200
10-4110-641	DUES	6,876	9,000	9,000	.00
10-4110-642	FILING FEES	693	2,000	2,000	.00
10-4110-643	EMPLOYEE BENEFIT	11,512	10,000	15,000	5,000
10-4110-650	FLEX SHARE FEES	2,585	2,500	3,000	500
10-4110-748	MAIN STREET ENHANCEMENT	8,686	2,000	2,000	.00
10-4110-750	TRANSFER TO RESERVE	114,042	.00	510,000	510,000
10-4110-775	EMPLOYEE WELLNESS PROGR	4,811	10,000	10,000	.00
10-4110-780	HRA EMPLOYEE ACCOUNTS	61,000	60,000	60,000	.00
10-4110-790	FUND UPCOMING RETIREE BE	.00	60,000	.00	( 60,000)
10-4110-800	FUND EQUIPMENT REPLACEM	194,771	374,896	127,888	( 247,008)
10-4110-826	WY BUSINESS COUNCIL LOAN	14,015	14,000	14,000	.00
Total GENERAL GOVERNMENT:		1,080,743	1,340,524	1,635,337	294,813
<b>COMMUNITY CENTER</b>					
10-4135-301	PROFESSIONALS	3,914	6,000	6,000	.00
10-4135-308	ADVERTISING	425	3,000	2,000	( 1,000)
10-4135-329	COMMUNITY CENTER MAINT	47,357	45,000	45,000	.00
10-4135-431	REPAIRS	5,514	10,000	30,000	20,000
10-4135-534	BANK CHARGES	2,061	2,400	2,500	100
10-4135-600	LINENS	5,440	5,000	8,000	3,000
10-4135-612	SUPPLIES	11,350	8,000	15,000	7,000
10-4135-619	TELEPHONE	2,369	2,500	2,500	.00
10-4135-621	GAS	10,726	8,000	13,000	5,000
10-4135-622	ELECTRICITY	29,755	30,000	30,000	.00
10-4135-826	COMM CENTER CAP IMPROVE	.00	10,000	15,000	5,000
10-4135-952	WAM ENERGY PAYMENT	10,000	10,000	10,000	.00
Total COMMUNITY CENTER:		128,911	139,900	179,000	39,100
<b>OTHER GENERAL ACCOUNTS</b>					
10-4140-301	PROF & TECH - FCAG	4,000	4,000	4,000	.00
10-4140-307	INSURANCE/OVERHEAD	62,742	50,000	60,000	10,000
10-4140-308	ADVERTISING	18,920	11,000	20,000	9,000
10-4140-535	COMMUNITY PROGRAMS	43,750	50,000	45,000	( 5,000)
10-4140-610	SUPPLIES	301	3,000	3,000	.00
10-4140-613	MEETING EXPENSE	1,327	2,000	3,000	1,000
10-4140-722	WAM CONVENTION EXPENSES	2,094	3,500	3,500	.00
10-4140-725	ELECTION FEES	.00	500	.00	( 500)
Total OTHER GENERAL ACCOUNTS:		133,134	124,000	138,500	14,500
<b>MUNICIPAL COURT</b>					
10-4150-110	SALARIES AND WAGES	87,992	95,130	105,851	10,721
10-4150-120	PART-TIME WAGES	13,133	21,840	21,840	.00
10-4150-210	GROUP INSURANCE	28,185	30,896	36,087	5,191
10-4150-220	SOCIAL SECURITY CONTRIBUT	7,141	8,948	9,768	820
10-4150-230	RETIREMENT CONTRIBUTIONS	13,366	14,450	19,396	4,946

Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
10-4150-260	WORKER'S COMPENSATION	5,056	6,024	6,576	552
10-4150-330	PROFESSIONALS	11,520	21,000	21,000	.00
10-4150-338	ELECTRONIC MONITORING	.00	500	500	.00
10-4150-339	JUVENILE DETENTION	.00	500	500	.00
10-4150-341	PRISONER CARE	46,100	35,000	40,000	5,000
10-4150-501	TUITION & REGISTRATION	.00	2,500	2,500	.00
10-4150-507	JURY TRIAL CONTINGENCIES	.00	2,500	2,500	.00
10-4150-580	TRAVEL	.00	3,000	3,000	.00
10-4150-610	SUPPLIES	3,761	3,200	3,200	.00
10-4150-641	DUES	220	400	400	.00
Total MUNICIPAL COURT:		216,474	245,888	273,118	27,230
<b>ATTORNEY</b>					
10-4160-321	GENERAL ATTORNEY	24,530	35,000	35,000	.00
10-4160-322	PROSECUTING ATTORNEY	26,367	35,000	35,000	.00
Total ATTORNEY:		50,897	70,000	70,000	.00
<b>POLICE</b>					
10-4210-110	SALARIES AND WAGES	1,076,638	1,167,069	1,334,584	167,515
10-4210-120	PART-TIME WAGES	.00	16,000	16,000	.00
10-4210-130	OVERTIME REGULAR	47,893	75,000	65,000	( 10,000)
10-4210-140	OVERTIME/REIMURSED	4,548	.00	.00	.00
10-4210-150	OVERTIME/ALCOH/TOBA COMP	18,643	21,150	22,000	850
10-4210-170	OVERTIME/DOG HANDLER	4,092	.00	.00	.00
10-4210-180	OVERTIME/HOLIDAY	6,181	10,000	10,000	.00
10-4210-210	GROUP INSURANCE	301,508	312,826	417,916	105,090
10-4210-220	SOCIAL SECURITY CONTRIBUT	84,180	97,007	109,057	12,050
10-4210-230	RETIREMENT CONTRIBUTIONS	157,476	168,695	191,652	22,957
10-4210-260	WORKER'S COMPENSATION	57,837	65,306	73,418	8,112
10-4210-301	PROF. & TECHNICAL SERVICE	15,012	12,000	20,000	8,000
10-4210-303	TOWING	1,629	2,000	2,000	.00
10-4210-304	DOG IMPOUNDING	5,000	4,000	5,000	1,000
10-4210-324	DISPATCH CONTRACT	194,123	200,000	210,000	10,000
10-4210-343	K-9 EXPENSE	4,059	2,000	2,000	.00
10-4210-430	REPAIR AND MAINTENANCE SE	1,361	5,000	5,000	.00
10-4210-501	TUITION & REGISTRATION	7,028	15,000	15,000	.00
10-4210-506	UNIFORMS	789	10,000	8,000	( 2,000)
10-4210-515	SCHOOL DIST #1 PROGRAMS	51	500	500	.00
10-4210-526	INVESTIGATIVE FUNDS	2,704	4,500	4,500	.00
10-4210-580	TRAVEL	7,499	10,000	10,000	.00
10-4210-609	POSTAGE	183	500	500	.00
10-4210-610	SUPPLIES	6,728	10,000	10,000	.00
10-4210-619	TELEPHONE	7,098	9,000	9,000	.00
10-4210-641	DUES	100	500	500	.00
10-4210-742	NEW ASSETS	49,606	60,000	60,000	.00
10-4210-745	WEAPONS AND TACTICAL SUP	10,962	10,500	11,000	500
Total POLICE:		2,072,927	2,288,553	2,612,627	324,074

Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>FIRE</b>					
10-4220-110	SALARIES AND WAGES	47,911	44,678	48,565	3,887
10-4220-125	FIREMEN CLOTHING ALLOWAN	17,860	20,000	20,000	.00
10-4220-130	OVERTIME	2,810	.00	.00	.00
10-4220-210	GROUP INSURANCE	20,710	22,593	26,383	3,790
10-4220-220	SOCIAL SECURITY CONTRIBUT	3,578	3,734	4,181	447
10-4220-230	RETIREMENT CONTRIBUTIONS	7,705	7,414	8,301	887
10-4220-240	VOLUNTEER FIRE PENSION FU	6,094	10,000	10,000	.00
10-4220-260	WORKER'S COMPENSATION	6,681	7,514	7,825	311
10-4220-302	DRIVERS LICENSE TESTING	.00	400	400	.00
10-4220-305	CLEANING SERVICES	.00	.00	.00	.00
10-4220-307	INSURANCE/OVERHEAD	3,800	7,000	7,000	.00
10-4220-310	PHYSICALS	.00	500	500	.00
10-4220-324	DISPATCH	7,285	11,000	11,000	.00
10-4220-325	TRAINING	162	3,000	3,000	.00
10-4220-430	FIRE EQUIPMENT MAINTENAN	24,730	8,000	20,000	12,000
10-4220-431	BUILDING MAINTENANCE	30,865	5,000	20,000	15,000
10-4220-501	TUITION & REGISTRATION	69	1,000	1,000	.00
10-4220-505	FIRE PREVENTION	1,419	1,000	1,500	500
10-4220-506	UNIFORMS	11,902	10,000	20,000	10,000
10-4220-518	STATE MEET. ASSN.	1,371	1,000	1,500	500
10-4220-580	TRAVEL	356	500	1,000	500
10-4220-610	SUPPLIES	11,032	6,000	20,000	14,000
10-4220-619	TELEPHONE	2,439	3,000	3,000	.00
10-4220-621	GAS	6,262	6,000	6,000	.00
10-4220-622	ELECTRICITY	3,283	5,000	5,000	.00
10-4220-626	FUEL	7,998	6,000	6,000	.00
10-4220-743	NEW ASSETS	.00	212,728	110,550	( 102,178)
10-4220-749	WAGES/BENEFITS TO AIRPORT	( 21,961)	( 42,184)	( 48,164)	( 5,980)
Total FIRE:		204,360	360,877	314,541	( 46,336)
<b>BUILDING INSPECTOR</b>					
10-4242-110	SALARIES AND WAGES	33,735	34,272	36,213	1,941
10-4242-210	GROUP INSURANCE	704	4,152	28	( 4,124)
10-4242-220	SOCIAL SECURITY CONTRIBUT	2,571	2,622	2,770	148
10-4242-230	RETIREMENT CONTRIBUTIONS	3,562	5,206	5,501	295
10-4242-260	WORKER'S COMPENSATION	1,172	1,765	1,865	100
10-4242-501	TUITION & REGISTRATION	2,678	1,500	300	( 1,200)
10-4242-580	TRAVEL	2,281	400	2,000	1,600
10-4242-610	SUPPLIES	3,616	400	3,000	2,600
10-4242-639	CODE BOOKS	1,502	800	2,000	1,200
10-4242-641	DUES	145	250	500	250
Total BUILDING INSPECTOR:		51,965	51,367	54,177	2,810
<b>EMERG MGMT &amp; COMPLIANCE COORD</b>					
10-4260-330	EMPLOYEE SCREENING	2,246	5,000	4,000	( 1,000)
10-4260-520	INSURANCE DEDUCTIBLE	.00	1,000	1,000	.00
10-4260-706	SAFETY EQUIP & SUPPLIES	9,793	15,000	15,000	.00



Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>Total EMERG MGMT &amp; COMPLIANCE COORD:</b>					
		12,039	21,000	20,000	( 1,000)
<b>STREETS</b>					
10-4310-110	SALARIES AND WAGES	161,025	169,878	184,167	14,289
10-4310-120	PART-TIME WAGES	.00	12,500	12,500	.00
10-4310-130	OVERTIME/HOLIDAY PAY	8,219	5,000	5,000	.00
10-4310-210	GROUP INSURANCE	40,277	47,448	55,371	7,923
10-4310-220	SOCIAL SECURITY CONTRIBUT	12,333	14,334	15,428	1,094
10-4310-230	RETIREMENT CONTRIBUTIONS	24,259	28,463	30,633	2,170
10-4310-260	WORKER'S COMPENSATION	7,985	9,650	10,386	736
10-4310-433	OPERATION/ MAINTENANCE ST	178,554	60,000	80,000	20,000
10-4310-610	SUPPLIES	3,657	.00	4,000	4,000
<b>Total STREETS:</b>		<b>436,309</b>	<b>347,273</b>	<b>397,485</b>	<b>50,212</b>
<b>RODEO GROUNDS</b>					
10-4312-424	MAINTENANCE	1,071	1,700	2,000	300
10-4312-612	SUPPLIES	.00	500	500	.00
10-4312-622	ELECTRICITY	2,020	2,500	2,500	.00
10-4312-742	NEW ASSETS	12,454	.00	.00	.00
<b>Total RODEO GROUNDS:</b>		<b>15,545</b>	<b>4,700</b>	<b>5,000</b>	<b>300</b>
<b>BUILDING REPAIR &amp; MAINTENANCE</b>					
10-4315-305	CLEANING SERVICES	5,855	8,900	8,900	.00
10-4315-306	TRASH COLLECTION	15,416	20,000	22,000	2,000
10-4315-314	FIRE EXTINGUISHER MAINTEN	.00	1,000	1,000	.00
10-4315-431	BUILDING MAINTENANCE	16,218	15,000	15,000	.00
10-4315-446	LIGHTS AND ELECTRICAL	3,600	2,000	5,000	3,000
10-4315-447	MAIN STREET COBRA LIGHTS	.00	6,000	6,000	.00
10-4315-612	HOUSEKEEPING SUPPLIES	.00	5,000	5,000	.00
10-4315-621	GAS	25,152	25,000	30,000	5,000
10-4315-622	ELECTRICITY	36,398	42,000	42,000	.00
10-4315-849	IMPROVEMENTS	48,849	50,000	50,000	.00
<b>Total BUILDING REPAIR &amp; MAINTENANCE:</b>		<b>151,489</b>	<b>174,900</b>	<b>184,900</b>	<b>10,000</b>
<b>SHOP</b>					
10-4319-110	SALARIES AND WAGES	56,264	61,439	66,700	5,261
10-4319-130	OVERTIME/HOLIDAY PAY	420	.00	.00	.00
10-4319-210	GROUP INSURANCE	7,582	8,304	9,705	1,401
10-4319-220	SOCIAL SECURITY CONTRIBUT	4,225	4,700	5,103	403
10-4319-230	RETIREMENT CONTRIBUTIONS	8,610	9,333	10,132	799
10-4319-260	WORKER'S COMPENSATION	2,834	3,164	3,435	271
10-4319-402	TIRES	13,704	12,000	12,000	.00
10-4319-432	VEHICLE REPAIR	74,871	68,000	90,000	22,000
10-4319-501	TUITION & REGISTRATION	927	2,000	2,000	.00
10-4319-616	SHOP SUPPLIES	8,855	25,000	10,000	( 15,000)
10-4319-619	TELEPHONE	1,300	.00	2,500	2,500
10-4319-626	FUEL	63,560	69,000	90,000	21,000

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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
Total SHOP:		243,152	262,940	301,575	38,635
<b>WEED &amp; PEST</b>					
10-4326-110	SALARIES AND WAGES	19,493	.00	.00	.00
10-4326-120	PART-TIME WAGES	.00	40,000	40,000	.00
10-4326-130	OVERTIME/HOLIDAY PAY	176	300	300	.00
10-4326-220	SOCIAL SECURITY CONTRIBUT	1,500	3,083	3,083	.00
10-4326-260	WORKER'S COMPENSATION	186	2,075	2,075	.00
10-4326-501	TUITION & REGISTRATION	322	2,000	2,000	.00
10-4326-610	SUPPLIES/CHEMICALS	1,904	10,000	10,000	.00
10-4326-747	SPECIAL MANAGMENT PROGR	26,251	.00	5,000	5,000
10-4326-972	MOSQUITO GRANT	6,598	10,000	10,000	.00
Total WEED & PEST:		56,430	67,458	72,458	5,000
<b>PARKS AND RECREATION</b>					
10-4500-110	SALARIES AND WAGES	203,167	199,164	218,902	19,738
10-4500-120	PART-TIME WAGES	19,994	50,000	50,000	.00
10-4500-130	OVERTIME/HOLIDAY PAY	20,804	10,000	10,000	.00
10-4500-170	PART-TIME PROGRAMS	17,837	30,000	30,000	.00
10-4500-210	GROUP INSURANCE	33,764	39,255	45,848	6,593
10-4500-220	SOCIAL SECURITY CONTRIBUT	19,529	22,121	23,631	1,510
10-4500-230	RETIREMENT CONTRIBUTIONS	30,979	31,772	34,770	2,998
10-4500-250	UNEMPLOYMENT/PART TIME W	.00	3,000	.00	( 3,000)
10-4500-260	WORKER'S COMPENSATION	12,044	14,892	15,908	1,016
10-4500-301	PROF AND CONSULTING	2,817	.00	.00	.00
10-4500-306	TRASH COLLECTION	330	4,500	2,000	( 2,500)
10-4500-335	SPECIAL PROGRAM	11,180	40,000	40,000	.00
10-4500-424	TURF & GROUNDS MAINTENAN	22,598	30,000	35,000	5,000
10-4500-431	BUILDING MAINTENANCE	3,081	5,000	5,000	.00
10-4500-448	TREE MAINTENANCE	1,550	10,000	5,000	( 5,000)
10-4500-451	TRAIL MAINTENANCE/CONSTR	.00	2,000	2,000	.00
10-4500-501	TUITION & REGISTRATION	2,043	1,500	2,000	500
10-4500-514	SALES TAX	194	300	300	.00
10-4500-516	URBAN FOREST COUNCIL	221	500	500	.00
10-4500-527	SPECIAL SERVICES	300	600	600	.00
10-4500-580	TRAVEL	30	4,000	2,000	( 2,000)
10-4500-611	OFFICE EQUIP SUPPLIES & MAI	2,621	2,000	3,000	1,000
10-4500-616	TOOLS & SHOP SUPPLIES	1,696	4,000	4,000	.00
10-4500-619	TELEPHONE	2,600	.00	3,000	3,000
10-4500-630	CONCESSIONS	2,725	3,500	3,500	.00
10-4500-704	REC. EQUIPMENT	2,746	9,000	5,000	( 4,000)
10-4500-742	NEW ASSETS	30,697	7,500	.00	( 7,500)
10-4500-825	MAIN STREET TREES/LANDSC	.00	4,000	.00	( 4,000)
Total PARKS AND RECREATION:		445,546	528,604	541,959	13,355
<b>LANDER GOLF COURSE</b>					
10-4515-432	EQUIPMENT REPAIR/LEASE PA	130,597	25,000	.00	( 25,000)
10-4515-917	BENEFIT SUPPORT	12,000	12,000	43,500	31,500
10-4515-999	MISC OTHER	129	.00	.00	.00

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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
Total LANDER GOLF COURSE:		142,726	37,000	43,500	6,500
<b>CEMETERY</b>					
10-4550-110	SALARIES AND WAGES	100,775	101,008	112,148	11,140
10-4550-120	PART-TIME WAGES	8,066	23,000	23,000	.00
10-4550-130	OVERTIME/HOLIDAY PAY	10,871	2,500	2,500	.00
10-4550-210	GROUP INSURANCE	33,736	36,957	43,146	6,189
10-4550-220	SOCIAL SECURITY CONTRIBUT	8,664	9,678	10,530	852
10-4550-230	RETIREMENT CONTRIBUTIONS	16,067	15,723	17,415	1,692
10-4550-260	WORKER'S COMPENSATION	5,986	6,515	7,089	574
10-4550-301	PROF. & TECHNICAL SERVICE	1,200	2,200	2,200	.00
10-4550-434	BLDG GROUNDS MAINTENANC	1,045	3,200	2,000	( 1,200)
10-4550-436	IRRIGATION SYSTEM REPAIR	.00	3,200	3,200	.00
10-4550-448	TREE MAINTENANCE	2,002	2,000	2,000	.00
10-4550-580	TRAVEL	.00	500	500	.00
10-4550-610	SUPPLIES/TOOLS & EQUIP	2,153	4,000	4,000	.00
10-4550-619	TELEPHONE	1,300	2,000	2,000	.00
10-4550-623	BOTTLED GAS & SUPPLIES	36	800	800	.00
10-4550-660	CHEMICALS	.00	4,000	4,000	.00
10-4550-743	NEW ASSETS	3,968	4,000	5,000	1,000
Total CEMETERY:		195,869	221,281	241,528	20,247
GENERAL- FUND 10 Revenue Total:		5,692,113	6,286,265	7,085,705	799,440
GENERAL- FUND 10 Expenditure Total:		5,638,515	6,286,265	7,085,705	799,440
Net Total GENERAL- FUND 10:		53,599	.00	.00	.00
<b>WATER ENTERPRISE -FUND 20</b>					
<b>WATER INTEREST</b>					
20-361-1000	INTEREST REVENUES	110,479	18,000	160,000	142,000
Total WATER INTEREST:		110,479	18,000	160,000	142,000
<b>WATER REVENUE</b>					
20-371-1000	UTILITY BILLING - WATER	1,963,465	2,000,000	2,150,000	150,000
20-371-1100	RURAL WATER	223,543	240,000	250,000	10,000
20-371-1900	WATER TRANSFER FEE	2,755	5,000	5,000	.00
20-371-2000	WATER SERVICE FEES	5,578	2,000	5,000	3,000
20-371-2100	WATER METERS	1,270	3,000	3,000	.00
20-371-4051	FEMA FUNDS FLOOD 2017	.00	635,653	.00	( 635,653)
20-371-5000	LATE CHARGES	27,873	30,000	30,000	.00
20-371-8000	WATER - BOND SINKING	.00	318,000	318,000	.00
20-371-9000	REIMB. MISC. WATER	627	2,000	1,000	( 1,000)
20-371-9500	LONG/SHORT CONTROL	4	.00	.00	.00
20-371-9745	WWDC GRANT - STORAGE TAN	.00	1,645,935	1,645,935	.00
20-371-9750	AML GRANT	.00	5,500,000	5,500,000	.00

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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
Total WATER REVENUE:		2,225,115	10,381,588	9,907,935	( 473,653)
<b>SEWER REVENUE</b>					
20-372-1000	UTILITY BILLING - SEWER	877,890	775,000	780,000	5,000
20-372-1500	SEWER ROYALTY	2,450	2,500	3,000	500
20-372-2000	SEWER TAP FEES	175	1,000	1,000	.00
20-372-3000	WASTEWATER DUMPING	22,487	30,000	25,000	( 5,000)
20-372-7000	WYOMING OUTDOOR GRANT	.00	.00	17,250	17,250
20-372-8000	SEWER BOND SINKING FUND	.00	248,000	248,000	.00
20-372-9400	CITY SHARE/OPTIONAL MONEY	.00	.00	1,593,750	1,593,750
20-372-9600	SLIB ARPA GRANT	.00	.00	3,000,000	3,000,000
Total SEWER REVENUE:		903,002	1,056,500	5,668,000	4,611,500
<b>SEWER INTEREST</b>					
20-373-1000	INTEREST	35,500	27,000	42,000	15,000
Total SEWER INTEREST:		35,500	27,000	42,000	15,000
<b>OTHER FINANCING SOURCES</b>					
20-390-4000	CHARGEBACK FEES	1,260	1,000	1,000	.00
Total OTHER FINANCING SOURCES:		1,260	1,000	1,000	.00
<b>WATER/SPLIT WAGES</b>					
20-4315-110	SALARIES AND WAGES	423,661	388,549	421,611	33,062
20-4315-130	OVERTIME/HOLIDAY PAY	420	.00	.00	.00
20-4315-210	GROUP INSURANCE	51,419	37,401	42,381	4,980
20-4315-220	SOCIAL SECURITY CONTRIBUT	31,644	29,725	32,253	2,528
20-4315-230	RETIREMENT CONTRIBUTIONS	57,894	54,388	59,410	5,022
20-4315-260	WORKER'S COMPENSATION	19,057	20,010	21,713	1,703
Total WATER/SPLIT WAGES:		584,094	530,073	577,368	47,295
<b>WATER TRANSMISSION &amp; DISTRIB</b>					
20-4320-110	SALARIES AND WAGES	136,301	170,810	180,462	9,652
20-4320-120	PART-TIME WAGES	.00	.00	.00	.00
20-4320-130	OVERTIME	20,328	8,000	8,000	.00
20-4320-210	GROUP INSURANCE	37,544	52,395	61,177	8,782
20-4320-220	SOCIAL SECURITY CONTRIBUT	11,440	13,430	14,169	739
20-4320-230	RETIREMENT CONTRIBUTIONS	23,760	26,668	28,134	1,466
20-4320-260	WORKER'S COMPENSATION	7,794	9,041	9,538	497
20-4320-301	PROF AND CONSULTING	29,742	200,000	50,000	( 150,000)
20-4320-318	WATER SAMPLES TESTING	.00	3,000	3,000	.00
20-4320-406	REPAIR & MAINATENANCE	11,120	.00	11,000	11,000
20-4320-432	VEHICLE REPAIR	4,329	.00	6,000	6,000
20-4320-433	STREET REPAIRS	15,626	35,000	41,000	6,000
20-4320-442	RENTAL OF EQUIPMENT & VEHI	758	.00	.00	.00
20-4320-501	TUITION & REGISTRATION	5,075	3,500	7,000	3,500
20-4320-580	TRAVEL	2,655	2,000	3,000	1,000
20-4320-610	SUPPLIES	8,379	.00	14,000	14,000

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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
20-4320-619	TELEPHONE	18,253	5,000	15,000	10,000
20-4320-621	GAS	6,016	5,000	7,300	2,300
20-4320-622	ELECTRICITY	5,971	9,000	9,000	.00
20-4320-626	FUEL	31,274	18,000	36,000	18,000
20-4320-629	GRAVEL	.00	7,500	10,000	2,500
20-4320-706	SAFETY MATERIALS	653	6,000	6,000	.00
20-4320-720	METER REPLACEMENT	4,740	20,000	15,000	( 5,000)
20-4320-741	FLOOD DAMAGE REPAIR - FEM	597,341	635,653	.00	( 635,653)
20-4320-742	NEW ASSETS	225	.00	.00	.00
20-4320-843	PROJECT COST - WELLS AT WT	104,118	1,645,935	1,645,935	.00
20-4320-861	OPERATIONS AND MAINTENAN	102,933	80,000	129,000	49,000
20-4320-907	4 M GAL. TANK SITE LEASE	2,704	3,500	3,000	( 500)
20-4320-915	STORAGE TANK REPLACEMEN	1,661	.00	.00	.00
20-4320-965	AML PROJECT	.00	5,500,000	5,500,000	.00
20-4320-972	LINCOLN ST PROJECT	.00	.00	5,312,500	5,312,500
Total WATER TRANSMISSION & DISTRIB:		1,190,738	8,459,432	13,125,215	4,665,783
<b>WATER TREATMENT PLANT</b>					
20-4325-110	SALARIES AND WAGES	186,370	231,839	260,309	28,470
20-4325-130	OVERTIME/HOLIDAY PAY	22,214	20,000	20,000	.00
20-4325-210	GROUP INSURANCE	35,885	30,896	36,087	5,191
20-4325-220	SOCIAL SECURITY CONTRIBUT	15,327	19,266	21,444	2,178
20-4325-230	RETIREMENT CONTRIBUTIONS	31,684	38,255	42,579	4,324
20-4325-260	WORKER'S COMPENSATION	10,429	12,970	14,436	1,466
20-4325-301	PROFESSIONAL FEES	9,113	.00	5,000	5,000
20-4325-318	WATER SAMPLES TESTING	3,216	6,500	7,000	500
20-4325-432	VEHICLE REPAIR	51	.00	.00	.00
20-4325-501	TUITION & REGISTRATION	1,493	5,000	.00	( 5,000)
20-4325-580	TRAVEL	1,270	2,000	2,000	.00
20-4325-610	SUPPLIES	6,472	.00	6,000	6,000
20-4325-619	TELEPHONE	1,566	5,000	2,000	( 3,000)
20-4325-621	GAS	24,337	35,000	35,000	.00
20-4325-622	ELECTRICITY	14,489	35,000	35,000	.00
20-4325-650	TREATMENT PLANT LAB EQUIP	28,111	.00	5,000	5,000
20-4325-661	CHLORINE	15,323	25,000	25,000	.00
20-4325-663	CHEMICAL FEED SUPPLIES	61,210	80,000	90,000	10,000
20-4325-706	SAFE. EQUIP. & BARRICADE	203	15,000	15,000	.00
20-4325-861	OPERATIONS AND MAINTENAN	116,013	125,000	125,000	.00
Total WATER TREATMENT PLANT:		584,776	686,726	746,855	60,129
<b>WASTEWATER-SEWER COLLECTION</b>					
20-4410-110	SALARIES AND WAGES	135,878	170,810	180,462	9,652
20-4410-130	OVERTIME/HOLIDAY PAY	20,750	1,500	1,500	.00
20-4410-210	GROUP INSURANCE	37,535	52,395	61,177	8,782
20-4410-220	SOCIAL SECURITY CONTRIBUT	11,440	13,430	14,169	739
20-4410-230	RETIREMENT CONTRIBUTIONS	23,760	26,668	28,134	1,466
20-4410-260	WORKER'S COMPENSATION	7,794	9,041	9,538	497
20-4410-313	VIDEO & CLEANING	30,176	70,000	70,000	.00
20-4410-431	BUILDING MAINTENANCE	132	.00	.00	.00
20-4410-501	TUITION & REGISTRATION	.00	1,000	.00	( 1,000)

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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
20-4410-580	TRAVEL	80	1,500	.00	( 1,500)
20-4410-626	FUEL	31,399	20,000	35,000	15,000
20-4410-716	WW-OPERATIONS & MAINTENA	109,406	50,000	146,000	96,000
20-4410-742	NEW ASSETS	.00	.00	.00	.00
Total WASTEWATER-SEWER COLLECTION:		408,350	416,344	545,980	129,636
<b>WASTEWATER LAGOON SYSTEM</b>					
20-4415-110	SALARIES AND WAGES	59,600	63,970	67,201	3,231
20-4415-130	OVERTIME/HOLIDAY PAY	2,913	1,500	1,500	.00
20-4415-210	GROUP INSURANCE	13,121	14,365	16,764	2,399
20-4415-220	SOCIAL SECURITY CONTRIBUT	4,506	5,008	5,256	248
20-4415-230	RETIREMENT CONTRIBUTIONS	9,496	9,945	10,436	491
20-4415-260	WORKER'S COMPENSATION	3,126	3,372	3,538	166
20-4415-334	WW LAB/TESTING	24,858	25,000	40,000	15,000
20-4415-431	BUILDING MAINTENANCE	.00	.00	5,000	5,000
20-4415-501	TUITION & REGISTRATION	.00	2,000	2,000	.00
20-4415-580	TRAVEL	160	2,500	2,500	.00
20-4415-610	SUPPLIES	28	.00	.00	.00
20-4415-619	TELEPHONE	258	500	500	.00
20-4415-622	ELECTRICITY	39,038	45,000	45,000	.00
20-4415-716	WW-OPERATIONS & MAINTENA	45,513	40,000	85,000	45,000
20-4415-744	EQUIPMENT	3,933	.00	.00	.00
Total WASTEWATER LAGOON SYSTEM:		206,551	213,160	284,695	71,535
<b>ACCOUNTING &amp; COLLECTING</b>					
20-4510-110	SALARIES AND WAGES	44,905	43,143	46,896	3,753
20-4510-130	OVERTIME/HOLIDAY PAY	743	3,000	3,000	.00
20-4510-210	GROUP INSURANCE	9,633	8,304	9,705	1,401
20-4510-220	SOCIAL SECURITY CONTRIBUT	3,351	3,530	3,817	287
20-4510-230	RETIREMENT CONTRIBUTIONS	6,934	7,009	7,579	570
20-4510-260	WORKER'S COMPENSATION	2,282	2,376	2,570	194
20-4510-301	PROF. & TECHNICAL SERVICE	316,721	98,000	250,000	152,000
20-4510-302	PROF FEES - COMPUTERS	.00	10,000	.00	( 10,000)
20-4510-307	INSURANCE, O/THAN EMPLOY	52,161	50,000	60,000	10,000
20-4510-308	ADVERTISING	2,500	2,000	3,000	1,000
20-4510-321	GENERAL ATTORNEY	24,530	35,000	35,000	.00
20-4510-431	BUILDING MAINTENANCE	5,225	10,000	10,000	.00
20-4510-501	TUITION	1,590	4,000	4,000	.00
20-4510-534	CREDIT CARD CHARGES	24,422	25,000	30,000	5,000
20-4510-535	BROKERAGE FEES	3,056	3,000	3,000	.00
20-4510-580	TRAVEL	1,373	5,000	4,000	( 1,000)
20-4510-609	POSTAGE	10,000	18,000	18,000	.00
20-4510-610	SUPPLIES	18,268	20,000	20,000	.00
20-4510-619	TELEPHONE	4,000	20,000	7,000	( 13,000)
20-4510-641	DUES	9,714	10,000	10,000	.00
20-4510-642	FILING FEES	19	500	500	.00
20-4510-650	FLEX SHARE FEES	133	2,000	2,000	.00
20-4510-901	DWSRF LOAN #194 - WATER	185,000	185,000	185,000	.00
20-4510-904	DWSRF LOAN #180 - WATER	33,000	33,000	33,000	.00
20-4510-905	CWSRF LOAN #125 - STP	50,000	50,000	50,000	.00

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
20-4510-906	DWSRF LOAN #128 -WATER	100,000	100,000	100,000	.00
20-4510-907	CWSFR LOAN #141 - STP	132,000	132,000	132,000	.00
20-4510-908	CWSFR LOAN #142 - STP	66,000	66,000	66,000	.00
20-4510-920	REPLACEMENT FUND - WATER	38,933	232,491	( 597,245)	( 829,736)
Total ACCOUNTING & COLLECTING:		1,146,494	1,178,353	498,822	( 679,531)
WATER ENTERPRISE -FUND 20 Revenue Total:		3,275,356	11,484,088	15,778,935	4,294,847
WATER ENTERPRISE -FUND 20 Expenditure Total:		4,121,003	11,484,088	15,778,935	4,294,847
Net Total WATER ENTERPRISE -FUND 20:		( 845,647)	.00	.00	.00

**LWCF LAND ACQUISITION-FUND 35****GRANT REVENUE**

35-330-3010	DONATIONS	7,564	.00	.00	.00
35-330-3020	LANDER DISTRICT REC BOARD	37,077	40,000	.00	( 40,000)
35-330-4000	CITY SHARE	114,042	.00	.00	.00
Total GRANT REVENUE:		158,684	40,000	.00	( 40,000)

**GRANT EXPENSE**

35-4000-705	PROFESSIONAL FEES	37,077	.00	.00	.00
35-4000-731	PROJECT COSTS	.00	40,000	.00	( 40,000)
Total GRANT EXPENSE:		37,077	40,000	.00	( 40,000)

LWCF LAND ACQUISITION-FUND 35 Revenue Total:

158,684 40,000 .00 ( 40,000)

LWCF LAND ACQUISITION-FUND 35 Expenditure Total:

37,077 40,000 .00 ( 40,000)

Net Total LWCF LAND ACQUISITION-FUND 35:

121,607 .00 .00 .00

**HEALTHY RIVERS - FUND 38****GRANT REVENUE**

38-330-4900	DONATIONS	4,000	.00	.00	.00
Total GRANT REVENUE:		4,000	.00	.00	.00

**GRANT EXPENSE**

38-4000-700	PROJECT COSTS	656	.00	.00	.00
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Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
	Total GRANT EXPENSE:	656	.00	.00	.00
	HEALTHY RIVERS - FUND 38 Revenue Total:	4,000	.00	.00	.00
	HEALTHY RIVERS - FUND 38 Expenditure Total:	656	.00	.00	.00
	Net Total HEALTHY RIVERS - FUND 38:	3,344	.00	.00	.00
<b>ARPA FUNDS - FUND 39</b>					
<b>GRANT EXPENSE</b>					
39-4000-600	REVENUE REPLACEMENT	.00	.00	.00	.00
39-4000-700	CITY SHARE	300,000	.00	.00	.00
	Total GRANT EXPENSE:	300,000	.00	.00	.00
	ARPA FUNDS - FUND 39 Revenue Total:	.00	.00	.00	.00
	ARPA FUNDS - FUND 39 Expenditure Total:	300,000	.00	.00	.00
	Net Total ARPA FUNDS - FUND 39:	( 300,000)	.00	.00	.00
<b>ECONOMIC DEVL TAX - FUND 45</b>					
<b>GRANT REVENUE</b>					
45-330-4000	ECONOMIC DEVELP TAX	704,521	770,000	820,000	50,000
	Total GRANT REVENUE:	704,521	770,000	820,000	50,000
<b>GRANT EXPENSE</b>					
45-4000-700	ECONOMIC DEVEL PROJECTS	366,831	539,000	574,000	35,000
45-4000-713	AIR TRANSPORTATION	128,677	154,000	164,000	10,000
45-4000-715	GROUND TRANSPORTATION	64,338	77,000	82,000	5,000
	Total GRANT EXPENSE:	559,846	770,000	820,000	50,000
	ECONOMIC DEVL TAX - FUND 45 Revenue Total:	704,521	770,000	820,000	50,000
	ECONOMIC DEVL TAX - FUND 45 Expenditure Total:	559,846	770,000	820,000	50,000
	Net Total ECONOMIC DEVL TAX - FUND 45:	144,675	.00	.00	.00



Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>AIRPORT SPECIAL REV FUND- 50</b>					
<b>GRANT REVENUE</b>					
50-333-3001	FUEL SALES	200,112	170,000	219,359	49,359
50-333-3005	HANGER RENTS	22,803	24,000	24,000	.00
50-333-3010	AVIATION TAX	860	2,000	2,000	.00
50-333-4001	FAA/AERO EQUIPMENT GRANT	.00	.00	308,609	308,609
50-333-4002	FAA/AERO PAVEMENT MAINTENANCE	1,480,866	3,516,544	.00	(3,516,544)
50-333-4003	STATE/EQUIPMENT GRANT	127,032	180,000	.00	( 180,000)
50-333-4005	STATE/PAVEMENT MAINTENANCE	121,617	182,754	.00	( 182,754)
50-333-4007	STATE - RUNWAY	.00	203,060	.00	( 203,060)
50-333-4011	COVID AIRPORT FUNDS	25,197	59,000	.00	( 59,000)
50-333-5020	AERO/AIRPORT CRACK SEAL,	188,695	225,000	225,000	.00
50-333-5040	AERO/TERMINAL	.00	294,800	294,800	.00
50-333-6000	FLY-IN GRANT	2,500	2,500	2,500	.00
50-333-6010	FLY IN DONATION	.00	.00	.00	.00
Total GRANT REVENUE:		2,169,683	4,859,658	1,076,268	(3,783,390)
<b>GRANT EXPENSE</b>					
50-4000-308	ADVERTISING	2,104	2,000	2,000	.00
50-4000-320	PROFESSIONALS	29,942	42,184	49,000	6,816
50-4000-349	NPDES PERMIT	50	500	200	( 300)
50-4000-431	BUILDING MAINTENANCE	19,360	5,000	15,000	10,000
50-4000-432	EQUIPMENT REPAIR	3,932	3,000	3,000	.00
50-4000-501	TUITION & REGISTRATION	796	200	800	600
50-4000-534	CREDIT CARD FEES	5,076	3,500	5,500	2,000
50-4000-580	DUES, CONFERENCE & TRAVEL	259	500	500	.00
50-4000-610	SUPPLIES	13,507	1,000	3,000	2,000
50-4000-619	TELEPHONE/INTERNET	2,775	7,500	5,000	( 2,500)
50-4000-626	FUEL	137,786	150,000	150,000	.00
50-4000-737	SEAL COAT & MARK	14,703	225,000	225,000	.00
50-4000-829	TAXIWAY	2,550,729	3,923,474	.00	(3,923,474)
50-4000-850	NEW ASSET	8,547	200,000	321,468	121,468
50-4000-854	FLY-IN EXPENSES	.00	1,000	1,000	.00
50-4000-855	AIRPORT - TERMINAL	.00	294,800	294,800	.00
Total GRANT EXPENSE:		2,789,567	4,859,658	1,076,268	(3,783,390)
AIRPORT SPECIAL REV FUND- 50 Revenue Total:		2,169,683	4,859,658	1,076,268	(3,783,390)
AIRPORT SPECIAL REV FUND- 50 Expenditure Total:		2,789,567	4,859,658	1,076,268	(3,783,390)
Net Total AIRPORT SPECIAL REV FUND- 50:		( 619,883)	.00	.00	.00

**PARK/REC GRANT - FUND 51**

Periods: 01/23-05/23

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>GRANT EXPENSE</b>					
51-4000-741	SPECIAL PROJECTS	.00	.00	.00	.00
51-4000-842	FORESTRY PROJECT	.00	.00	.00	.00
Total GRANT EXPENSE:		.00	.00	.00	.00
PARK/REC GRANT - FUND 51 Revenue Total:		.00	.00	.00	.00
PARK/REC GRANT - FUND 51 Expenditure Total:		.00	.00	.00	.00
Net Total PARK/REC GRANT - FUND 51:		.00	.00	.00	.00
<b>WBC GRANT MAVEN - FUND 54</b>					
<b>GRANT REVENUE</b>					
54-333-1000	GRANT REVENUE	504,926	3,000,000	.00	(3,000,000)
54-333-1100	OWNER SHARE	263,228	.00	140,000	140,000
54-333-6500	LOAN PROCEEDS	.00	3,000,000	.00	(3,000,000)
Total GRANT REVENUE:		768,154	6,000,000	140,000	(5,860,000)
<b>GRANT EXPENSE</b>					
54-4000-600	LOAN PAYMENT	.00	.00	133,950	133,950
54-4000-605	ECONOMIC DEVELOP DISTRIB	.00	.00	4,538	4,538
54-4000-606	STATE DISTRIBUTION	.00	.00	1,512	1,512
54-4000-700	PROJECT COSTS	3,893,754	6,000,000	.00	(6,000,000)
54-4000-702	PROPERTY TAXES	.00	.00	.00	.00
54-4000-825	INSURANCE	( 2,860)	.00	.00	.00
Total GRANT EXPENSE:		3,890,894	6,000,000	140,000	(5,860,000)
WBC GRANT MAVEN - FUND 54 Revenue Total:		768,154	6,000,000	140,000	(5,860,000)
WBC GRANT MAVEN - FUND 54 Expenditure Total:		3,890,894	6,000,000	140,000	(5,860,000)
Net Total WBC GRANT MAVEN - FUND 54:		( 3,122,740)	.00	.00	.00
<b>SECTION 205 - FUND 55</b>					
<b>GRANT REVENUE</b>					
55-333-4007	CITY MATCH	125,000	896,095	25,000	( 871,095)
55-333-4009	FEMA GRANT	.00	2,090,899	75,000	(2,015,899)
Total GRANT REVENUE:		125,000	2,986,994	100,000	(2,886,994)

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
<b>GRANT EXPENSE</b>					
55-4000-710	RELOCATION - LAND	137,052	2,986,985	.00	(2,986,985)
55-4000-726	STUDY	.00	.00	100,000	100,000
Total GRANT EXPENSE:		137,052	2,986,985	100,000	(2,886,985)
SECTION 205 - FUND 55 Revenue Total:		125,000	2,986,994	100,000	(2,886,994)
SECTION 205 - FUND 55 Expenditure Total:		137,052	2,986,985	100,000	(2,886,985)
Net Total SECTION 205 - FUND 55:		( 12,052)	9	.00	( 9)

**ASSISTED LIVING - FUND 56****GRANT REVENUE**

56-330-4700	USDA GRANT/LOAN	.00	13,500,000	.00	(13,500,000)
56-330-4710	MISC GRANTS	.00	900,000	.00	( 900,000)
56-330-4770	DONATIONS	.00	1,500,000	180,000	(1,320,000)
56-330-9110	WBC GRANT	.00	.00	987,895	987,895
Total GRANT REVENUE:		.00	15,900,000	1,167,895	(14,732,10)

**GRANT EXPENSE**

56-4000-308	ADVERTISING	804	.00	.00	.00
56-4000-320	PROJECT COST - ASSISTED LIV	154,927	15,900,000	1,167,895	(14,732,10)
56-4000-893	OUTSIDE SERVICES	107,655	.00	.00	.00
Total GRANT EXPENSE:		263,386	15,900,000	1,167,895	(14,732,10)
ASSISTED LIVING - FUND 56 Revenue Total:		.00	15,900,000	1,167,895	(14,732,10)
ASSISTED LIVING - FUND 56 Expenditure Total:		263,386	15,900,000	1,167,895	(14,732,10)
Net Total ASSISTED LIVING - FUND 56:		( 263,386)	.00	.00	.00

**OPTIONAL SALES TAX FUND 65****GRANT REVENUE**

65-333-4006	OPTIONAL SALES TAX	1,408,497	1,520,000	1,650,000	130,000
65-333-4008	SAFE ROUTES TO SCHOOL	.00	1,131,125	1,131,125	.00
65-333-4010	TAP GRANT	.00	1,085,880	2,073,970	988,090
Total GRANT REVENUE:		1,408,497	3,737,005	4,855,095	1,118,090

**GRANT EXPENSE**

65-4000-711	SAFE ROUTES TO SCHOOL	2,496	.00	.00	.00
65-4000-714	PARKS LAND PURCHASE	12,471	.00	.00	.00

Account Number	Account Title	2022-23 Current year Actual	2022-23 Current year Budget	2023-24 Future year Budget	VARIANCE
65-4000-716	SMITH CREEK	8,310	3,000	.00	( 3,000)
65-4000-725	TRANSPORTATION	.00	1,200,000	1,200,000	.00
65-4000-726	BALDWIN CREEK/9TH	.00	1,250,000	1,250,000	.00
65-4000-740	MISC SMALL STREET REPAIRS	63,269	1,284,005	2,405,095	1,121,090
Total GRANT EXPENSE:		86,545	3,737,005	4,855,095	1,118,090
OPTIONAL SALES TAX FUND 65 Revenue Total:		1,408,497	3,737,005	4,855,095	1,118,090
OPTIONAL SALES TAX FUND 65 Expenditure Total:		86,545	3,737,005	4,855,095	1,118,090
Net Total OPTIONAL SALES TAX FUND 65:		1,321,952	.00	.00	.00
<b>LANDER SENIOR ENDOWMENT</b>					
<b>ENDOWMENT REVENUE</b>					
70-361-0200	TRANSFER FROM ENDOWMEN	.00	18,000	18,800	800
70-361-0210	INTEREST	900	2,000	2,000	.00
Total ENDOWMENT REVENUE:		900	20,000	20,800	800
<b>ENDOWMENT EXPENSES</b>					
70-5000-431	BUILDING MAINTENANCE	31,645	20,000	20,000	.00
70-5000-700	BANK CHARGES	530	.00	800	800
70-5000-815	NEW ASSETS	950	.00	.00	.00
Total ENDOWMENT EXPENSES:		33,124	20,000	20,800	800
LANDER SENIOR ENDOWMENT Revenue Total:		900	20,000	20,800	800
LANDER SENIOR ENDOWMENT Expenditure Total:		33,124	20,000	20,800	800
Net Total LANDER SENIOR ENDOWMENT:		( 32,225)	.00	.00	.00
Net Grand Totals:		( 3,550,757)	9	.00	( 9)

City of Lander

Proposed Budget

**To be read at council meeting**

For the Fiscal Year ending June 30, 2024

GENERAL FUND	\$ 7,085,705
ENTERPRISE FUND	\$ 15,778,935
OPTIONAL TAX	\$ 4,855,095
ECONOMIC DEVL TAX	\$ 820,000
AIRPORT FUND	\$ 1,076,268
CAPITAL PROJECTS	\$ 1,407,895
SENIOR CENTER	\$ 20,800

**Anti-Discrimination Proclamation June 2023**

WHEREAS the month of June has been historically designated as a month which celebrates everyone’s right to live without fear of prejudice, discrimination, violence, or hatred based on their ethnicity, race, sexual orientation, gender identity, class, religious beliefs, disability, or other lived experiences and

WHEREAS the City of Lander is dedicated to ensuring that all people, but especially those most vulnerable to violence and discrimination, are empowered to live freely and authentically, and

WHEREAS the City of Lander is committed to upholding the rights of all to gather peaceably in public places, as enshrined in our First Amendment, and acknowledges the continued need for education and awareness to end discrimination and prejudice, and

WHEREAS, the City of Lander is committed to honoring our diverse community and building a culture of love, inclusion, and acceptance,

THEREFORE I, Monte Richardson, Mayor of the City of Lander, along with members of the Lander City Council, do hereby proclaim the month of June 2023 as Anti-Discrimination Month for all people, and commit to working for equality and justice for all.



# CITY OF LANDER - REGULAR COUNCIL MEETING

Tuesday, May 09, 2023, at 6:00 PM  
City Council Chambers, 240 Lincoln Street

## MINUTES

### 1. CALL TO ORDER

- A. Pledge of Allegiance-Mayor Richardson lead the Pledge of Allegiance at 6:00 PM
- B. Roll Call

Governing Body Present: Mayor Richardson, Councilmembers Missy White, Josh Hahn, Melinda Cox, John Larsen, Julia Stuble and Dan Hahn.

City Staff Present: Lander Chief of Police Scott Peters, Assistant Mayor RaJean Strube-Fossen, City Clerk Rachele Fontaine, City Treasurer Charri Lara, Airport and Firehall Facilities Manager Chris Johnson, Community Development Coordinator Anne Even, City Attorney Adam Phillips.

### 2. APPROVAL OF AGENDA

Mayor Richardson announced an Amendment of the Agenda was needed to delete #3 Kara Colovich’s presentation and to move the Executive Session from #11 to #3.

MOTION: Councilmember Cox moved to Amend the Agenda to delete #3 Kara Colovich’s presentation and to move the Executive Session from #11 to #3. Councilmember Stuble seconded the motion. Motion passes unanimously.

MOTION: approve the agenda amend the agenda and approve the agenda as amended. Councilmember seconded the motion. Motion passed unanimously.

### 3. EXECUTIVE SESSION

- A. Litigation

MOTION: Councilmember Stuble moved to enter Executive Session to discuss litigation at 6:01 PM. Councilmember Cox seconded the motion. Motion passed unanimously.

MOTION: Councilmember White moved to exit Executive Session to discuss litigation at 6:08 PM. Councilmember Stuble seconded the motion. Motion passed unanimously.

### 4. COMMUNICATION FROM THE FLOOR

- A. Public Comment-None

### 5. PROCLAMATIONS

- A. Kid To Parks Day May 20, 2023-Read by Councilmember Read by Councilmember White
- B. Elks National Youth Week May 1-7, 2023, Proclamation-Read by Councilmember Read by Councilmember Cox and presented to Debbie Meredith, Elk’s member.

### 6. MAYOR AND COUNCIL UPDATES

Councilmember Larsen- Provided an update on LOTRA’s preparation for the Fourth of July Rodeo, the Chamber and Brewfest and the Solid Waste Board.

Councilmember White-Provided an update on the Senior Center, FAST, the Good Samaritan community meal service increase, and housing issues.

Councilmember Dan Hahn- Provided comment on Jackson’s community growth.

Councilmember Cox -Provided on update from FCSD#1, as well as on LEDA changes and activities.

Councilmember Stuble-Provided an update on the EE Task Force and reported the conservation district meets tomorrow.

CITY OF LANDER MISSION STATEMENT  
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Mayor Richardson-Thanked department heads for their hard work.

**7. STAFF REPORTS**

Chief Peters-Provided an update on issues vehicles and pedestrians/bikes and grant applications. Airport and Fire Hall Facilities Manager- Chris Johnson- Provided updates on the airport taxiway and grant funding for radios.

Assistant Mayor RaJean Strube Fossen- Provided an update on the EE Tasks force presentation, and the Safe Streets for All project. She reminded people that LEDA and LIFT are looking for volunteers, the Housing Authority Board will have an opening and the MAVEN grand opening is Thursday at 1 PM. City Treasurer Charri Lara-Provided a LIFT committee update if council wants changes prior to scoring the new applicants that should be on the next work session. Update on low-income water. Going to Portland GFOA conference scholarship tuition for.

City Attorney – Discussed the process on Motions to Table agenda items.

City Clerk Rachele Fontaine- The City is in the process of hiring temporary summer and street positions. The council will see proposed changes to Ordinances and Resolutions concerning the ability to waive elected official salaries, procurement policies, the definition of entertainment for bar & grill licensing and Public Officer Training.

**8. CONSENT AGENDA**

- A. April 11, 2023, Regular Council Meeting Minutes
- B. April 25, 2023, Regular Council Meeting Minutes
- C. April 25, 2023, Work Session Council Meeting Minutes

MOTION: Councilmember Cox moved to approve the consent agenda. Councilmember Larsen seconded the motion. Motion passed unanimously.

**9. NEW BUSINESS (ACTION ITEMS)**

- A. City Treasurer Charri Lara Read Proposed City of Lander Budget FY 2023-2024 Into the Record

MOTION: Councilmember Larsen moved to approve the city budget as read. Councilmember White seconded the motion. Motion passed unanimously.

- B. Authorize Mayor to sign Request for FAA Approval of Agreement for Trade Entitlements waiving receipt of \$150,000.00 from fiscal years 2020 and 2023 for the Hunt Field Airport so that those sums can be made available to the Fort Bridger Airport

MOTION: Councilmember Cox moved to Authorize Mayor to sign Request for FAA Approval of Agreement for Trade Entitlements waiving receipt of \$150,000.00 from fiscal years 2020 and 2023 for the Hunt Field Airport so that those sums can be made available to the Fort Bridger Airport. Councilmember White seconded the motion. Motion passed unanimously.

- C. Authorize the Mayor to sign John Deere Customer Purchase Agreement/Commitment to Lease for John Deere Construction, Utility and Forestry Products and Compact Construction Equipment-US PA#09052254 for the purchase of a John Deere 624 P-Tier Wheel Loader, 2023 WAUSAU 1850 BMP Blue Max Airport Plow and a 2023 CRAIG 5 yd light material bucket in the total amount of \$321, 468.05 for the Hunt Field Airport as previously approved.

MOTION: Councilmember Dan Hahn moved to Authorize the Mayor to sign John Deere Customer Purchase Agreement/Commitment to Lease for John Deere Construction, Utility and Forestry Products and Compact Construction Equipment-US PA#09052254 for the purchase of a John Deere 624 P-Tier Wheel Loader, 2023 WAUSAU 1850 BMP Blue Max Airport Plow and a 2023 CRAIG 5 yd light material bucket in the total amount of \$321, 468.05 for the Hunt Field Airport as previously approved. Councilmember Larsen seconded the motion. Motion passed unanimously.

- D. Authorize the Mayor to sign Memorandum of Understanding Between the Fremont County Pioneer Museum and the City of Lander

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MOTION: Councilmember Larsen moved to Authorize the Mayor to sign Memorandum of Understanding Between the Fremont County Pioneer Museum and the City of Lander. Councilmember Cox seconded the motion. Motion passes unanimously.

- E. Award Bid to American Road Maintenance in the total amount of \$117,766.00 for the Lander Hunt Field Airport-LND Pavement Maintenance Project.

MOTION: Councilmember Stuble moved to Award Bid to American Road Maintenance in the total amount of \$117,766.00 for the Lander Hunt Field Airport-LND Pavement Maintenance Project. Councilmember Josh Hahn seconded the motion. Motion passed unanimously.

- F. Approve Wind River Visitors Council's Proposed Budget and Operating Plan FY 2023-2024

MOTION: Councilmember Cox moved to Approve Wind River Visitors Council's Proposed Budget and Operating Plan FY 2023-2024. Councilmember Stuble seconded the motion. Motion passed unanimously.

- G. Authorize Mayor to Sign Agreement Amendment-FY2023 Transportation Alternatives Program (TAP) Project CD23514

MOTIOIN: Councilmember White moved to Authorize Mayor to Sign Agreement Amendment-FY2023 Transportation Alternatives Program (TAP) Project CD23514. Councilmember Stuble seconded the motion. Motion passes unanimously.

- H. Authorize Mayor to Sign Agreement Amendment -FY2023 Transportation Alternatives Program (TAP) Project CD23513

MOTION: Councilmember Cox moved to Authorize Mayor to Sign Agreement Amendment -FY2023 Transportation Alternatives Program (TAP) Project CD23513. Councilmember Larsen seconded the motion. Motion passed unanimously.

- I. Authorize the Mayor to sign the Addendum to the Extension of the Golf Course Lease Agreement

DISCUSSION: Councilmember Stuble discussed section two terms. She proposes terminology clarifying that the terms of execution of the agreement are not solely for season passes but that it is also for golf operations.

MOTION: Councilmember White moved to amend the addendum language in section two to clarify that the lump sum payment is made for golf course operations and in return the golf course agrees to provide golf course operations and and season passes for each city employee. Councilmember Larsen seconded the motion. Motion passed unanimously.

MOTION: Councilmember Stuble moved to Authorize the Mayor to sign the Addendum to the Extension of the Golf Course Lease Agreement as amended. Councilmember Cox seconded the motion. Motion passed unanimously.

- J. Authorize the Mayor to sign the Notice of Award dated 5/9/2023 to High Country Construction, Inc. in the amount of 9,484,375.50 for the Lander High-Pressure Water System Upgrades- Phase III Projects.

MOTION: Councilmember Stuble moved to Authorize the Mayor to sign the Notice of Award dated 5/9/2023 to High Country Construction, Inc. in the amount of 9,484,375.50 for the Lander High-Pressure Water System Upgrades- Phase III Projects. Councilmember White seconded the motion. Motion passed unanimously.

- K. Authorize payment of Bills and Claims

4IMPRINT INC Pig stress balls for Pig Roast 1,831.49, 71 CONSTRUCTION CO Asphalt Patching 45,064.38, Total ADAM E PHILLIPS ATTORNEY AT LAW (666): 4,460.00, AFFORDABLE TREE CARE, LLC remove christmas lights, dead limbs main street 1,550.00, ALSCO Community Center Linens 284.80, ALSCO Community Center Linens 101.29, Total ALSCO (917): 386.09, APEX SURVEYING INC Smith Creek Subdivision plat finalization 407.75 Total APEX SURVEYING INC (1238): 407.75, ARTERY CONSTRUCTION tried to thew water main 100 blk south second 560.00 Total ARTERY CONSTRUCTION (37): 560.00 BADGER ENTERPRISES Snow Removal Assistance 15,410.00 Total BADGER ENTERPRISES (1107): 15,410.00 BADGER METER INC Beacon Mobile Hosting April 2023 291.87 BADGER METER INC credit for endpoints 474.30- Total BADGER METER INC (44): 182.43- BERNARD PLUMBING Golf Course Plumbing 734.21 BERNARD PLUMBING Hanger Building Plumbing 512.83 Total BERNARD PLUMBING (1067): 1,247.04 BOYLE ELECTRIC Update electrical for Guardian Flight Building 3,925.47 Total BOYLE ELECTRIC (1229): 3,925.47 CENTRAL BANK & TRUST Petty Cash May 2023 89.00 CENTRAL BANK & TRUST Petty Cash May 2023 25.00 CENTRAL BANK & TRUST Petty Cash May 2023 93.00 CENTRAL BANK & TRUST Petty Cash May 2023 108.00 CENTRAL BANK & TRUST Petty Cash May 2023 188.00 CENTRAL BANK & TRUST Petty Cash May 2023 80.00 Total CENTRAL BANK & TRUST (96): 583.00 CENTRAL WYOMING CLIMBERS ALLIANCE 1/2 cent recipient 421.50 Total CENTRAL WYOMING CLIMBERS ALLIANCE (1307): 421.50 CITY OF RIVERTON 2023/01 Distribution 39,298.83 Total CITY OF RIVERTON (943): 39,298.83 CITY PLUMBING & HEATING INC Water Heater Repair 213.75 Total CITY PLUMBING & HEATING INC (105): 213.75 CIVICPLUS website domain and DNS hosting 323.69 Total CIVICPLUS (1226): 323.69 CLAIRE CELLA digitizing of the LVFD logo for promotional use 200.00 Total CLAIRE CELLA (1374): 200.00 CONNOR, ADAM 1/2 Recipient 1,426.62 Total CONNOR, ADAM (1373): 1,426.62 COWBOY SUPPLY HOUSE Community Center Supplies 715.80 Total COWBOY SUPPLY HOUSE (121): 715.80 CROSSING THE THRESHOLD LLC 1/2 Recipient 1,000.00 CROSSING THE THRESHOLD LLC 1/2 recipient 690.00

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Total CROSSING THE THRESHOLD LLC (1359): 1,690.00 DEPT OF WORKFORCE SERVICES Reimbursable Billing Q1 2023 4,576.00 Total DEPT OF WORKFORCE SERVICES (1096): 4,576.00 DICKINSON CREEK CO Annual dues for Popo Agie River Park water rig 25.00 Total DICKINSON CREEK CO (1296): 25.00 DORSETT TECHNOLOGIES INC Adding thermostats to process area and old Pla 3,613.55 Total DORSETT TECHNOLOGIES INC (1149): 3,613.55 EDLUND CONSTRUCTION LLC Ceiling Tiles & Geese 1,940.00 Total EDLUND CONSTRUCTION LLC (1155): 1,940.00 EMPLOYEE REIMBURSEMENTS TRAVEL REIMBURSEMENT-CASELLE TRAINI 124.50 EMPLOYEE REIMBURSEMENTS TRAVEL REIMBURSEMENT-CASELLE TRAINI 124.50 EMPLOYEE REIMBURSEMENTS TRAVEL REIMBURSEMENT - CHEYENNE FEB 175.00 Total EMPLOYEE REIMBURSEMENTS (154): 424.00 ERDMAN COMPANY Conceptual and Design Fees, Bid/Permit Fees 80,000.00 Total ERDMAN COMPANY (1282): 80,000.00 FERGUSON ENTERPRISES INC hymax oversized couplers 1,896.50 FERGUSON ENTERPRISES INC 8" repair clamps 498.00 FERGUSON ENTERPRISES INC 6" repair clamp 260.60 FERGUSON ENTERPRISES INC 6" fittings 1,995.00 FERGUSON ENTERPRISES INC 6" clamp 210.00 FERGUSON ENTERPRISES INC 3-6" repair clamps 727.86 FERGUSON ENTERPRISES INC 6" repair clamp 210.00 FERGUSON ENTERPRISES INC 4" fittings 635.40 Total FERGUSON ENTERPRISES INC (553): 6,433.36 FLEX SHARE BENEFITS Admin Fees April 2023 252.10 Total FLEX SHARE BENEFITS (173): 252.10 FLOYD'S TRUCK CENTER WY Mode door actuator for HVAC 123.17 Total FLOYD'S TRUCK CENTER WY (646): 123.17 FREMONT COUNTY ASSN OF GOV 1/2 Tax Distribution 19,649.41 Total FREMONT COUNTY ASSN OF GOV (187): 19,649.41 FREMONT COUNTY CLERK ELECTION 2022 COSTS 173.90 Total FREMONT COUNTY CLERK (690): 173.90 FREMONT COUNTY TREASURER Dispatch - Police & Fire 17,697.25 FREMONT COUNTY TREASURER Dispatch - Police & Fire 535.58 FREMONT COUNTY TREASURER APRIL JAIL BILL 3,575.00 Total FREMONT COUNTY TREASURER (190): 21,807.83 FREMONT COUNTY WEED & PEST Russian Olive removal along squaw creek at Hi 884.00 FREMONT COUNTY WEED & PEST SMP Grant return 23,147.70 Total FREMONT COUNTY WEED & PEST (193): 24,031.70 GIDDINGS CONSTRUCTION INC Community Center Repairs 1,727.20 Total GIDDINGS CONSTRUCTION INC (1379): 1,727.20 HDR ENGINEERING INC Sidewalk Engineering Gannett Peak 2,495.99 Total HDR ENGINEERING INC (994): 2,495.99 HEIN BOND ARCHITECTS Maven Architect Bill 5,525.63 Total HEIN BOND ARCHITECTS (1254): 5,525.63 HOTSYS EQUIPMENT OF WYOMING Hotsy repairs and service 384.00 Total HOTSYS EQUIPMENT OF WYOMING (993): 384.00 JEFFREY QUILLEN Coverage hours for court office 360.00 KLEEN PIPE LLC video and cleaning of 5th street 2,552.64 Total KLEEN PIPE LLC (1032): 2,552.64 L N CURTIS & SONS Service Air Compressor for SCBA Bottle fill 2,078.30 L N CURTIS & SONS Three new LED Litebox Vehicle Mounted Flashli 628.50 L N CURTIS & SONS Structure boots 1,147.34 L N CURTIS & SONS three sets of elevator keys 737.80 L N CURTIS & SONS Airbags, hoses and fittings for a complete set of 3,786.65 L N CURTIS & SONS Structure Boots 5,626.18 Total L N CURTIS & SONS (276): 14,004.77 LACAL EQUIPMENT INC Seal 87.85 LACAL EQUIPMENT INC Flight squeegee 357.90 Total LACAL EQUIPMENT INC (278): 445.75 LANDER GOLF & COUNTRY CLUB Community Support 43,500.00 Total LANDER GOLF & COUNTRY CLUB (286): 43,500.00 LANDER SENIOR CITIZENS CENTER Senior Center Bills March 2023 2,974.52 Total LANDER SENIOR CITIZENS CENTER (296): 2,974.52 LEDA Leda Reimbursement 4,355.00 Total LEDA (1193): 4,355.00 LOCAL GOVERNMENT LIABILITY POOL Membership Renewal 27,452.00 Total LOCAL GOVERNMENT LIABILITY POOL (316): 27,452.00 LOZIER, TERESA Janitorial services 475.00 LOZIER, TERESA Janitorial services 475.00 Total LOZIER, TERESA (995): 950.00 MASTERCARD LED Safety Wand kit 325.46 MASTERCARD Gym membership 44.00 MASTERCARD First Aide Supplies 312.75 MASTERCARD Fuel transfer tank & equipment 1,920.65 MASTERCARD Training for S. Springston 150.00 MASTERCARD Trees for Arbor Day 194.58 MASTERCARD Easter Egg Hunt prizes 398.19 MASTERCARD Wire harness for radio charger 26.36 MASTERCARD Poles to reach smoke detectors 39.97 MASTERCARD Repair kit for Hydro nozzle 171.00 MASTERCARD IRC study guide 89.09 MASTERCARD Building inspection sheets 229.50 MASTERCARD Sleeve valve repair parts 17,667.00 MASTERCARD Water bill printing March 2023 685.51 MASTERCARD Replacement Headlights on IC-2 125.99 MASTERCARD Toner - fire hall 337.50 MASTERCARD TPMS Sensor 84.62 MASTERCARD Wireless keyboards 90.50 MASTERCARD Ice bags for ice machine 99.99 MASTERCARD SD card for dash camera 39.99 MASTERCARD Strut clamps 1 1/4 in 7.99 MASTERCARD Dash Camera for IC-2 149.98 MASTERCARD LED Road Flares 239.96 MASTERCARD Office supplies 38.68 MASTERCARD Pocket penetrometers 113.60 MASTERCARD Thank you cards 169.00 MASTERCARD Engrave Traveling Trophy 25.00 MASTERCARD AWS 20.00 MASTERCARD Easter egg hunt tickets 25.18 MASTERCARD Legal advertisement 855.40 MASTERCARD CPVC Fittings 165.31 MASTERCARD Lunch - Water break 40.52 MASTERCARD Plow parts 271.49 MASTERCARD Generator repair 90.00 MASTERCARD Fire extinguisher recertification 273.00 MASTERCARD Storage 40.00 MASTERCARD L23-00861 City PD 125.00 MASTERCARD Overtime Webinar 76.00 MASTERCARD Overtime Webinar 76.00 MASTERCARD Electrical work on compressors 3,701.64 MASTERCARD Spectrum Fiber March 2023 449.50 MASTERCARD Spectrum Fiber March 2023 449.50 MASTERCARD Recertification Fee 125.00 MASTERCARD Annual Subscription 499.00 MASTERCARD PD jumper cables 36.99 MASTERCARD APT Conf. registration & ACPFIM 399.00 MASTERCARD APT Conf. registration & ACPFIM 399.00 MASTERCARD Seat motor 52.40 MASTERCARD LED lightheads 481.83 MASTERCARD Nitrile gloves & DVD supplies 84.56 MASTERCARD DVD's sleeves supplies 14.25 MASTERCARD Training in Cheyenne 980.00 MASTERCARD Lunch - WAM Dubois 27.15 MASTERCARD Supplies - LCCC 25.99 MASTERCARD Paper 125.88 MASTERCARD Paper 399.60 MASTERCARD Glass cleaner & tire gauge 39.07 MASTERCARD March BacT Samples 75.00 MASTERCARD Missy lunch FCAG 10.54 MASTERCARD Apr BacT Samples 60.00 MASTERCARD Bikes for Easter egg hunt 1,359.99 MASTERCARD Spectrum phone Feb. 2023 11.59 MASTERCARD Spectrum Phone Feb 2023 113.15 MASTERCARD Spectrum Phone Feb 2023 129.98 MASTERCARD Spectrum Phone Feb 2023 129.99 MASTERCARD Spectrum Phone Feb 2023 129.99 MASTERCARD Spectrum phone Feb. 2023 259.98 MASTERCARD Drinks for water breaks 15.48 MASTERCARD Floor Wax 264.98 MASTERCARD MasterCard Annual Fee 200.00 MASTERCARD Gas 14.70 MASTERCARD Employee Benefit 14.99 MASTERCARD Materials 356.75 MASTERCARD Gas 41.86 MASTERCARD Automation service 1,783.66 MASTERCARD Repair - LCCC 17.90 MASTERCARD April 1st set BacT Samples 75.00 MASTERCARD Supplies - LCCC 15.79 MASTERCARD Fuel - Provo - Caselle training 53.03 MASTERCARD Fuel - Provo - Caselle training 44.85 MASTERCARD Phones 25.76 MASTERCARD Phones 113.97 MASTERCARD Phones 198.14 MASTERCARD Professional Fees 199.00 MASTERCARD Phones 204.79 MASTERCARD Phones 290.27 MASTERCARD Halsmer & Wooten hotel rooms 196.00 MASTERCARD Google Workspace March 2023 456.44 MASTERCARD Google Workspace March 2023 456.45 MASTERCARD Backup Internet 108.25 MASTERCARD Return evidence that's not ours 13.05 MASTERCARD Digital aiming tilt sensor 830.33 MASTERCARD Testing for Shayne 100.00 MASTERCARD March wastewater testing 319.00 MASTERCARD March wastewater testing 319.00 MASTERCARD March wastewater testing 399.00 MASTERCARD March wastewater testing 316.00 MASTERCARD March wastewater testing 316.00 MASTERCARD Leadership Wyoming 250.00 MASTERCARD Supplies 63.85 MASTERCARD Cleaning Supplies 16.55 MASTERCARD Fasteners & glue 18.78 MASTERCARD Shipping to WAMCO Lab 106.21 MASTERCARD Shipping to WAMCO Lab 110.57 MASTERCARD Shipping to WAMCO Lab 110.57 MASTERCARD Supplies 80.00 MASTERCARD Maintenance 234.00 MASTERCARD Food for Water Break 75.91 MASTERCARD Food for Water Break 88.29 MASTERCARD Hotel - Luterman & Wangberg 980.00 MASTERCARD Toner 42.68 MASTERCARD welding wire flex steel tape 36.92 MASTERCARD lights for headlight assembly 8.99 MASTERCARD Shop tools 313.26 MASTERCARD Fittings anti-gel trash bags 115.70 MASTERCARD Safety Gear S. Springston 269.98 MASTERCARD Emery cloth 10.98 MASTERCARD Fuel nozzle & parts 108.47 MASTERCARD Fuel hose & fitting 30.18 MASTERCARD Tools 312.25 MASTERCARD Fasteners lag screws 3.77 MASTERCARD Inventory repair tools 66.58 MASTERCARD Floor absorbent 26.97 MASTERCARD Ecoli Testing 360.00 MASTERCARD March Ecoli Testing 270.00 MASTERCARD Lunch - Water break 54.14 MASTERCARD Silicone Sealant - Stainless Steele 138.36 MASTERCARD Certified mail unsafe building 4.95 MASTERCARD Legal advertisement 379.12 MASTERCARD Hotel - Provo 73.65 MASTERCARD Hotel - Provo 73.65 MASTERCARD Training for S. Springston 199.00 MASTERCARD Hotel - Provo 126.82 MASTERCARD Hotel - Provo 126.82 MASTERCARD Backpack blower 633.37 MASTERCARD Faucet filter for PD 55.78 MASTERCARD Hotel - Provo 65.68 MASTERCARD Hotel - Provo 65.68 MASTERCARD Hotel - St. George 116.12 MASTERCARD Hotel - St. George 116.12 MASTERCARD This is a credit not a purchase 59.50- MASTERCARD Uniforms 158.50 MASTERCARD Keys for fire hall 26.10 MASTERCARD Tape 51.32 MASTERCARD Vonage phone March 2023 880.94 MASTERCARD Vonage phone March 2023 880.94 MASTERCARD Credit-food for water breaks 3.04- MASTERCARD Halsmer & Wooten room credit 7.84- MASTERCARD Hotel for ARPA-SLIB Meeting 294.00 MASTERCARD Broom sensors 610.40 MASTERCARD Coffee pods for plant 29.99 MASTERCARD U-Joints 30.06 MASTERCARD Air dump silencing attachments 30.24 MASTERCARD Drill bit set and bathroom spray 35.36 MASTERCARD U-Joints 38.61 MASTERCARD Voltage tester & supplies 66.83 MASTERCARD Push brooms and floor squeegee 83.30 MASTERCARD Fasteners 91.91 MASTERCARD Unistrut channel & fittings 281.72 MASTERCARD Vacuum cleaner 309.00 MASTERCARD 30 amp fuse and 12 ga. Butt conn. 8.83 MASTERCARD Taser replacement batteries 697.60 Total MASTERCARD (327): 55,287.53 MES ROCKY MOUNTAINS Air pack testing, Never received the bill until yes 3,609.70 Total MES ROCKY MOUNTAINS (336): 3,609.70 MISC ONE TIME VENDOR REIMBURSEMENT FOR TRAINING FOOD PU 78.74 MISC ONE TIME VENDOR TOBACCO COMPLIANCE CHECKS 130.00 ISC ONE TIME VENDOR Refund 50.00n Total MISC ONE TIME VENDOR (342): 258.74 NAPA AUTO PARTS - LANDER Tire valve and tool 7.90 NAPA AUTO PARTS - LANDER Headlight bulbs 27.86 NAPA AUTO PARTS - LANDER Sea Foam, antifreeze, Teflon tape 181.38 NAPA AUTO PARTS - LANDER Bulbs 43.58 NAPA AUTO PARTS - LANDER Battery 51.52 NAPA AUTO PARTS - LANDER Batteries 308.12 NAPA AUTO PARTS - LANDER Battery 49.46 NAPA AUTO PARTS - LANDER Battery credit 9.00- NAPA AUTO PARTS - LANDER Filters 38.34 NAPA AUTO PARTS - LANDER Interior door handle 12.32 NAPA AUTO PARTS - LANDER Window clips 3.65 NAPA AUTO PARTS - LANDER Headlight bulb 10.95 NAPA AUTO PARTS - LANDER ABS Sensor 54.11 NAPA AUTO PARTS - LANDER Filters and headlight bulbs 113.93 Total NAPA AUTO PARTS - LANDER (353): 894.12 NORCO INC Cylinder Rental March 2023 70.68 Total NORCO INC (364): 70.68 OROGRAPHIC CREATIVE Table Mtn Website Design 400.00 Total OROGRAPHIC CREATIVE (1298): 400.00 OVERHEAD DOOR COMPANY Garage doors matinance 181.00 Total OVERHEAD DOOR COMPANY (378): 181.00 PATRICK CONSTRUCTION INC Assist with Water Main Break 3,137.50 Total PATRICK CONSTRUCTION INC (385): 3,137.50 RAMKOTA HOTEL & CONFERENCE CENTER Direct Bill to City for WARWS Confernece 340.00 RAMKOTA HOTEL & CONFERENCE CENTER Direct Bill for WARWS Conference for Terry's ro 340.00 Total RAMKOTA HOTEL & CONFERENCE CENTER (953): 680.00 REWORX This month's invoice includes the continued dev 1,635.00 REWORX This month's invoice includes the continued dev 1,635.00 Total REWORX (1347): 3,270.00 ROCKY MOUNTAIN POWER Electricity 2 months 7,477.23 ROCKY MOUNTAIN POWER Electricity 2 months 739.66 ROCKY MOUNTAIN POWER Electricity 2 months 2,951.31 ROCKY MOUNTAIN POWER Electricity 2 months 3,702.55 ROCKY MOUNTAIN POWER Electricity 2 months 1,485.63 ROCKY MOUNTAIN POWER Electricity 2 months 496.78 ROCKY MOUNTAIN POWER Electricity 2 months 4,286.77 ROCKY MOUNTAIN POWER Electricity 2 months 6,336.55 Total ROCKY MOUNTAIN POWER (435): 27,476.48 ROCKY MOUNTAIN PRE-MIX Snow Removal 8,167.30 ROCKY MOUNTAIN PRE-MIX super blocks 320.00 Total ROCKY MOUNTAIN PRE-MIX (436): 8,487.30 SIX ROBBLEES INC Sealer, Cement, and tire lube 105.07 Total SIX ROBBLEES INC (463): 105.07 STRIKE CONSULTING GROUP 5th Street Engineering 4,673.75 STRIKE CONSULTING GROUP Easement Mapping Engineering 1,842.50 Total STRIKE CONSULTING GROUP (1112): 6,516.25 SUMMIT FIRE & SECURITY Community Center Semi Annual Service 513.00 Total SUMMIT FIRE & SECURITY (1279): 513.00 SUMMIT WEST CPA GROUP, P.C. IT Work March 2023 635.00 SUMMIT WEST CPA GROUP, P.C. IT Work March 2023 327.00 Total SUMMIT WEST CPA GROUP, P.C. (1328): 962.00 SWEETWATER AIRE install of new motor and ordering motor and pilo 2,799.42 SWEETWATER AIRE Install of new motor on HVAC system 997.50 SWEETWATER AIRE Golf Course Maintenance Shop Heater Repair 5,555.44 Total SWEETWATER AIRE (484): 9,352.36 THATCHER COMPANY Pup of Caustic Soda 18,201.76 THATCHER COMPANY Tanker of Aluminum Sulfate 8,710.40 Total THATCHER COMPANY (498): 26,912.16 TYLER TECHNOLOGIES hardware and annual fee 1,048.00 Total TYLER TECHNOLOGIES (1129): 1,048.00 WALLER, TECIA Maintenance LCCC 3,500.00 Total WALLER, TECIA (1333): 3,500.00 WAM - WCCA 4th Installment - Community Center 2,500.00 WAM - WCCA WAM REGISTRARTION 334.00 Total WAM - WCCA (546): 2,834.00 WESTERN LAW ASSOCIATES April Services 2,555.74n Total WESTERN LAW ASSOCIATES (559): 2,555.74 WHITTING LAW PC April 2023 Services 690.00 Total WHITTING LAW PC (564): 690.00 WILLIAM H SMITH & ASSOC Lincoln Street Engineering 2,010.00 WILLIAM H SMITH & ASSOC Baldwin Creek Engineering 2,940.00 WILLIAM H SMITH & ASSOC Baldwin Creek Engineering 2,452.50 Total WILLIAM H SMITH & ASSOC (1058): 7,402.50 WIPFLI update proforma based on bank loan in lieu of U 6,750.00 Total WIPFLI (1280): 6,750.00 WWC ENGINEERING Wells Engineering Design 5,771.75 Total WWC ENGINEERING (1326): 5,771.75 WYDOT - FINANCIAL SERVICES Fuel-March 2023 11,056.70 WYDOT - FINANCIAL SERVICES Fuel-March 2023 875.80 WYDOT - FINANCIAL SERVICES Fuel-March 2023 5,528.35 WYDOT - FINANCIAL SERVICES Fuel-March 2023 5,528.34 WYDOT - FINANCIAL SERVICES Fuel-April 2023 2,649.20 WYDOT - FINANCIAL SERVICES Fuel-April 2023 373.94 WYDOT - FINANCIAL SERVICES Fuel-April 2023 1,324.60 WYDOT - FINANCIAL SERVICES Fuel-April 2023 1,324.60 Total WYDOT - FINANCIAL SERVICES (606): 28,661.53 WYOGLOSS LLC 1/2 recipient 21,436.01 Total WYOGLOSS LLC (1370): 21,436.01 WYOMING MACHINERY CO. Filters 173.08 Total WYOMING MACHINERY CO. (610): 173.08 WYOMING RETIREMENT SYSTEM Firefighter Retirement 618.75 Total WYOMING RETIREMENT SYSTEM (614): 618.75 YOUTH SERVICES OF FREMONT CO Community Support 28,750.00 Total YOUTH SERVICES OF FREMONT CO (622): 28,750.00

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DISCUSSION: City Treasurer Charri Lara requested the LGLP payment be removed as it should be paid in the next fiscal year.

MOTION: Councilmember Larsen moved to approve the Bills and Claims, with the exception of the LGLP payment. Councilmember White seconded the motion. Motion passed unanimously.

- L. Authorize the Mayor to sign the 2023 Wildland Fire Management Annual Operating Plan

MOTION: Councilmember Cox moved to Authorize the Mayor to sign the 2023 Wildland Fire Management Annual Operating Plan. Councilmember Larsen seconded the motion. Motion passed unanimously.

- M. Authorize the Mayor to sign the Agreement Between Owner (City of Lander) and Engineer (DOWL) For Professional Services specifically a Popo Agie River Park Pathway Study not to exceed \$199,518.00.

MOTION: Councilmember Stuble moved to Authorize the Mayor to sign the Agreement Between Owner (City of Lander) and Engineer (DOWL) For Professional Services specifically a Popo Agie River Park Pathway Study not to exceed \$199,518.00. Councilmember Cox seconded the motion. Motion passed unanimously.

**10. OLD BUSINESS (ACTION ITEMS)**

- A. Third Reading Ordinance 2023-2 An Ordinance Redistricting Election Wards In Accordance With W.S.§ 22-23-103 And Lander City Code 12-1-2 And Repealing Ordinance 442 Enacted 1963

MOTION: Councilmember Larsen moved to approve third and final reading of Ordinance 2023-2 An Ordinance Redistricting Election Wards In Accordance With W.S.§ 22-23-103 And Lander City Code 12-1-2 And Repealing Ordinance 442 Enacted 1963. Councilmember White seconded the motion. Motion passed unanimously.

- B. Third Reading Ordinance 2023-1 An Ordinance Fixing and Determining the Mill Levy Necessary to be Levied to Raise Sufficient Money by General Tax to Meet the Current Expenses of the City of Lander for the Fiscal Year Commencing July 1, 2023

MOTION: Councilmember White moved to approve third and final reading of Ordinance 2023-1 An Ordinance Fixing and Determining the Mill Levy Necessary to be Levied to Raise Sufficient Money by General Tax to Meet the Current Expenses of the City of Lander for the Fiscal Year Commencing July 1, 2023. Councilmember Cox seconded the motion. Motion passed unanimously.

**11. ADJOURNMENT**

**MOTION:** Councilmember White moved to Adjourn at 800 PM. Councilmember Cox seconded the motion. Motion passed unanimously. Being no further business to come before the Council, the meeting was adjourned at 7:54 PM.

The City of Lander

ATTEST:

By: \_\_\_\_\_  
Monte Richardson,  
City of Lander Mayor

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

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# CITY OF LANDER - REGULAR CITY COUNCIL MEETING

Tuesday, May 23, 2023 at 6:00 PM  
City Council Chambers, 240 Lincoln Street

## MINUTES

A. Pledge of Allegiance. Mayor Richardson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

B. Roll Call

**Governing Body Present:** Councilmembers Missy White , Josh Hahn, Melinda Cox , John Larsen, Dan Hahn, Julia Stuble and Mayor Richardson.

**City Staff Present:** Deputy City Treasurer/Clerk, Kevin Kulow, City Treasurer Charri Lara, Public Works Director Lance Hopkin, Lander Police Chief Scott Peters.

### 2. APPROVAL OF AGENDA

MOTION: Councilmember moved to approve the agenda as amended. Councilmember seconded the motion. Motion passed unanimously.

### 3. 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

### 4. PROCLAMATIONS

A. Mayoral Proclamation Gilbert Rau Day

### 5. MAYOR AND COUNCIL UPDATES

### 6. STAFF REPORTS

### 7. NEW BUSINESS (ACTION ITEMS)

A. Authorize the Mayor to Sign the Lander Municipal Airport Hanger Lease between the City of Lander and David D. Griffiths

MOTION: Councilmember moved Authorize the Mayor to Sign the Lander Municipal Airport Hanger Lease between the City of Lander and David D. Griffiths. Councilmember seconded the motion. Motion passed unanimously.

B. Authorize the Mayor to sign Change Order No 9 for Groathouse Construction Inc and the Maven Outdoor Equipment Headquarters project increasing the contract price in the amount of \$57,896.00

MOTION: Councilmember moved to authorize the Mayor to sign Change Order No 9 for Groathouse Construction Inc and the Maven Outdoor Equipment Headquarters project increasing the contract price in the amount of \$57,896.00. Councilmember seconded the motion. Motion passed unanimously.

C. Authorize the Mayor to sign Amendment to Owner-Engineer Agreement Amendment No. 2 for additional services performed by the Engineer increasing the agreement amount in the sum of \$236,000.00

MOTION: Councilmember moved to sign Amendment to Owner-Engineer Agreement Amendment No. 2 for additional services performed by the Engineer increasing the agreement amount in the sum of \$236,000.00. Councilmember seconded the motion. Motion passed unanimously.

- D. Authorize the Mayor to sign Agreement Between Owner and Contractor High Country Construction, Inc. for Construction Contract for the Lander High-Pressure Water System Upgrades- Phase III

MOTION: Councilmember moved to sign Agreement Between Owner and Contractor High Country Construction, Inc. for Construction Contract for the Lander High-Pressure Water System Upgrades- Phase III. Councilmember seconded the motion. Motion passed unanimously.

- E. Authorize the Mayor to sign Notice to Proceed for High Country Construction, Inc. for the Lander High-Pressure Water System Upgrades- Phase III

MOTION: Councilmember moved to sign Notice to Proceed for High Country Construction, Inc. for the Lander High-Pressure Water System Upgrades- Phase III. Councilmember seconded the motion. Motion passed unanimously.

**8. ADJOURNMENT**

MOTION: Councilmember Cox moved to adjourn the meeting. Councilmember Dan Hahn seconded the motion. Motion passed unanimously.

Being no further business to come before the Council, the meeting was adjourned at 6:48 PM.  
The City of Lander

ATTEST:

By: \_\_\_\_\_  
Monte Richardson,  
City of Lander Mayor

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

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# CITY OF LANDER - CITY COUNCIL WORK SESSION MEETING

Tuesday, May 23, 2023 at XXXX PM  
City Council Chambers, 240 Lincoln Street

## MINUTES

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### 1. NEW BUSINESS (ACTION ITEMS)

- A. Review and discuss the proposed Part-Time Filing Clerk Job Description
- B. Discussion concerning potential changes to the LIFT and LEDA award process.
- C. Discussion concerning a potential lead and copper billing discount.
- D. Discussion concerning proposed Resolution 1286 updating the city procurement procedures and replacing the current procurement resolution.

### 2. OLD BUSINESS (ACTION ITEMS)

- A. Discussion concerning proposed Resolution 1285 changes to the fee schedule .

### 3. ADJOURNMENT

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71 CONSTRUCTION CO	leak street repairs	17,988.84
Total 71 CONSTRUCTION CO (2):		17,988.84
ADAM E PHILLIPS ATTORNEY AT LAW	Professional Fees	2,230.00
ADAM E PHILLIPS ATTORNEY AT LAW	Professional Fees	2,230.00
Total ADAM E PHILLIPS ATTORNEY AT LAW (666):		4,460.00
ALSCO	Community Center Linens	193.28
ALSCO	Community Center Linens	211.30
ALSCO	Community Center Linens	280.50
ALSCO	Community Center Linens	285.48
Total ALSCO (917):		970.56
AMERICAN AED LLC	AED's for fire department - approved by monte	5,389.00
Total AMERICAN AED LLC (1382):		5,389.00
APPLE VALLEY SCHOOL	1/2 Recipient - final	890.25
Total APPLE VALLEY SCHOOL (1314):		890.25
B & T FIRE EXTINGUISHERS	Streets Dept.	342.00
Total B & T FIRE EXTINGUISHERS (43):		342.00
BADGER METER INC	5/8 x 3/4 meters	9,865.70
BADGER METER INC	Beacon Mobile Hosting May 2023	291.96
Total BADGER METER INC (44):		10,157.66
BARGREEN/ELLINGSON	Community Center Detergent/Rinse	579.62
Total BARGREEN/ELLINGSON (1047):		579.62
BERNARD PLUMBING	GC Irrigation Line Scope	150.00
BERNARD PLUMBING	Club House Plumbing	95.00
Total BERNARD PLUMBING (1067):		245.00
BLACK HILLS ENERGY	Natural Gas April 2023	692.00
BLACK HILLS ENERGY	Natural Gas April 2023	960.38
BLACK HILLS ENERGY	Natural Gas April 2023	2,566.86
BLACK HILLS ENERGY	Natural Gas April 2023	590.82
BLACK HILLS ENERGY	Natural Gas April 2023	2,931.77
BLACK HILLS ENERGY	Natural Gas April 2023	33.12
BLACK HILLS ENERGY	Natural Gas May 2023	266.37
BLACK HILLS ENERGY	Natural Gas May 2023	604.86
BLACK HILLS ENERGY	Natural Gas May 2023	1,379.56
BLACK HILLS ENERGY	Natural Gas May 2023	239.81
BLACK HILLS ENERGY	Natural Gas May 2023	1,673.63
BLACK HILLS ENERGY	Natural Gas May 2023	33.13
Total BLACK HILLS ENERGY (465):		11,972.31
CEMETERY DITCH CO	Ditch Assessment Property #29-Golf Course	1,692.00

		1,692.00
Total CEMETERY DITCH CO (93):		
CENTRAL BANK & TRUST	Petty Cash Reimbursement May 2023 #2	5.55
CENTRAL BANK & TRUST	Petty Cash Reimbursement May 2023 #2	174.00
CENTRAL BANK & TRUST	Petty Cash Reimbursement May 2023 #2	311.00
CENTRAL BANK & TRUST	Petty Cash June 2023	324.00
CENTRAL BANK & TRUST	Petty Cash June 2023	9.68
CENTRAL BANK & TRUST	Petty Cash June 2023	75.00
CENTRAL BANK & TRUST	Petty Cash June 2023 #2	153.21
CENTRAL BANK & TRUST	Petty Cash June 2023 #2	80.00
CENTRAL BANK & TRUST	Petty Cash June 2023 #2	514.00
Total CENTRAL BANK & TRUST (96):		1,646.44
CENTRAL WYOMING CLIMBERS ALLIANCE	1/2 recipient	520.40
Total CENTRAL WYOMING CLIMBERS ALLIANCE (1307):		520.40
CENTURY LINK	Phone Bill April 2023	78.55
CENTURY LINK	Phone Bill April 2023	155.53
CENTURY LINK	Phone Bill April 2023	343.21
CENTURY LINK	Phone Bill April 2023	96.84
CENTURY LINK	Phone Bill April 2023	96.84
CENTURY LINK	Phone May2023	78.38
CENTURY LINK	Phone May2023	155.53
CENTURY LINK	Phone May2023	341.69
CENTURY LINK	Phone May2023	96.84
CENTURY LINK	Phone May2023	96.84
Total CENTURY LINK (99):		1,540.25
CITY OF RIVERTON	Addl Monies Airport	141,000.00
Total CITY OF RIVERTON (943):		141,000.00
CITY SERVICE VALCON	Jet Fuel	34,037.88
Total CITY SERVICE VALCON (1146):		34,037.88
COMMUNITY CENTER REFUNDS	COMMUNITY CENTER REFUNDS	300.00
COMMUNITY CENTER REFUNDS	COMMUNITY CENTER REFUND	300.00
COMMUNITY CENTER REFUNDS	COMMUNITY CENTER REFUND	300.00
Total COMMUNITY CENTER REFUNDS (1210):		900.00
COWBOY SUPPLY HOUSE	Community Center Supplies	38.24
COWBOY SUPPLY HOUSE	Community Center Supplies	103.67
COWBOY SUPPLY HOUSE	Comm.Ctr-Scrubber Batteries	1,650.00
COWBOY SUPPLY HOUSE	Community Center Cleaning Supplies	90.55
COWBOY SUPPLY HOUSE	Community Center Cleaning Supplies	87.13
Total COWBOY SUPPLY HOUSE (121):		1,969.59
CROSSING THE THRESHOLD LLC	1/2 recipient	2,350.00
Total CROSSING THE THRESHOLD LLC (1359):		2,350.00
DRUG TESTING SERVICES LLC	EMPLOYEE TESTING	480.00



Total DRUG TESTING SERVICES LLC (148):		480.00
EDLUND CONSTRUCTION LLC	Painting & Damage Repair - 240 Lincoln	2,500.00
Total EDLUND CONSTRUCTION LLC (1155):		2,500.00
EMPLOYEE REIMBURSEMENTS	K-9 CERTIFICATION - JACKSON - CUNNINGH	332.00
EMPLOYEE REIMBURSEMENTS	TRUSTMARK REIMBURSEMENT	128.35
EMPLOYEE REIMBURSEMENTS	TRUSTMARK REIMBURSEMENT	128.35-
EMPLOYEE REIMBURSEMENTS	CAMP HOURS	50.50
EMPLOYEE REIMBURSEMENTS	CAMP HOURS	50.50-
Total EMPLOYEE REIMBURSEMENTS (154):		332.00
ERDMAN COMPANY	Conceptual and Design Fees, Bid/Permit Fees	80,000.00-
ERDMAN COMPANY	Conceptual & Design Fees, Bid/Permit Fees per	80,000.00
Total ERDMAN COMPANY (1282):		.00
FAIRFIELD TREE AND LAWN CARE	work on tree trimming main street	1,350.00
Total FAIRFIELD TREE AND LAWN CARE (1055):		1,350.00
FASTENAL	Towels	54.97
Total FASTENAL (165):		54.97
FERGUSON ENTERPRISES INC	6" repair clamp	210.00
FERGUSON ENTERPRISES INC	4" repair clamp and 4" megalugs	356.00
FERGUSON ENTERPRISES INC	service line fittings	209.73
FERGUSON ENTERPRISES INC	plugs and service line fittings	550.52
FERGUSON ENTERPRISES INC	oversized hymax fittings	10,926.50
FERGUSON ENTERPRISES INC	emergency street repair fittings	6,415.00
FERGUSON ENTERPRISES INC	8" gate valve	1,747.00
FERGUSON ENTERPRISES INC	emergency street repair pipe and fittings	107,785.70
FERGUSON ENTERPRISES INC	emergency repair fittings	11,334.80
FERGUSON ENTERPRISES INC	emergency water line replacement	39,941.80
FERGUSON ENTERPRISES INC	flange packs for plant	220.05
FERGUSON ENTERPRISES INC	4" flange pack	33.90
FERGUSON ENTERPRISES INC	4" fittings	696.00
Total FERGUSON ENTERPRISES INC (553):		180,427.00
FLEX SHARE BENEFITS	Admin Fee for May 2023	247.65
Total FLEX SHARE BENEFITS (173):		247.65
FLOYD'S TRUCK CENTER WY	DEF metering unit and valve	1,406.65
FLOYD'S TRUCK CENTER WY	speed sensor	167.93
Total FLOYD'S TRUCK CENTER WY (646):		1,574.58
FLYING PHOENIX INTERSTATE DISPLAY GRP	July 4th Firework Show	10,000.00
Total FLYING PHOENIX INTERSTATE DISPLAY GRP (1380):		10,000.00
FREMONT CO SOLID WASTE DISPOS	group cleanup river walk	16.20
FREMONT CO SOLID WASTE DISPOS	clean out winter fair storage	182.20
FREMONT CO SOLID WASTE DISPOS	Tire disposal	28.20

FREMONT CO SOLID WASTE DISPOS	trash	36.20
FREMONT CO SOLID WASTE DISPOS	trash removal	58.60
Total FREMONT CO SOLID WASTE DISPOS (183):		321.40
FREMONT COUNTY TREASURER	Dispatch	17,697.25
FREMONT COUNTY TREASURER	Dispatch & Fire	535.58
FREMONT COUNTY TREASURER	jail bill	3,410.00
Total FREMONT COUNTY TREASURER (190):		21,642.83
HACH COMPANY	CL17 Reagent Kits	1,235.91
HACH COMPANY	Sample vials for Lab Turbidity meter	227.55
HACH COMPANY	Rack for sample vials in lab	69.15
Total HACH COMPANY (214):		1,532.61
HDR ENGINEERING INC	Buena Vista Engineering Design	12,206.25
HDR ENGINEERING INC	Tank and Pump Station Service Invoice	3,373.75
HDR ENGINEERING INC	Tank and Pump Station Engineering	13,383.75
HDR ENGINEERING INC	Engineering for Baldwin Creek	10,847.50
HDR ENGINEERING INC	Tank and Pump Station Bid Engineering	19,435.05
HDR ENGINEERING INC	Buena Vista	2,531.50
HDR ENGINEERING INC	Additionally Engineering for Gannett Peak Side	31,000.00
Total HDR ENGINEERING INC (994):		92,777.80
HONNEN EQUIPMENT CO	Cap and bushing	168.48
HONNEN EQUIPMENT CO	shims for table on grader	1,155.98
Total HONNEN EQUIPMENT CO (231):		1,324.46
INQUIREHIRE	background screening	174.50
INQUIREHIRE	employee screening	160.50
Total INQUIREHIRE (1087):		335.00
LANDER SENIOR CITIZENS CENTER	Senior Center Maintenance	457.50
Total LANDER SENIOR CITIZENS CENTER (296):		457.50
LANDER VALLEY AUTO PARTS	Spark tester	19.31
Total LANDER VALLEY AUTO PARTS (1031):		19.31
LAWSON PRODUCTS	grinding discs and drill bits	1,327.95
Total LAWSON PRODUCTS (305):		1,327.95
LOCAL GOVERNMENT LIABILITY POOL	Membership Renewal	27,452.00-
LOCAL GOVERNMENT LIABILITY POOL	Ward deductible	700.00
Total LOCAL GOVERNMENT LIABILITY POOL (316):		26,752.00-
LOZIER, TERESA	Janitorial services	475.00
LOZIER, TERESA	Janitorial services	475.00
Total LOZIER, TERESA (995):		950.00
MASTERCARD	4' and 6' trash hook and dust cover for hydraulic	845.31

MASTERCARD	White field marking paint aerosol-case	1,096.97
MASTERCARD	Two ADO Pumper course books	147.00
MASTERCARD	arbor day dirt and pots for trees	252.60
MASTERCARD	Motel Room for Cody Fire School	299.98
MASTERCARD	Refund on the wrong charged amount	391.58-
MASTERCARD	Was charged the wrong amount. Should have b	391.58
MASTERCARD	gym subscription	44.00
MASTERCARD	Uniform Shirts	231.24
MASTERCARD	toner for copier	302.66
MASTERCARD	Gym Upgrades	315.58
MASTERCARD	CPR Training	719.04
MASTERCARD	DL door system reset when City lost servers 12-	95.00
MASTERCARD	IBC book required for fire inspections	165.00
MASTERCARD	ICC Test	230.00
MASTERCARD	B1 Residential Exam	230.00
MASTERCARD	Past Chief Wall Name Plaque	16.46
MASTERCARD	WAM Registrations	1,160.00
MASTERCARD	Decked drawer system and slideout; split betwe	1,391.02
MASTERCARD	Decked drawer system and slideout; split betwe	1,391.02
MASTERCARD	Lock nuts, Flanged housing, and bolts.	35.07
MASTERCARD	Room for Water Conference	340.00
MASTERCARD	Iphone case, cups and silverware	140.51
MASTERCARD	Pipe wrench	119.67
MASTERCARD	Tools and connectors to fix the papi lights	138.85
MASTERCARD	office supplies and new keyboard for fire hall	82.81
MASTERCARD	Vehicle jump start portable	193.65
MASTERCARD	Brass plate for frame	11.91
MASTERCARD	Scanner	419.99
MASTERCARD	forms	100.43
MASTERCARD	3 sets of bean bags for retirement corn hole boa	47.97
MASTERCARD	Pens, mechanical pencil refills and tape for labe	39.94
MASTERCARD	Building Permit forms	182.37
MASTERCARD	April 2023 Water Bills	688.70
MASTERCARD	rebuild kits for hyd. pumps	19.99
MASTERCARD	Cleaning supplies for airport	169.80
MASTERCARD	Houdini Lock Lube	44.01
MASTERCARD	Window Blinds	119.97
MASTERCARD	Sprayer bottles	28.76
MASTERCARD	AAA Batteries	59.89
MASTERCARD	filters, ear plugs	73.58
MASTERCARD	clear document holders, certificate holders, and	70.95
MASTERCARD	Structure and extrication gloves	1,814.00
MASTERCARD	Mayor and Lance lunch flood summit	22.26
MASTERCARD	Batteries for door chimes cityhall/pd	10.79
MASTERCARD	1500 LPD letter envelopes, last ordered 2019	322.06
MASTERCARD	AWS for Stacker	19.35
MASTERCARD	Mutt mitts	268.10
MASTERCARD	PUBLICATION	42.90
MASTERCARD	PUBLICATION	26.00
MASTERCARD	PUBLICATION	154.70
MASTERCARD	PUBLICATION	61.75
MASTERCARD	PUBLICATION	216.00
MASTERCARD	PUBLICATION	34.45
MASTERCARD	PUBLICATION	540.80
MASTERCARD	PUBLICATION	126.00
MASTERCARD	PUBLICATION	126.00
MASTERCARD	Fuel line clips	5.64
MASTERCARD	Marking paint	16.86
MASTERCARD	Flexible conduit fittings for sleeve valve repair	9.95
MASTERCARD	Two flower barrels for City Hall	220.00

MASTERCARD	Fiber April 2023	449.50
MASTERCARD	Fiber April 2023	449.50
MASTERCARD	Durango service	349.49
MASTERCARD	Annual Subscription	2,039.00
MASTERCARD	Car wash soap for patrol vehicles 2 gallons	12.98
MASTERCARD	Pressure washer	511.68
MASTERCARD	Parts for pneumatic valves for sludge vac syste	1,841.40
MASTERCARD	Valves and parts for sludgevac	3,900.70
MASTERCARD	Repair Office copier and clean.	327.27
MASTERCARD	Phones	25.76
MASTERCARD	Phones	197.88
MASTERCARD	Phones	204.43
MASTERCARD	Phones	290.15
MASTERCARD	Phones	592.90
MASTERCARD	shipping	1,377.00
MASTERCARD	K-9 School	476.00
MASTERCARD	Gas	49.29
MASTERCARD	yearly subscriptions for heavy and light duty	5,114.40
MASTERCARD	Recreation Equipment	1,482.80
MASTERCARD	4 pack each color drum units for PD Printer	549.99
MASTERCARD	Air Filters for air handlers at LCCC	312.72
MASTERCARD	Employee Luncheon May 17 Kevin Johnson Ret	1,206.70
MASTERCARD	Spectrum Phone March 2023	11.59
MASTERCARD	Spectrum Phone March 2023	113.15
MASTERCARD	Spectrum Phone March 2023	129.98
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	129.99
MASTERCARD	Spectrum Phone March 2023	259.98
MASTERCARD	Above & Beyond	14.96
MASTERCARD	Bolts for Knox box and clear caulk	17.34
MASTERCARD	Trash	148.56
MASTERCARD	Trash	283.74
MASTERCARD	Trash	1,765.42
MASTERCARD	name plate	7.48
MASTERCARD	Supplies	25.99
MASTERCARD	April 2nd set of BacT samples	60.00
MASTERCARD	Meeting exp	39.92
MASTERCARD	Vehicle Wash Liquid	8.09
MASTERCARD	water hoses for old plant	79.98
MASTERCARD	Shayne's room for WARWS on Shane White's	340.00
MASTERCARD	Prof fees	199.00
MASTERCARD	Supplies	455.76
MASTERCARD	Trash	33.80
MASTERCARD	Grade 8 bolts for shear pin replacement	3.16
MASTERCARD	Dump run	21.00
MASTERCARD	Steel wool to clean pipe for gaskets	3.59
MASTERCARD	Repairs LCCC	61.16
MASTERCARD	Little League Pitchers Mound	4,570.00
MASTERCARD	lacquer thinner	22.99
MASTERCARD	Google Workspace April 2023	453.60
MASTERCARD	Google Workspace April 2023	453.60
MASTERCARD	DUI blood kit for L23-01437	5.55
MASTERCARD	WCL L23-01299 DUI Kit	5.55
MASTERCARD	postage dui kits I23-01112 and 1120	11.10
MASTERCARD	Postage to Cheyenne PD L23-01105 evidence s	29.05
MASTERCARD	postage	9.65
MASTERCARD	food employee meeting	18.99

MASTERCARD	Riverton Ranger Newspaper Subscription Rene	65.00
MASTERCARD	WAM REGISTRATION	270.00
MASTERCARD	Ball valve and pipe joint compound for E9	52.98
MASTERCARD	Supplies	90.04
MASTERCARD	Lodging WAMCAT	196.00
MASTERCARD	Hotel-WAMCAT Conference Casper	98.00
MASTERCARD	Hotel-WAMCAT Conference Casper	98.00
MASTERCARD	Annual contract	2,874.40
MASTERCARD	Backup internet for the WT Plant	108.25
MASTERCARD	April Wastewater Testing	319.00
MASTERCARD	April Wastewater Sampling	319.00
MASTERCARD	April Wastewater Sampling	254.00
MASTERCARD	2nd Quarter TOC sampling	105.00
MASTERCARD	Red Fox Park Annual CCR	125.00
MASTERCARD	item returned for credit	25.99-
MASTERCARD	Pipe, pipe wrench and spray paint for a windsoc	7.59
MASTERCARD	40:1 Fuel and screws for chief's wall	29.67
MASTERCARD	Pipe, pipe wrench and spray paint for a windsoc	61.85
MASTERCARD	gas for CH1 from Cheyenne to Lander	52.19
MASTERCARD	tool mounting equipment	465.83
MASTERCARD	refund wam fees	80.00-
MASTERCARD	Tools for Public Works Shop	54.17
MASTERCARD	Waterous pump class training	300.00
MASTERCARD	Fasteners	5.36
MASTERCARD	Propane refill	119.42
MASTERCARD	Pizza and pop for LVFD annual thank you for se	278.91
MASTERCARD	Mail a planning commission plat for signature.	27.45
MASTERCARD	Alarm	309.68
MASTERCARD	Toner	96.89
MASTERCARD	mail a plat for signature	14.55
MASTERCARD	drinks for crew at sewer ponds	14.16
MASTERCARD	Tools for the Public Works Shop	22.99
MASTERCARD	Supplies - LCCC	1,124.16
MASTERCARD	Fee for car rental for Waterous Pump Class	50.00
MASTERCARD	tools and fittings to repair leaking water pipe	27.97
MASTERCARD	tools repair water line	16.38
MASTERCARD	Stud finder for tool room repairs	22.99
MASTERCARD	masonry drill bit	8.33
MASTERCARD	Assorted tools for hach controller install	104.85
MASTERCARD	Drill Driver - Eventually returned	161.40
MASTERCARD	Impact tool	338.59
MASTERCARD	Packing Tape	17.08
MASTERCARD	Tools	49.43
MASTERCARD	hose for boat washer	24.99
MASTERCARD	pressure washer hose for boat	24.99
MASTERCARD	Carb clean, dish soap	121.90
MASTERCARD	Water tank and bushing	222.68
MASTERCARD	Repair	27.79
MASTERCARD	Fuel-WAMCAT Conference Casper	25.39
MASTERCARD	Fuel-WAMCAT Conference Casper	25.40
MASTERCARD	Drinks and snacks for two youth group voluntee	75.92
MASTERCARD	Dinner for plant guys that stayed overnight	45.17
MASTERCARD	Air filters for LCCC	272.58
MASTERCARD	Supplies	80.00
MASTERCARD	Brian motel for class in cheyenne	98.00
MASTERCARD	Brian motel laramie snowed in.	100.45
MASTERCARD	Prof fees	630.00
MASTERCARD	Waste toner PD Printer	20.00
MASTERCARD	Black toner cart for PD Printer	136.99
MASTERCARD	Small Water Systems, Laboratory Procedures	100.00

MASTERCARD	April 2023	874.45
MASTERCARD	April 2023	874.45
MASTERCARD	Paint and bolts for Main Street lights	21.63
MASTERCARD	Fuel - Pilot Evanston - CPFIM Training	75.68
MASTERCARD	Printer ink refill	80.00
MASTERCARD	Flights to the Waterous pump class	588.20
MASTERCARD	Parts for runway lights and guidance sign	376.75
MASTERCARD	Lunch on trip to Cheyenne for Treyton and Dan	30.79
MASTERCARD	Starter and belts	804.16
MASTERCARD	Broom inserts	1,036.54
MASTERCARD	insect repellent	41.71
MASTERCARD	membership	55.00
MASTERCARD	breakfast at 6:00am for Dan and me before goin	20.19
MASTERCARD	Pex fittings and PVC fittings	47.11
MASTERCARD	Flange gaskets for sludge vac valves	50.95
MASTERCARD	Water spraying guns for washing shop floor	52.18
MASTERCARD	Lawn Mower Battery	52.89
MASTERCARD	Assorted tools for hach controller install	74.97
MASTERCARD	Tools for controller install and air valve replacem	129.55
MASTERCARD	saw bevil tool	397.85
Total MASTERCARD (327):		64,542.40
MES ROCKY MOUNTAINS	Red Structural helmet	495.00
Total MES ROCKY MOUNTAINS (336):		495.00
MIDLAND IMPLEMENT CO	Toro mower blades	241.92
MIDLAND IMPLEMENT CO	Fuel pump and valve cover	212.16
Total MIDLAND IMPLEMENT CO (341):		454.08
MISC ONE TIME VENDOR	BUSINESS LICENSE PRORATED REFUND	262.50
Total MISC ONE TIME VENDOR (342):		262.50
MORRIS, SCOTT	1/2 recipient	22.14
Total MORRIS, SCOTT (1346):		22.14
MOTOROLA SOLUTIONS, INC	New Radios that were funded through Homelan	29,585.44
Total MOTOROLA SOLUTIONS, INC (1173):		29,585.44
NAPA AUTO PARTS - LANDER	Chain link roller S-54	4.64
NAPA AUTO PARTS - LANDER	Hydraulic hose and fittings	138.48
NAPA AUTO PARTS - LANDER	Hydraulic hose and fittings	56.94
NAPA AUTO PARTS - LANDER	Fuel additive	65.84
NAPA AUTO PARTS - LANDER	oil filter	4.88
NAPA AUTO PARTS - LANDER	Socket for headlight	9.41
NAPA AUTO PARTS - LANDER	Trailer hitch	297.34
NAPA AUTO PARTS - LANDER	Battery	143.20
NAPA AUTO PARTS - LANDER	Industrial belt	22.40
NAPA AUTO PARTS - LANDER	Battery and spark plug	139.88
NAPA AUTO PARTS - LANDER	Starting fluid	24.46
NAPA AUTO PARTS - LANDER	Air hose couplers	35.06
NAPA AUTO PARTS - LANDER	Battery	135.20
NAPA AUTO PARTS - LANDER	Alternator	159.03
NAPA AUTO PARTS - LANDER	Filters	91.07
NAPA AUTO PARTS - LANDER	Welding helmet batteries	12.58

NAPA AUTO PARTS - LANDER	Oil filter	4.88
NAPA AUTO PARTS - LANDER	Air Dryer	304.65
NAPA AUTO PARTS - LANDER	Light bulbs	23.10
NAPA AUTO PARTS - LANDER	Battery	6.74
NAPA AUTO PARTS - LANDER	Grease tubes	74.90
NAPA AUTO PARTS - LANDER	Grease	74.90
NAPA AUTO PARTS - LANDER	Batteries	308.12
NAPA AUTO PARTS - LANDER	Spark plugs	13.36
Total NAPA AUTO PARTS - LANDER (353):		2,151.06
NOLS	Wilderness First Aid for Sinks Canyon Summer	534.09
Total NOLS (363):		534.09
NORCO INC	Cylinder Rental	68.40
Total NORCO INC (364):		68.40
OPEN LOCK MASONRY	Community Center Firepit & Pillars	384.13
Total OPEN LOCK MASONRY (1384):		384.13
PERFECT POWER INC	Fix boiler issues and install wifi sensor for temp	2,650.39
PERFECT POWER INC	Replacing damaged street lights on Main Street	1,682.02
Total PERFECT POWER INC (762):		4,332.41
REWORX	This months invoice includes theclose-out of mo	2,760.00
REWORX	This months invoice includes theclose-out of mo	2,760.00
Total REWORX (1347):		5,520.00
RIVERTON RANGER INC	Advertising for the new SRE	370.50
Total RIVERTON RANGER INC (505):		370.50
ROCKY MOUNTAIN POWER	Electricity	502.74
ROCKY MOUNTAIN POWER	Electricity	3,336.46
ROCKY MOUNTAIN POWER	Electricity	18.57
ROCKY MOUNTAIN POWER	Electricity	92.76
ROCKY MOUNTAIN POWER	Electricity	4,565.19
Total ROCKY MOUNTAIN POWER (435):		8,515.72
ROCKY MOUNTAIN PRE-MIX	super blocks	1,200.00
ROCKY MOUNTAIN PRE-MIX	sand/gravel mix for concrete	42.19
ROCKY MOUNTAIN PRE-MIX	drain rock	876.60
ROCKY MOUNTAIN PRE-MIX	drain rock, road base	2,107.61
ROCKY MOUNTAIN PRE-MIX	road base	1,143.78
ROCKY MOUNTAIN PRE-MIX	road base	1,170.73
ROCKY MOUNTAIN PRE-MIX	road base	334.18
Total ROCKY MOUNTAIN PRE-MIX (436):		6,875.09
SHERWIN WILLIAMS	Street paint	3,276.30
Total SHERWIN WILLIAMS (926):		3,276.30
STRIKE CONSULTING GROUP	Preparation of standard details and fencing exhi	1,748.75

STRIKE CONSULTING GROUP	Work under this invoice includes investigating if	543.75
STRIKE CONSULTING GROUP	Checking stage multiple times to verify flow fall	3,657.50
Total STRIKE CONSULTING GROUP (1112):		5,950.00
SUMMIT WEST CPA GROUP, P.C.	IT services - Water Treatment, Court, PD	306.00
SUMMIT WEST CPA GROUP, P.C.	IT services - Water Treatment, Court, PD	187.00
SUMMIT WEST CPA GROUP, P.C.	IT services - Water Treatment, Court, PD	187.00
Total SUMMIT WEST CPA GROUP, P.C. (1328):		680.00
SWEETWATER AIRE	Cemetery Office Furnace/AC Unit	8,525.00
SWEETWATER AIRE	Police Dept Unit Replacement	3,138.00
Total SWEETWATER AIRE (484):		11,663.00
TAYLOR DITCH CO.	Ditch Assessment 2023	134.00
Total TAYLOR DITCH CO. (492):		134.00
TEAM LABORATORY CHEM LLC	bugs for sewer ponds	3,615.00
Total TEAM LABORATORY CHEM LLC (493):		3,615.00
THATCHER COMPANY	Pup of Chlorine	9,449.97
THATCHER COMPANY	Tanker of Aluminum Sulfate	8,744.36
Total THATCHER COMPANY (498):		18,194.33
T-O ENGINEERS	LND SRE Accusation	9,259.25
T-O ENGINEERS	LND SRE Acquisition	3,321.29
T-O ENGINEERS	LND Pavement Maintenance Project	5,614.80
Total T-O ENGINEERS (1166):		18,195.34
TYLER TECHNOLOGIES	project management	250.00
Total TYLER TECHNOLOGIES (1129):		250.00
US ARMY CORPS OF ENGINEERS OMAHA	Middle Popo Agie River Lander WY Section 205	25,000.00
Total US ARMY CORPS OF ENGINEERS OMAHA (681):		25,000.00
WALLER, TECIA	Windows thru 8/2024	1,500.00
WALLER, TECIA	Maintenance LCCC	3,500.00
Total WALLER, TECIA (1333):		5,000.00
WAM - WCCA	WAM REGISTRARTION	334.00-
Total WAM - WCCA (546):		334.00-
WATER REFUNDS	REFUND - WATER	192.47
WATER REFUNDS	REFUND - WATER 73.1070.4	50.29
WATER REFUNDS	REFUND - WATER	144.12
WATER REFUNDS	REFUND - WATER	175.59
WATER REFUNDS	REFUND - WATER	143.05
WATER REFUNDS	REFUND - WATER	62.51



Total WATER REFUNDS (552):		768.03
WESTERN LAW ASSOCIATES	May 2023 Services	2,342.12
Total WESTERN LAW ASSOCIATES (559):		2,342.12
WHITING LAW PC	Professional Services	470.00
Total WHITING LAW PC (564):		470.00
WILLIAM H SMITH & ASSOC	Baldwin Creek Engineering	3,700.00
WILLIAM H SMITH & ASSOC	Lincoln Street Repair Engineering	2,827.50
Total WILLIAM H SMITH & ASSOC (1058):		6,527.50
WIND RIVER RADIO NETWORK	KVOW - Streaming Fee	9.00
WIND RIVER RADIO NETWORK	KTAK - Vet Salute	200.00
Total WIND RIVER RADIO NETWORK (1381):		209.00
WORKWISE	employee screening	192.00
Total WORKWISE (1299):		192.00
WSFA - MUTUAL AID	Mutual Aid Assessment	1,242.50
Total WSFA - MUTUAL AID (1063):		1,242.50
WYDOT - FINANCIAL SERVICES	WYDOT Fuel May2023	3,803.53
WYDOT - FINANCIAL SERVICES	WYDOT Fuel May2023	403.51
WYDOT - FINANCIAL SERVICES	WYDOT Fuel May2023	1,901.76
WYDOT - FINANCIAL SERVICES	WYDOT Fuel May2023	1,901.76
Total WYDOT - FINANCIAL SERVICES (606):		8,010.56
WYOGLASS LLC	Windshield	519.84
Total WYOGLASS LLC (1370):		519.84
WYOMING ASSN. OF MUN.	wam registrations	64.00
Total WYOMING ASSN. OF MUN. (599):		64.00
Grand Totals:		765,637.34

Report GL Period Summary

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

**RESOLUTION 1286  
REPEALING RESOLUTION 1183 and  
UPDATING CITY OF LANDER PROCUREMENT POLICIES  
FOR CONTRACTED SERVICES, PUBLIC CONSTRUCTION PROJECTS AND  
VEHICLE PURCHASES**

WHEREAS the City of Lander is required by Federal and State Law to establish procurement policies; and

WHEREAS the City of Lander desires to update procurement policies set forth in Resolution 1183 pertaining to all grants, loans, bids, proposals and quotes as previously set forth in Resolution 1883; and

WHEREAS the City of Lander desires to repeal Resolution 1183 supersede Resolution 1183 with Resolution 1286; and

WHEREAS the City of Lander CONTRACT FOR SERVICES AND PURCHASING POLICY FOR PUBLIC SERVICE PROJECTS BEWTEEN \$3,000 & \$75,000 policy pertaining to contracts for services, purchasing policy and the procurement policy for public construction projects and purchases as set forth Wyoming State Statute §15-1-113 as amended shall be as follows.

1. For all public projects or purchases between \$3,000 and \$75,000, the Department Head shall notify the City Clerk and together they shall solicit proposals/quotes from a minimum of three suppliers or contractors who perform work of the nature sought and who are located in Fremont County.

(a) The City will make every effort to obtain necessary proposals/quotes from the local suppliers and contractors. Such solicitation shall be in writing and shall be given no less than one week prior to the date set for submission of proposals/quotes. In the event that proposals meet the required specifications and are nearly equal in price and quality of service, preference shall be given to the local supplier/contractor.

(b) In the event the city is unable to receive three proposals or quotes the City Administrator may authorize 2 quotes or a sole source justification.

2. In soliciting proposals/quotes the department head shall set a date and time that the proposals/quotes must be received. All proposals/quotes shall be delivered to the City Clerk prior to the date and time established for submitting proposals/quotes clearly marked "Proposal" and publicly opened on that date and at that time. Any proposals/quotes not received by the date and time fixed shall not be opened or considered.

3. This policy shall not apply to public improvement projects which must be done on an emergency basis, such that further damage will be caused, or services cannot be rendered if there is a delay of one week or more in performing the work. In such a case the department head shall contact the first available supplier or contractor to perform the work and he shall not be required to solicit proposals/quotes.

City Hall will maintain all originals. Copies will be provided as needed.

WHEREAS, the City of Lander PROCUREMENT POLICY FOR PUBLIC CONSTRUCTION PROJECTS AND PURCHASES EXCEEDING \$75,000 policy pertaining to procurement policy for public construction projects and purchases as set forth in Wyoming State Statute §15-1-113 as amended provides that contracts for public improvements that exceed \$75,000 in value shall be publicly advertised and bid and that W.S. §§16-1-101-16-6-121 provides the requirements for all public improvement bids.

WHEREAS, the Department Head will work with the City Clerk to develop the advertisement, for all contracts for any type of public improvement, excluding contracts for professional services or where the primary purpose is emergency work or maintenance, which will be advertised in the official newspaper two times 7 days apart in accordance with WS 15-1-113 and 16-1-101 et seq. The bid will be a sealed bid with the name of the project on the outside of the envelope. The bids will be open at a designated time, at City Hall. The City of Lander will give preference of 5% to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state (WS 16-6-106).

WHEREAS, in accordance with Wyoming State Statute §15-1-11 as amended if the city is unsuccessful in acquiring a bid as provided by this resolution, the city may proceed to acquire a vehicle or equipment for which the bid was sought through a solicitation process, provided that the cost of vehicle or equipment to be obtained under this subsection shall not exceed \$250,000.00. A successful bidder shall not be required to furnish a bond or other form of guarantee if the contract is for the purchase or lease of a new automobile or truck that costs less than \$100,000.00.

The original bids will remain at City Hall. Copies of the bids can be made to the department head.

The bids will be awarded at a regular council meeting.

NOW THEREFORE, Resolution 1183 is hereby repealed and is hereby superseded and replaced by Resolution 1286 and henceforth, at any time procurement needs to take place these applications of Resolution 1286 will govern.

PASSED, APPROVED AND ADOPTED the 13th day of June 2023.

The City of Lander  
A Municipal Corporation

Attest:

By: \_\_\_\_\_  
Monte Richardson, 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 regular meeting held on June 13, 2023, 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

**RESOLUTION 1287  
APPROPRIATIONS**

**WHEREAS**, on the 13<sup>th</sup> of June, 2023 the budget making authority, prepared and submitted to the Council a city budget for the 2023-2024 fiscal year ending June 30, 2024; and

**WHEREAS**, such a budget was duly entered at large upon the records of this Council and a copy thereof was made available for public inspection at the office of the City Clerk; and

**WHEREAS**, notice of a public hearing on such budget was published in the Lander Journal, a legal newspaper published and of general circulation in the county; and

**WHEREAS**, a public hearing was held on such budget at the time and place specified in said notice at which time all interested parties were given an opportunity to be heard; and

**WHEREAS**, following such public hearing certain alterations and revisions were made in such proposed budget, all of which more fully appear in the minutes of the Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Council that the city budget, as so revised and altered, be adopted as official City budget for the fiscal year ending June 30, 2022.

**BE IT FURTHER RESOLVED**, that the following appropriations as provided for in Ordinance 2023-1 are made for the fiscal year ending June 30, 2024, and that the expenditures of each office, department or spending agency be limited to the amount herein appropriated.

GENERAL FUND

General Government	1,635,337
Lander Community & Convention Center	179,000
Other General Accounts	138,500
Municipal Court	273,118
Attorney	70,000
Police	2,612,627
Fire	314,541
Building Inspector	54,177
Emerg. Mgmt & Compliance Coordinator	20,000
Streets	397,485
Rodeo Grounds	5,000
Building Maintenance & Repair	184,900
Shop	301,575
Weed & Pest	72,458
Parks & Recreation	541,959
Lander Golf Course	43,500
Cemetery	241,528
Total Appropriations	7,085,705
Total General Fund Requirements	7,085,705

ENTERPRISE FUND

Water/Split Wages	577,368
Water Transmission & Distribution	13,125,215
Water Treatment Plant	746,855
Wastewater Sewer Collection	545,980

Wastewater Lagoon System	284,695
Accounting & Collecting	498,822
Total Appropriations	15,778,935
Total Enterprise Fund Requirements	15,778,935

OTHER FUNDS

Economic Development Tax	820,000
Airport	1,076,268
Optional Sales Tax	4,855,095
Lander Senior Center	20,800
Total Capital Facilities Requirements	1,407,895

PASSED, APPROVED AND ADOPTED THE 13th day of June, 2023.

THE CITY OF LANDER  
A Municipal Corporation

By \_\_\_\_\_  
Monte Richardson, Mayor

ATTEST:

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

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on June 13, 2023 and that the meeting was held according to law; and that the said Resolution has been duly entered in the minute book of the City of Lander.

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

**RESOLUTION 1288**

**A RESOLUTION AUTHORIZING OPEN CONTAINERS  
ON JULY 4<sup>TH</sup>, 2023**

**WHEREAS**, the City of Lander celebrates Independence Day each year; and

**WHEREAS**, the celebration on the 4<sup>th</sup> of July is city-wide; and

**WHEREAS**, City Code 2-2-12 (b) allows the City Council to designate special days in which the open container law can be waived.

**WHEREAS**, the City Council feels that waiving the open container law within the City limits of Lander is in the best interest of the City of Lander.

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Lander, that the open container law for July 4, 2023 be waived to allow open containers throughout the City of Lander on Independence Day from 9:00 a.m. to 12:00 midnight.

PASSED, APPROVED AND ADOPTED the 13<sup>th</sup> day of June, 2023.

THE CITY OF LANDER  
A Municipal Corporation

ATTEST:

By \_\_\_\_\_  
Monte Richardson, Mayor

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

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on June 13, 2023, and that the meeting was held according to law; and that the said Resolution has been duly entered in the minute book of the City of Lander.

\_\_\_\_\_  
Tami Hitsheiw, City Clerk

# City of Lander

## Job Description

<b>Title:</b>	Office Clerk	<b>Compensation:</b> \$11.00-\$17.00 per hour
<b>Department:</b>	Administration	<b>Effective Date:</b> 5/2023
<b>Division:</b>	Administration	<b>Last Revised:</b> 5/2023

GENERAL PURPOSE

Performs a variety of working level, routine clerical duties as needed to expedite the digitization of the City’s files and assist with data entry for the clerk/treasurer, planning, and building department functions, including legal documents, utility billing. meeting minutes, website documentation, and general account transactions. This position is temporary, part-time, non-benefitted and works no more than nineteen hours per week and lasting no more than six months.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Mayor, City Clerk and/or City Treasurer.

SUPERVISION EXERCISED

The position will be supervised by either the Assistant Mayor, City Clerk or the City Treasurer

ESSENTIAL FUNCTIONS

**Clerk:** Operates office machines to digitize documents, organize electronic and hardcopy filing, prepare bulk mailings, and perform data entry.

Responds to questions and concerns by referring individuals to appropriate personnel for assistance.

Operates computer utilizing various applications, i.e., Office Suite, Airtable, and other software programs as needed to perform secretarial duties; types emails, memos and other correspondence as directed.

**Scanning and Filing:** Scans, uploads and files documents electronically as well as physical hardcopies as requested.

**Any other duties as assigned.**

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 high school or GED preferred but not required.

2. Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices; water billing and collection procedures and processes; operation of computer terminal in utilizing various software programs related to word processing, spreadsheet, and data base management; local government operations and structure; modern office practices and procedures; operation of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette; public relations.

Ability to communicate effectively, verbally and in writing; communicate effectively with irate customers; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows, Office Suite) in utilizing various programs to produce or compose formal documents, reports, and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to demonstrate office machines, computer, and keyboard skills with accuracy.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls and noise associated with office work including telephones and printers. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing, as well as repetitive motion such as keyboarding. Exerting up to 10 pounds of force. Common eye, hand, finger dexterity is necessary to job performance. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. 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 for any person or persons. Management 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.

Women, minorities, and individuals with disabilities are encouraged to apply. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, pregnancy, national origin, any disability, sexual orientation, genetic information, or other characteristics protected by law.

Employment with the City of Lander is contingent upon a successful background screen and pre-employment test.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Please contact Human Resources if you any questions concerning the requirements at 332-2870.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time. All the terms, conditions, and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

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 accommodation. 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.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
\_\_\_\_\_  
Employee's Signature Date



### CHANGE ORDER

**PROJECT:** Maven Outdoor Equipment Company  
Headquarters  
1042 Pronghorn Drive  
Lander, Wyoming

**CHANGE ORDER NO.** 8

**DATE:** April 11, 2023

**CONTRACTOR:** Grothouse Construction Inc.  
3630 Big Horn Avenue  
Cody, Wyoming 82414

**CONTRACT DATE:** January 5, 2022

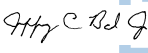
**THE CONTRACT IS CHANGED AS FOLLOWS:**

Landscape Changes as shown in PR 23 and COP 23 for the add amount of \$4,817

The Original Contract Sum was	\$6,038,592.00
Net change by previously authorized Change Orders	\$121,610.00
The Contract Sum prior to this Change Order was	\$6,160,202.00
The Contract Sum will be increased by this Change Order in the amount of	\$4,817.00
The new Contract Sum including this Change Order	\$6,165,019.00
The Contract Time will be increased by	0 days
The Date of Substantial Completion as of the date of this Change Order is	February 18, 2023

*NOTE: This Change Order does not reflect changes in the Contract Time or Contract Sum which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**Not valid until signed by the Owner, Architect and Contractor.**

 Digitally signed by  
Jeff Bond  
Date: 2023.04.11  
15:49:34-06'00'

Hein | Bond Architects

 Digitally signed by: Wayne Kitchen  
DN: CN = Wayne Kitchen email =  
wkitchen@grothouse.com C = US  
O = Grothouse Construction  
Date: 2023.04.11 16:36:07 -06'00'

Wayne  
Kitchen

Grothouse Construction Inc.

 Digitally signed by Cade Maestas  
DN: cn=Cade Maestas gn=Cade  
Maestas, o=US United States Inc  
United States, ou=Maven  
e=cade@heinbond.com  
Reason: I have reviewed this document  
Location:  
Date: 2023-04-11 15:58-06:00

Cade  
Maestas

Maven

City of Lander

Jeff Bond  
BY

Wayne Kitchen  
BY

Cade Maestas  
BY

Monte Richardson  
BY

Date

Date

Date

Date

end of document



**CHANGE ORDER PROPOSAL  
BREAKDOWN OF COSTS**

PROJECT: **2106 - Maven Headquarters**

Date: 20-Mar-23

Change Order Proposal NO: 23

Prepared by: Wayne Kitchen

REASON FOR CHANGE: PR 23

RESP	BP	DESCRIPTION	QUANTITY	UNIT	UNIT COST	LABOR	MATERIAL	SUBCONTRACT	OTHER	ADD	DEDUCT
W346	BP 20C	Pricing per attached breakdown from Wind River Landscape	1	ls				4,125		4,125	
GC	BP00	Project Administration	2	hr	100				200	200	
<b>SUBTOTALS:</b>								4,125	200	4,325	

**NOTES: This COP is the result of changes per PR 23 Landscape Changes. This proposal does not include costs for the following not illustrated in the PR:**

1. Dirt Grades for extending out into the easement
2. Address what to do around the State survey point west of the parking lot
3. Demo of existing Trees
4. Irrigation into the easement

ADD SUBTOTAL	\$	4,325
DEDUCT SUBTOTAL	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>4,325</b>
INSURANCE/BOND (1.375%)	\$	59
OH/PROFIT (10%)	\$	433
<b>TOTAL COST</b>	<b>\$</b>	<b>4,817</b>

ACCEPTED:

Groathouse Construction, Inc.: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner: **Cade Maestas** \_\_\_\_\_ DATE: \_\_\_\_\_

Architect/Engineer : *Jeff Bond* \_\_\_\_\_ DATE: \_\_\_\_\_

Digitally signed by Jeff Bond  
Date: 2023.04.11  
15:49:23-06'00'

Digitally signed by Cade Maestas  
DN: cn=Cade Maestas, o=Groathouse Construction, ou=Groathouse Construction, email=CadeMaestas@groathouseconstruction.com, c=US  
Reason: I have reviewed this document  
Date: 2023-04-11 15:58:00-0600



## PROPOSAL

### Maven Headquarters PR #23

This proposal includes materials and labor to complete the scope of work for Maven Headquarters PR #23 in Lander Wy per plans and specifications.

PR #23 – Addition to original bid - \$4,125.00

Itemized Price:

Irrigation Material – \$36.17

Material Addition - \$875.47

Material Subtraction – \$839.30

Seeding Material – \$44.68

Material Addition - \$140.68

Material Subtraction - \$96.00

Hard-scape (Rock mulch, Edging, Weed barrier) – \$800.00

Material Addition - \$800.11

Material Subtraction - \$0.00

Sales Tax - \$44.04

Material Total Addition - \$924.89

Labor To Install (Additional 2.5 Days) - \$3,200.00

Jesse Cassity

Wind River Landscape Co.

President

This proposal is valid for 30 days.

After 30 days projects must be re-bid.

Date issued: March 17, 2023

1602 West Main Street  
Riverton, Wy. 82501  
Phone 307-856-6663  
Email: WRLC@wyoming.com



## Proposal Request

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**PROJECT:** Maven Headquarters

**DATE:** 1/23/2023

**CONTRACTOR:** Groathouse Construction

**CONTRACT DATE:** 01/05/22

---

Please submit an itemized proposal for changes in the Contract Sum and/or Time for proposed modifications to the Contract Documents described herein. Submit proposal within 7 days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

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**DESCRIPTION:** Revise the landscape and irrigation plans as shown on the attached.

**ATTACHMENTS:** L1.0, I1.0

**REQUESTED BY:** Maven



DATE:	2023/01/19
REVISIONS:	LANDSCAPE IRRIGATION CHANGE

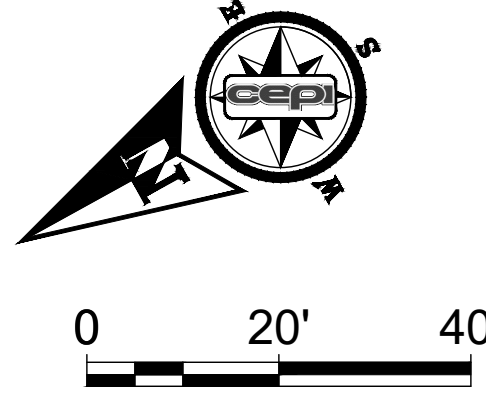
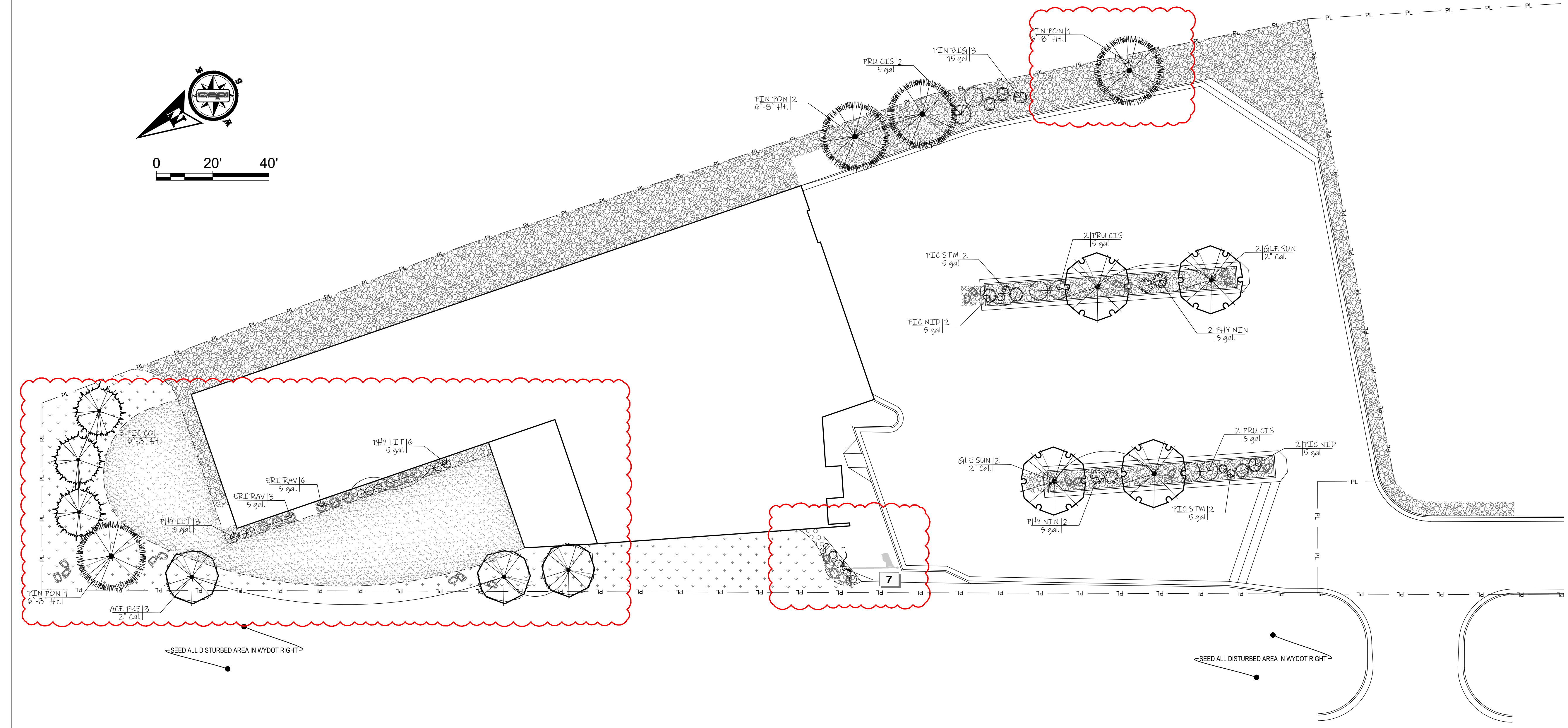
CITY OF LANDER/LANDER ECONOMIC DEVELOPMENT ASSOCIATION (LEDA)  
 MAVEN OUTDOOR EQUIPMENT COMPANY HEADQUARTERS  
 1042 SPEEDGOAT DRIVE, LANDER, WYOMING

PROJECT #: 21-006  
 DATE: 1/19/23  
 DRAWN BY: JF

LANDSCAPE PLAN

SHEET

L-1.0



HIGHWAY 789

LANDSCAPING NOTES

- CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES PRIOR TO INSTALLATION, EXCAVATION, OR PLANTING OPERATIONS. ANY DAMAGE TO EXISTING UTILITIES ON SITE OR ADJACENT PROPERTY SHALL BE CONTRACTORS RESPONSIBILITIES.
- ALL PLANT MATERIAL SHALL CONFORM TO THE CURRENT AMERICAN ASSOCIATION OF NURSERYMANS NATIONAL STANDARD SPECIFICATIONS.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL BE PREPARED AND SEEDED OR SODDED AS SPECIFIED. A DISTURBED AREA SHALL BE WHERE CONSTRUCTION ACTIVITIES INCLUDING TRENCHING, DEMOLITION, EARTHWORK, MATERIAL STORAGE, STAGING AND PARKING OR ANY OTHER FORM OF EXCAVATION, COMPACTION, OR TRAFFIC THAT RESULTS IN THE REMOVAL OR DISPLACEMENT OF EXISTING GROUND COVER OR GRADE. IT IS THE CONTRACTORS RESPONSIBILITY TO REVIEW ALL OTHER CONTRACT DOCUMENTS TO DETERMINE FULL SCOPE OF POTENTIAL SITE DISTURBANCE TO BE RECLAIMED.
- THE INSTALLATION OF LAWNS, PLANT MATERIAL AND IRRIGATION SYSTEM SHALL BE PERFORMED BY ONE CONTRACTOR.
- CONTRACTOR SHALL FURNISH REQUIRED PLANT MATERIALS, INCLUDING TREES, SHRUBS, GRASSES, AND PERENNIALS OF ALL DESCRIPTIONS, FOR THE PROJECT IN ACCORDANCE WITH THE PLANS AND SPECIFICATION.
- IN THE EVENT OF A DISCREPANCY, NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY.
- NO TREES SHALL BE PLANTED CLOSER THAN 10' TO A FIRE HYDRANT. ADJUST LAYOUT IF NECESSARY.
- NO TREE OR SHRUB SHALL BE PLANTED OVER OR WITHIN 5' LATERALLY FROM ANY UNDERGROUND UTILITIES.
- NO SUBSTITUTIONS WILL BE ALLOWED WITHOUT WRITTEN CONSENT FROM THE LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL PROVIDE PLANTS FREE FROM INSECTS AND DISEASES, SUN-SCALD INJURIES, ABRASIONS OF THE BARK, OR OTHER OBJECTIONABLE BLEMISHES. WEAK AND/OR DISFIGURED PLANTS WILL NOT BE ACCEPTED.
- CONTRACTOR SHALL PROVIDE FIELD GROWN NURSERY TREES, DUG WITH A BALL OF EARTH STILL INTACT IN WHICH THEY ARE GROWING, WRAPPED IN BURLAP OR OTHER SUITABLE MATERIAL TO COMPLETELY COVER THE ROOT BALL WITH A LACING OR OTHER BALL SUPPORTING DEVICE ON THE OUTSIDE TO HOLD THE BALL IN A FIRM, RIGID CONDITION.
- CONTAINER GROWN PLANTS SHALL BE HEALTHY, VIGOROUS, AND ESTABLISHED IN THE CONTAINER IN WHICH THEY ARE GROWN. THEY SHALL HAVE TOPS OF GOOD QUALITY AND BE IN A HEALTHY GROWING CONDITION. THE PLANTS SHALL HAVE A WELL-ESTABLISHED ROOT SYSTEM REACHING THE SIDES OF THE CONTAINER TO MAINTAIN A FIRM ROOT BALL.
- ALL 1.5-2" CALIPER DECIDUOUS TREE SHALL HAVE A SINGLE LEADER, 12-14" HEIGHT, BRANCHING AT 6-7 FT HEIGHT WITH A UNIFORM CANOPY BRANCHING, BRANCH ANGLES SHALL BE NO LESS THAN 30°.
- ALL 6-8" TALL EVERGREEN TREES SHALL HAVE A HEIGHT TO SPREAD RATIO OF 5:3, WITH A SINGLE LEADER.
- CONTRACTOR SHALL PROVIDE PLANT MATERIAL IN CONFORMANCE WITH STATE AND FEDERAL LAWS WITH RESPECT TO INSPECTION FOR PLANT DISEASE AND INFECTIONS.
- CONTRACTOR SHALL PROVIDE INSPECTION CERTIFICATES REQUIRED BY LAW WITH EACH SHIPMENT, INVOICE, OR ORDER OF STOCK TO THE OWNER.
- PLANT MATERIALS FOR THIS PROJECT ARE SUBJECT TO INSPECTION BEFORE, DURING, AND POST PLANTING. DAMAGED PLANT MATERIAL, CONTAINERS, OR LOOSE, TORN, AND BROKEN ROOT BALLS WILL NOT BE APPROVED BY THE OWNER AND WILL BE REPLACED AT THE CONTRACTORS EXPENSE AND MUST BE REMOVED FROM THE STORAGE AREA OR PROJECT.
- MAINTENANCE SERVICES TO BE PERFORMED BY THE CONTRACTOR. THE CONTRACTOR WILL BE EXPECTED TO FURNISH SERVICE AND MAINTENANCE OF ALL PLANTED AREAS THROUGH FINAL COMPLETION OR PROJECT OR AS REQUIRED PER THE REQUIREMENTS OF THE PROJECT WARRANTY PERIOD.
- ALL PLANT MATERIALS SHALL BE CERTIFIED BY THE STATE DEPARTMENT OF AGRICULTURE TO ASSURE THEM TO BE FREE OF DISEASE OR HAZARDOUS INSECTS.
- ALL FERTILIZER SHALL BE DELIVERED IN WATERPROOF BAGS SHOWING WEIGHT, CHEMICAL ANALYSIS, AND THE NAME OF THE MANUFACTURER.
- ALL PLANT MATERIAL SHALL BE DELIVERED TO THE SITE IN THEIR ORIGINAL CONTAINERS WITH ALL LABELS INTACT AND LEGIBLE.
- CONTRACTOR WILL BE RESPONSIBLE TO PROTECT AND MAINTAIN PLANT LIFE DURING THE STORAGE PERIOD PRIOR TO PLANTING.
- INSTALLATION OF PLANT LIFE WILL NOT BE PERMITTED WHEN THE AMBIENT TEMPERATURES MAY DROP BELOW 35°F OR RISE ABOVE 90°F.
- CONTRACTOR TO PROVIDE A ONE YEAR WARRANTY. WARRANTY TO INCLUDE COVERAGE FOR ONE ENTIRE GROWING SEASON FOR ALL DEAD OR UNHEALTHY PLANTINGS. ALL REPLACEMENT PLANTS SHALL BE REQUIRED TO BE OF THE SAME SIZE AND SPECIES AS SPECIFIED IN THE PLANT SCHEDULE, PLANTED IN THE FOLLOWING GROWING SEASON, WITH A NEW WARRANTY COMMENCING ON THE DATE OF PLACEMENT.
- SOIL MATERIALS:
  - ALL SOIL BACKFILL WILL BE FREE OF ROCKS LARGER THAN 1.5", STICKS, ROOTS AND OTHER DEBRIS.
  - TOPSOIL TO BE STERILE, WEED FREE, PROCESSED, AND PASSED THROUGH A 3/4" SCREEN.
  - MINIMUM OF 3-INCHES OF TOPSOIL TO BE INSTALLED IN ALL NEW SITE LANDSCAPE AREAS, NATIVE GRASS PLANTINGS, AND PLANTING RINGS OR IN ANY AREAS DESIGNATED IN THE PLANS FOR CONSTRUCTION.
- SOIL AMENDMENT MATERIALS:
  - COMPOST SHALL BE 'GLACIER GOLD', 'SOIL PREP', OR AN APPROVED EQUAL.
  - FERTILIZER SHALL BE 100% ORGANIC, TRANSPARENT ROOT STIMULATOR, 'BIOPLEX TRANSPARENT CONCENTRATE' OR APPROVED EQUAL.
- BOULDERS ENCOUNTERED DURING EXCAVATION FOR THE PROJECT SHALL BE HANDLED TO PREVENT SCRAPING AND USED AS PART OF THE LANDSCAPING SCHEME. PLACE AS DIRECTED BY THE OWNER.
- WEED BARRIER FABRIC SHALL BE WOVEN POLYPROPYLENE FABRIC, 4.75OZ. SQ.YD. OR HEAVIER WITH METAL LANDSCAPE PINS. DO NOT INSTALL WEED BARRIER UNDER PERENNIALS AND GRASSES.
- CONTRACTOR SHALL USE 1.5" DIA. ROUND POSTS WITH TAPERED END, 8.0" IN LENGTH OR DUCKBILL ANCHORS FOR TREE ANCHORING.
- CONTRACTOR SHALL USE 3 ANCHORS FOR DECIDUOUS TREES, 3 ANCHORS FOR CONIFEROUS TREES WITH WEBBING OR RUBBER TREE TIES MANUFACTURED SPECIFICALLY FOR USE ON TREES.
- CONTRACTOR WILL BE RESPONSIBLE TO REMOVE ALL ANCHORING AT THE END OF ONE CONTINUOUS GROWING SEASON.
- CONTRACTOR SHALL COORDINATE IRRIGATION SYSTEM LAYOUT WITH PLANTINGS.
- AREAS THAT ARE TOO SMALL TO BE DRILL SEEDED SHALL BE BROADCAST, RAKED IN, AND ROLLED.
- REFER TO DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

REFERENCE NOTES - SCHEDULE

SYMBOL	DESCRIPTION	QTY
	GRANITE LANDSCAPE BOULDER	20
	POWDER COATED GREEN STEEL EDGING	420 LF
	ATLAS SERIES 35-FOOT INTERNAL HALYARD FLAGPOLE - ECA35H	1

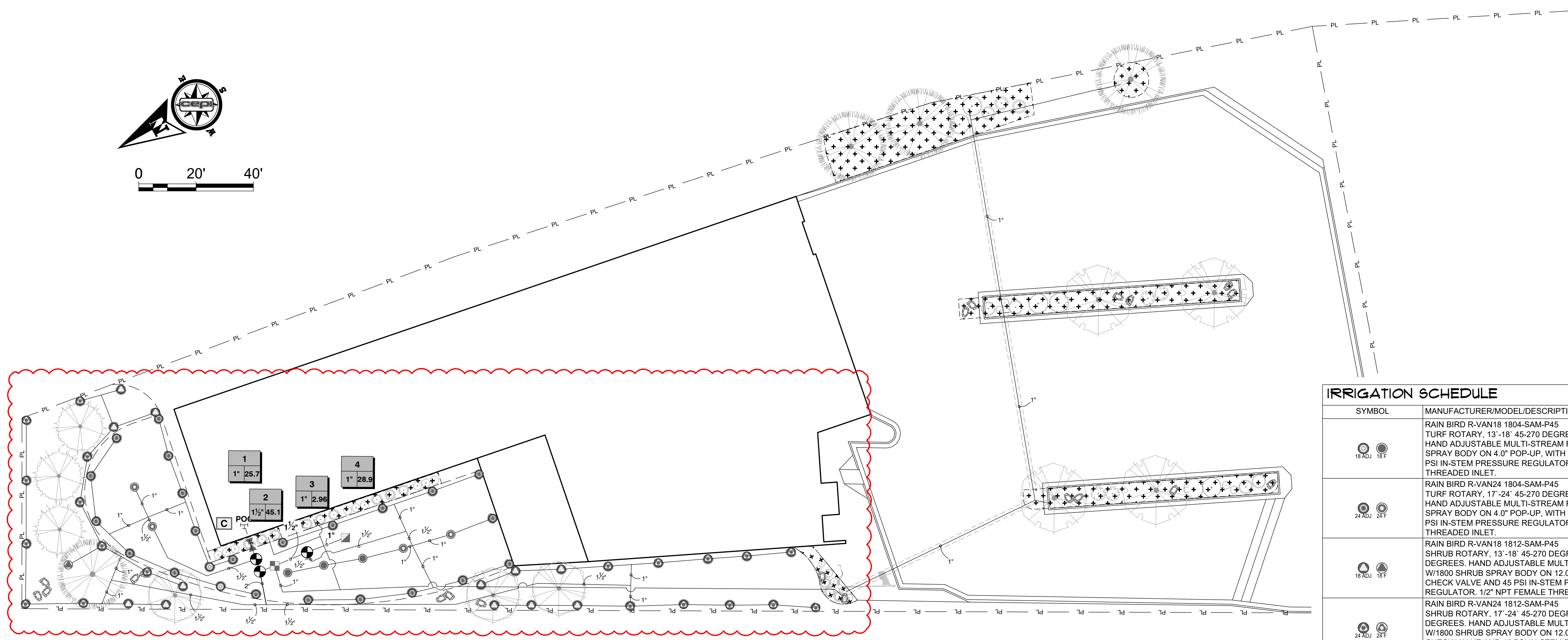
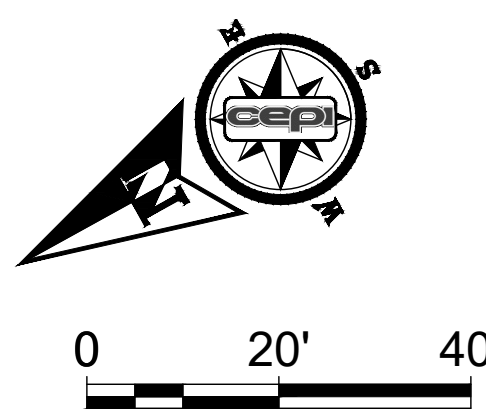
  

SYMBOL	DESCRIPTION	QTY
	BLUE GRAMA GRASS SEED	5,257 SF
	RTF FESCUE SEED	4,555 SF
	2-4" ROUND RIVER ROCK OVER LANDSCAPE FABRIC	10,187 SF
	1-1/2" MULTI-COLORED DECORATIVE ROCK MULCH OVER LANDSCAPE FABRIC	143 SF

PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	ROOT
	ACE FRE	3	ACER X FREEMANII 'JEFFSRED'	2" CAL.	B&B
	GLE SUN	4	GLEDTISIA TRIACANTHOS INERMIS 'SUNBURST'	2" CAL.	B&B
	PIC COL	3	PICEA PUNGENS COLORADO SPRUCE	6'-8" HT.	B&B
	PIN PON	4	PINUS PONDEROSA PONDEROSA PINE	6'-8" HT.	B&B
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	ROOT
	PHY LIT	12	PHYSOCARPUS OPULIFOLIUS 'LITTLE DEVIL' TM	5 GAL.	POT
	PHY NIN	4	PHYSOCARPUS OPULIFOLIUS 'SUMMER WINE'	5 GAL.	POT
	PIC NID	4	PICEA ABIES 'NIDIFORMIS' NEST SPRUCE	5 GAL	POT
	PIC STM	8	PICEA PUNGENS 'ST. MARY'S BROOM'	5 GAL	POT
	PIN BIG	3	PINUS MUGO 'BIG TUNA' MOUNTAIN PINE	15 GAL	POT
	PRU CIS	6	PRUNUS X CISTENA PURPLE LEAF SAND CHERRY	5 GAL	POT
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	ROOT
	DES TUF	2	DESCHAMPSIA CESPITOSA TUFTED HAIR GRASS	1 GAL	
	ERI RAV	18	ERIANTHUS RAVENNAE RAVENNA GRASS	5 GAL.	

M:\Land 2021\Engineering\21-006 Maven HQ Landscape\21-006 Landscape-RR (20240709) - JF.dwg, 11/16/2023, JF.dwg



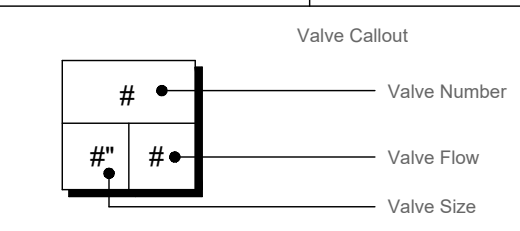
HIGHWAY 789

NOTES:

1. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES ON SITE OR ADJACENT PROPERTY SHALL BE CONTRACTOR'S RESPONSIBILITY.
2. CONTRACTOR TO COORDINATE IRRIGATION SYSTEM WITH ALL PLANTINGS.
3. LOCATIONS OF ANY MAINLINE DRAINS SHALL BE IN LOW SPOTS ALONG THE MAINLINE.
4. FIELD VERIFY ALL POINTS OF CONNECTION BEFORE INSTALLATION.
5. ALL VALVE BOXES SHALL BE PLACED A MINIMUM OF 2' FROM ANY PAVED SURFACE. ALL VALVE BOXES SHALL BE PLACED A MINIMUM OF 3' FROM CENTERLINE OF ANY DRAINAGE SWALE.
6. SCHEDULE 40 PVC SLEEVES ARE REQUIRED UNDER ALL HARD SURFACES, EXISTING AND PROPOSED. LOCATION AND NUMBER OF SLEEVES IS THE RESPONSIBILITY OF THE CONTRACTOR FOR INSTALLATION OF THE IRRIGATION SYSTEM. ALL PIPE SLEEVES TO BE 2 PIPE SIZES LARGER THAN PIPE TO BE INSTALLED THROUGH SLEEVE. MULTIPLE IRRIGATION LATERALS MAY SHARE THE SAME SLEEVE WITH PROPER SLEEVE SIZING. MAINLINE PIPE SHALL HAVE SEPARATE SLEEVE. PROVIDE SEPARATE SLEEVES FOR VALVE WIRING. ALL SLEEVES TO BE 3" MIN.
7. CONTRACTOR SHALL PROVIDE ALL DEVICES, WIRING AND PROGRAMMING FOR A COMPLETE OPERATIONAL SYSTEM. CONTRACTOR SHALL COORDINATE AND PAY FOR ALL TECHNICAL SUPPORT NEEDS WITH CONTROL SYSTEM MANUFACTURER AND SERVICE PROVIDERS AS REQUIRED FOR COMPLETE AND FUNCTIONAL SYSTEM.
8. ASSURE BACKFLOW PLUMBING, IRRIGATION, ETC. MEET ALL LOCAL CODES.
9. PROGRAMMING OF CONTROLLER SHALL USE MULTIPLE PROGRAMS TO TAKE ADVANTAGE OF THE FULL FLOW AND MINIMIZE OVERALL RUN TIME OF THE IRRIGATION SYSTEM.
10. ADJUST ALL HEADS AS REQUIRED TO PREVENT OVER-SPRAY ONTO BUILDINGS AND STREETS.
11. INSTALL AND ADJUST PRESSURE REGULATOR ACCORDING TO MANUFACTURER'S RECOMMENDATIONS. ADJUST REGULATOR TO PROVIDE ADEQUATE PRESSURE AT FURTHEST HEAD ON ZONE AND TO ELIMINATE FOGGING, ETC.
12. COORDINATE ALL IRRIGATION WORK WITH OTHER TRADES.
13. MUST PROVIDE BACKFLOW PREVENTION.
14. COORDINATE PLACEMENT OF HEADS IN RELATION TO FINISH GRADES.
15. COORDINATE ALL IRRIGATION INSTALLATION OPERATIONS WITH CIVIL, MECHANICAL, AND ELECTRICAL ENGINEERING SHEETS.
16. ALL WIRE SPICES TO BE DONE WITH 'RAINBIRD' 91-03UL SNAP CONNECTOR AND P1-95 SEALER AND LOCATE SPICES IN 10" ROUND BOX.
17. THE BACKFLOW DEVICE SHOULD BE INSTALLED WITH ADEQUATE SPACE CONSIDERATION FOR TESTING, REPAIR AND WINTERIZATION. ALL ASSEMBLIES MUST MEET MINIMUM CLEARANCES. ALL ASSEMBLIES SHALL BE TESTED AFTER INSTALLATION AND REPAIRS TO INSURE THEIR PROPER INSTALLATION AND SATISFACTORY OPERATION.
18. SIZE THE BACKFLOW ASSEMBLY HYDRAULICALLY TO AVOID EXCESSIVE PRESSURE LOSS. THE HEAD LOSS IS NOT NECESSARILY PROPORTIONAL TO FLOW.
19. THE USE OF STRAINERS IS HIGHLY RECOMMENDED.
20. THE USE OF WATER HAMMER ARRESTORS OR SURGE PROTECTORS MAY BE NEEDED.
21. UNLESS OTHERWISE SPECIFIED BY THE MANUFACTURER ALL ASSEMBLIES ARE TO BE INSTALLED ON COLD POTABLE WATER APPLICATION - BELOW 110 DEGREE FAHRENHEIT.
22. THOROUGHLY FLUSH INLET LINE PRIOR TO INSTALLING ANY BACKFLOW DEVICE. THE MOST COMMON FAILURE IN NEW INSTALLATIONS IS DEBRIS FOULING ONE OR BOTH CHECK VALVES.
23. ALL SPRAY HEADS SHALL PROVIDE OVERLAPPING COVERAGE.
24. ARCHITECT TO APPROVE ALL HEAD LOCATIONS IN THE FIELD.
25. CONTRACTOR WILL PERFORM FIRST WINTERIZATION AND SUBSEQUENT SPRING STARTUP AND REPAIRS OF IRRIGATION SYSTEM AT NO COST TO THE OWNER.
26. CONTRACTOR TO PERFORM MAINLINE PRESSURE TEST AT 80PSI FOR TWO HOURS WITHOUT LOSING MORE THAN 5PSI.
27. CONTRACTOR SHALL MAINTAIN AN ACCURATE CURRENT AS-BUILT ON THE JOB AT ALL TIMES.
28. PROVIDE SUBMITTALS OF SHOP DRAWINGS FOR ALL IRRIGATION EQUIPMENT.
29. UPON COMPLETION PROVIDE OWNER WITH O&M'S INCLUDING BUT NOT LIMITED TO AS-BUILT DRAWINGS.
30. REFER TO DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI	DETAIL
	RAIN BIRD R-VAN18 1804-SAM-P45 TURF ROTARY, 13'-18' 45-270 DEGREES AND 360 DEGREE. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 4.0" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.	5	45	3/I-2.0
	RAIN BIRD R-VAN24 1804-SAM-P45 TURF ROTARY, 17'-24' 45-270 DEGREES AND 360 DEGREE. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 4.0" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.	26	45	3/I-2.0
	RAIN BIRD R-VAN18 1812-SAM-P45 SHRUB ROTARY, 13'-18' 45-270 DEGREES AND 360 DEGREE. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 SHRUB SPRAY BODY ON 12.0" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.	13	45	4/I-2.0
	RAIN BIRD R-VAN24 1812-SAM-P45 SHRUB ROTARY, 17'-24' 45-270 DEGREES AND 360 DEGREE. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 SHRUB SPRAY BODY ON 12.0" POP-UP, WITH CHECK VALVE AND 45 PSI IN-STEM PRESSURE REGULATOR. 1/2" NPT FEMALE THREADED INLET.	20	45	4/I-2.0
	HUNTER ICZ-101-40 DRIP CONTROL ZONE KIT. 1" ICV GLOBE VALVE WITH 1" HY100 FILTER SYSTEM. PRESSURE REGULATION: 40PSI. FLOW RANGE: 2 GPM TO 20 GPM. 150 MESH STAINLESS STEEL SCREEN.	1		6/I-2.0
	AREA TO RECEIVE DRIP EMITTERS RAIN BIRD XB-PC SINGLE OUTLET, PRESSURE COMPENSATING DRIP EMITTERS. FLOW RATES OF 0.5GPH=BLUE, 1.0GPH=BLACK, AND 2.0GPH=RED. COMES WITH A SELF-PIERCING BARB INLET X BARB OUTLET.	2,966 S.F.		8/I-2.0
	Emitter Notes: 1.0 GPH emitters (1 assigned to each 1 gal plant)	2		
	1.0 GPH emitters (2 assigned to each 5 gal plant)	36		
	1.0 GPH emitters (2 assigned to each 5 gal. plant)	50		
	2.0 GPH emitters (4 assigned to each 2" Cal. plant)	16		
	2.0 GPH emitters (4 assigned to each 6'-8' Ht. plant)	12		
	2.0 GPH emitters (2 assigned to each 15 gal plant)	6		
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY		DETAIL
	HUNTER ICV-G 1", 1-1/2", 2", AND 3" PLASTIC ELECTRIC REMOTE CONTROL VALVES. GLOBE CONFIGURATION, WITH NPT THREADED INLET/OUTLET. FOR COMMERCIAL/MUNICIPAL USE.	3		5/I-2.0
	RAIN BIRD 3-RC 3/4" BRASS QUICK-COUPLING VALVE, WITH CORROSION-RESISTANT STAINLESS STEEL SPRING, THERMOPLASTIC RUBBER COVER, AND 1-PIECE BODY.	1		7/I-2.0
	NIBCO T-113 CLASS 125 BRONZE GATE SHUT OFF VALVE WITH WHEEL HANDLE. SAME SIZE AS MAINLINE PIPE DIAMETER AT VALVE LOCATION. SIZE RANGE - 1/4" - 3"	1		2/I-2.0
	HUNTER HC-6 6 STATION CONTROLLER WITH WI-FI CONNECTION	1		1/I-2.0
	POINT OF CONNECTION 1 1/2"	1		
	IRRIGATION LATERAL LINE: PVC CLASS 200 SDR 21	1,781 L.F.		
	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21	49.4 L.F.		
	PIPE SLEEVE: PVC SCHEDULE 40	191.9 L.F.		



DATE: 2023/01/19

REVISIONS:

NO.	DESCRIPTION
1	LANDSCAPE IRRIGATION CHANGE

CITY OF LANDER/LANDER ECONOMIC DEVELOPMENT ASSOCIATION (LEDA)  
 MAVEN OUTDOOR EQUIPMENT COMPANY HEADQUARTERS  
 1042 SPEEDGOAT DRIVE, LANDER, WYOMING

PROJECT #: 21-006  
 DATE: 1/19/23  
 DRAWN BY: JF

IRRIGATION PLAN  
 SHEET  
**I-1.0**





THE CITY OF LANDER

240 LINCOLN ST, LANDER WY
82520-2848 TELEPHONE 307-332-2870
Email: landercity@landerwyoming.org

OPEN CONTAINER PERMIT APPLICATION
\$50 Per Day-Non-Refundable Application Fee (must accompany application)
Must receive 30 days in advance of event

Applicant Name\*: Valerie Shao Date of Application: 5/26/2023
\* Must be present at all times during event

Address: PO Box 1304 Phone Number: (440)334-6846
Lander, WY 82520

Contact Phone Number at the Event: (440)334-6846

Date of the Event: 7/13/2023 Beginning Time: 3 PM Ending Time: 8:30 PM

Boundaries of the Open Container: On Main Street between 1st St. and 4th St.
Please be exact and include any boundaries for your event and provide a map of the boundaries.
Any possession of open containers outside the listed boundaries may be in violation of the permit and the law.

Short Summary of the Reason for the Event: Our non-profit, Central Wyoming Climbers' Alliance,
hosts the International Climbers' Festival every year. It is our main source of revenue. The Art Crawl
is part of the 4-day event, and we host it to give artists a chance to showcase and share their work.

Detailed Description of Activities/Entertainment at the Event: We will have registration in the Wild Iris Mountain Sports
Parking lot. There will be up to 60 artists + booths selling art along the Main St. sidewalk (at assigned locations). We will
also have presentations at LBS and food and drink at CB&T (sponsor of event). Beer vendors will also be present at the Art Crawl.

Does the event involve a road or street closure? \_\_\_ yes X no
• If the event involves a street closure a street closure permit is also necessary. Street closure permit application
can be made through the Lander Police Department.
o Please note that open container permits will not be approved until the street closure has been
approved.
Street Closure approved: \_\_\_ yes X no

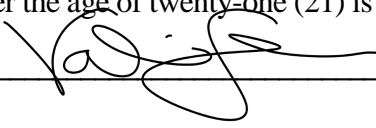
Notice: Glass containers are discouraged.

WRIST BANDS ARE REQUIRED TO BE WORN BY EVERYONE 21 YEARS OF AGE AND OLDER.

City Ordinance 2-2-8. Providing Minor with Alcoholic Beverages Prohibited.
City Ordinance 2-2-9. Minors Prohibited from Having or Using Alcoholic Beverages -

It is a violation of City Ordinance for **any** minor under the age of twenty-one (21) to consume or be under the influence of alcohol within the city limits of Lander, Wyoming.

By signing this application you agree that you are the person in control of the location of the event. You may be held responsible if a person under the age of twenty-one (21) is found to be consuming alcohol at your event.

Signature of Event Applicant: 

**For Official Use Only:**

City of Lander Clerk Review/Approval:

Confirmation of the street closure approval, **if applicable?** \_\_\_ yes \_\_\_ no

\_\_\_\_\_  
City Clerk/Designee

\_\_\_\_\_  
Date

Police Department Review/Approval:

Approved \_\_\_ yes \_\_\_ no

\_\_\_\_\_  
Chief of Police/Designee

\_\_\_\_\_  
Date

**RESOLUTION 1291**

**A RESOLUTION EXEMPTING BLOCKS ONE THROUGH FOUR OF MAIN STREET FROM THE OPEN CONTAINER PROVISIONS OF CITY ORDINANCE 2-2-12**

WHEREAS, The Central Wyoming Climbers’ Alliance Climber’s will be hosting the 2023 International Climber’s Festival including an Art Crawl fundraiser on the first through the fourth blocks of Lander’s Main Street, Lander, Wyoming, from 3:00 PM to 8:30 PM., on July 13, 2023, and

WHEREAS, the subject area is considered a public place subject to the open container ordinance contained in City ordinance 2-2-12; and

WHEREAS, the City Council can exempt specified areas from the open container ordinance pursuant to City ordinance 2-2-12(a)(vi); and

WHEREAS, the City Council believes that waiving the open container law for this special event is in the best interest of the City of Lander; and

WHEREAS, said open container law should not be waived as provided above with regards to glass containers, as the same constitutes a hazard to the public safety and welfare.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lander, that the first through fourth blocks of Main Street, Lander, Wyoming, shall be exempt from the provision of City Ordinance 2-2-12 on July 13, 2023, from 3:00 PM to 8:30 PM.

PASSED, APPROVED AND ADOPTED the 13<sup>th</sup> day of June 2023.

THE CITY OF LANDER  
A Municipal Corporation

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

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

CERTIFICATE

I, Rachelle Fontaine hereby by certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on June 13, 2023, and that the meeting was held according to law; and that the said Resolution has been duly entered in the minute book of the City of Lander.

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

May 24, 2023

Jim Corbett  
26 Pheasant Run Drive  
Lander, Wyoming 82520

City of Lander  
250 Lincoln Street  
Lander, Wyoming 82520

Subject: Letter of Resignation

Please accept my resignation as a member of the Housing Authority Board effective this date. I will be moving to Colorado in June 2023. Best of luck with the initiatives before the board to improve the lives of our Lander residents.

Jim Corbett

**MEMORANDUM OF AGREEMENT on NOTAM Manager System BETWEEN**  
**Aeronautical Services (AJM-336) of the**  
**Federal Aviation Administration (FAA)**  
**AND**  
**Lander Hunt Field (LND)**

**ARTICLE 1. PARTIES**

The parties to this Agreement are the Aeronautical Services group of the Federal Aviation Administration (FAA) and the Lander Hunt Field, referred to as Airport hereafter.

**ARTICLE 2. SCOPE**

a. Purpose:

The purpose of this Agreement between the FAA and Airport is to improve the quality and timeliness of important flight information by deploying a new direct-entry digital Notice to Air Missions (NOTAM) system for airport operators called the NOTAM Manager System.

b. Specific goals and objectives to be accomplished:

Airport direct-entry NOTAMs will be limited to the following airport surface area NOTAMs (the "D" NOTAMs) including the keywords: aerodrome/service, runway, taxiway, apron/ramp and obstruction, unless specifically expanded by a modification of this agreement.

The objectives of this project include:

- 1) The FAA will provide a web-based service, NOTAM Manager System, which allows the airport operator to submit airport surface area NOTAMs directly into the Federal NOTAM System (FNS) rather than going through Flight Service;
- 2) The airport operator will provide the FAA with feedback on the suitability of the NOTAM Manager System and suggestions on how to improve the system including input to the FAA's human factors consultants.
- 3) If applicable, the FAA will deactivate all ENII accounts 60 days after the activation of NOTAM Manager System at the Airport.

c. Management of the project:

The management of this project will be done by the FAA's Aeronautical Services Team (AJM-336)

d. Roles and responsibilities:

Parties are bound by a duty of good faith and best effort in achieving the goals and objectives in Article 2 of this Agreement.

Airport will use its best efforts to protect password information to permit use of the FAA's NOTAM Manager System, and Airport will provide password information only on a need-to-know basis.

The FAA will use its best efforts to ensure the NOTAM Manager System operates at optimal performance level as designed.

e. Contributions of the Parties:

The FAA will provide:

- 1) a password function to the NOTAM Manager System which allows access to it by the airport operators;
- 2) the initial training of its personnel on how to use the system and a user manual;
- 3) a NOTAM subject matter expert (SME) during the initial phase of deployment to assist the airport personnel (direct-assist) with the new Airport NOTAM Manager System;
- 4) a point of contact person, (Customer Support Group), to respond to any questions which arise after deployment;
- 5) telephonic technical support to assist Airport during the term of this agreement; and
- 6) a completed Safety Risk Management Document on the NOTAM Manager System.

Airport will provide:

- 1) the personnel and web-accessible computers, Internet access, and any related and required equipment to allow operation of the NOTAM Manager System;
- 2) feedback on how the system is operating and how it might be improved;
- 3) the continuing ability to return to the existing legacy NOTAM system if the NOTAM Manager System is not operating as required to maintain the safety of the airport.

4) at least one airport training POC to receive a formal live or virtual training session prior to activation, provided by a designated FAA representative, on the NOTAM Manager System.

**ARTICLE 3. EFFECTIVE DATE**

The effective date of this Agreement is from the date of deployment of NOTAM Manager at the airport.

**ARTICLE 4. REPORTING REQUIREMENTS**

Airport shall report any suggestions on improvement of the NOTAM Manager System to the FAA through their Point of Contact and assist the FAA's human factors personnel with their research on improvements to the NOTAM Manager System.

**ARTICLE 5. INTELLECTUAL PROPERTY**

a. Rights in Data

The Government retains Government Purpose Rights in all data developed under this agreement. Airport agrees not to reverse-engineer any of the software, forms, or databases, including those accessible through the password-protected system described above, but shall use its access only for the purposes set out herein.

"Data" means recorded information, regardless of form or method of recording, which includes but is not limited to, technical data, computer software, trade secrets, and mask works. The term does not include financial, administrative, cost, pricing or management information.

"Government Purpose Rights" means the rights to –

(1) Use, modify, reproduce, release, perform, display, or disclose data within the government without restriction; and,

(2) Release or disclose technical data outside the government and authorize persons to whom release or disclosure has been made to use, modify, reproduce, release, perform, display, or disclose that data for government purposes.

"Government Purpose" means any activity in which the United States Government is a party, including cooperative agreements with international or multi-national defense organizations, or sales or transfers by the United States Government to foreign governments or international organizations. Government purposes include competitive acquisition by or on behalf of the government, but do not include the rights to use, modify, reproduce, release, perform, display, or disclose data for commercial purposes or authorize others to do so.

**ARTICLE 6. LEGAL AUTHORITY**

This Agreement is entered into under the authority of 49 U.S.C. 106(l) and (m), which authorizes agreements and other transactions on such terms and conditions as the Administrator determines necessary.

**ARTICLE 7. POINTS OF CONTACT**

FAA Program Office

Kevin T. Le, Manager, Aeronautical Services, AJM-336

Airport Party

Manager, Lander Hunt Field

**ARTICLE 8. FUNDING AND PAYMENT**

There will be no exchange of moneys since each party shall bear their own costs to implement this project and meet the goals and objectives of it as outlined above.

**ARTICLE 9. APPROVAL OF SUBCONTRACTORS**

There shall be no airport subcontractors involved on this project.

**ARTICLE 10. CHANGES, MODIFICATIONS**

Changes and/or modifications to this Agreement shall be in writing and signed by Manager, Aeronautical Services and Airport Management. The modification shall cite the subject Agreement, and shall state the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this Agreement.

**ARTICLE 11. TERMINATION**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time, with or without cause, and without incurring any liability or obligation to the terminated party (other than the performance of obligations accrued on or prior to the termination date) by giving the other party at least thirty (30) days prior written notice of termination. Upon receipt of a notice of termination, the receiving party shall take immediate steps to stop the accrual of any additional obligations.

Either party may terminate this agreement immediately if either party determines that the safety of the airport is affected and return immediately to the existing NOTAM entry process currently in use prior to the initial deployment of the NOTAM Manager System.

**ARTICLE 12. CONSTRUCTION OF THE AGREEMENT**

This Agreement is an "other transaction" issued under 49 U.S.C 106 (l) and (m) is not a procurement contract, grant or cooperative agreement. Nothing in this Agreement shall be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

Each party acknowledges that all parties hereto participated equally in the negotiation and drafting of this Agreement and any amendments thereto, and that, accordingly, this Agreement shall not be construed more stringently against one party than against the other.



**ARTICLE 13. DISPUTES**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any disagreement through good faith negotiations, the dispute will be resolved by Aeronautical Services management of the FAA.

**ARTICLE 14. WARRANTIES**

The FAA makes no express or implied warranties as to any matter arising under this agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

**ARTICLE 15. LIABILITY**

The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by airport, its employees, or contractors, or any third party acting on its behalf. Each party agrees to be responsible for injury, death or property damage arising out of or in connection with its own acts or omissions under this Agreement, however, neither party waives its rights to sovereign immunity.

**ARTICLE 16. PROTECTION OF INFORMATION**

The parties agree that they shall take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

**AGREED:**

**Federal Aviation Administration**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Kevin T. Le, Manager, Aeronautical Services, AJM-336

**AIRPORT**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Manager, Lander Hunt Field



Rachelle Fontaine <[rfontaine@landerwyoming.org](mailto:rfontaine@landerwyoming.org)>

## Fwd: LIFT Awards for City Council

4 messages

**Charri Lara** <[clara@landerwyoming.org](mailto:clara@landerwyoming.org)>  
To: Rachelle Fontaine <[rfontaine@landerwyoming.org](mailto:rfontaine@landerwyoming.org)>

Thu, Jun 8, 2023 at 2:19 PM

Did Eric send you this info

----- Forwarded message -----

From: **Eric Andrews** <[eric.andrews@307cpas.com](mailto:eric.andrews@307cpas.com)>

Date: Thu, Jun 8, 2023 at 1:30 PM

Subject: LIFT Awards for City Council

To: Charri Lara <[clara@landerwyoming.org](mailto:clara@landerwyoming.org)>

CC: Sarah Lancaster Hamlin <[slancast@gmail.com](mailto:slancast@gmail.com)>, Marilyn Fisher <[marilyn@torringtoncpas.com](mailto:marilyn@torringtoncpas.com)>

Hi Chari,

LEDA has voted for the following awards to be presented to City Council for approval at the next meeting. These are listed in order scoring highest to lowest.

- a. WYO-131 Gravel Grinder – An growing event held here in Lander. This is a gravel bike event that features 13, 40, 80, and a 131-mile course. Started in 2017 with 19 registered participants. 2022 saw 130 registered participants bring ~200 people to town. 2023 is expected to register 300 riders. Funds will be used to create advertisement media to help grow the event. Award amount = \$7,500 (less than 50% of total project cost)
- b. Lander Presents – Another growing event held here in Lander. This is currently a summer concert series (formerly Lander Live by the Chamber) that features 6 summer concerts for the community with plans to add additional events moving forward. Funds will be used to hire an event manager as the volunteer board is taxed and they're afraid of volunteer burn out. Award amount = \$3,750 (less than 50% of total project cost)
- c. The Lander Garage – This is the renovation of the old garage next to the Lander Motel. This will house Pushroot Brewing when complete. Building is owned by same owners as the Lander Motel (The Lander, LLC) which has been awarded in the past. Project request is specifically for infrastructure costs associated the garage renovation. Project aims to provide another dining option to Lander and beautify main street. Award amount = \$67,500 (less than 50% of total project cost)
- d. Waveform Healthcare Education, LLC – A small LLC providing health education services within Lander seeking to expand its service offerings. Project is to purchase better training equipment to offer more specialized courses. Award amount = \$9,525 (more than 50% of total project cost)
- e. CDS Expansion – CDS would like to expand into child care services and after school care within Lander. Funds are to add staff and increase salaries of current staff. Award amount = \$53,278 (less than 50% of total project cost, ED funding ran out funding this award)
- f. 450 Main Remodel – Jake Huhnke is seeking funds to assist in renovating the upstairs of the building at 450 Main St (his office). The upstairs will be rented out as a short-term rental (hopefully to traveling nurses or the like). Award amount = \$0 (ED quarterly funding amount ran out with previous award)

Marilyn and I will plan to be at the meeting to answer questions. I am also available to meet with Council members or the Mayor should they have questions or want additional information prior to the meeting.

I'm not sure what information the Council has received in the past prior to the presentation so let me know what other information you need.

**RESOLUTION 1285**  
**THE CITY OF LANDER FEE SCHEDULE 2023-23**  
**A RESOLUTION AMENDING RESOLUTION 1249**

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, 2023 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)		\$ 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	\$965.00/day
	Full center 2-4 days	\$925.00/day
	Full center over 5 days	\$880.00/day
	Main Room only	\$675.00/day
	Bar & Lobby only	\$275.00/day
	Kitchen only	\$330.00/day
	Meeting rooms (3 each) hourly/daily	\$30.00 each/hour \$150.00 each/day
COMMUNITY CENTER DEPOSITS	Damage deposit - % refundable	\$300.00

	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/FEEES</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	\$5.00/ \$9.00.00
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	\$100.00/day
	21-150 People	\$125.00/day
	151-300 People	\$300.00/day
	301-500 People	\$400.00/day
	Over 500 People	\$500.00/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
<b>GAZEBO/DILLON/CENTENNIAL</b>	<b>1-20 People</b>	<b>\$25.00/day</b>
	<b>21-50 People</b>	<b>\$50.00/day</b>
	<b>51-100 People</b>	<b>\$100.00/day</b>
	<b>101-250 People</b>	<b>\$250.00/day</b>
	<b>Over 250 People</b>	<b>\$500.00/day</b>
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
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
	Non-conforming use application	\$275.00
	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 and Building Department Fees Adopted by separate resolution.

PASSED APPROVED AND ADOPTED THE 13<sup>th</sup> Day of June, 2023

THE CITY OF LANDER  
A Municipal Corporation

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

ATTEST: \_\_\_\_\_  
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 regular meeting held on June 13, 2023, 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



**RESOLUTION 1289**  
**THE CITY OF LANDER BUILDING DEPARTMENT FEE SCHEDULE 2023-23**

WHEREAS the City of Lander has reviewed and set forth the following charges for City Services of the Building department; 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, 2023 for the following City Services.

<b>CITY OF LANDER BUILDING DEPARTMENT FEES</b>		
CATEGORY		RATE
<b>1. New Construction and Alterations IBC/IRC</b>		Per Valuation Table**
Equipment/Materials including labor		
		1% of contract amount with
	a. Siding, soffit, fascia and gutter	\$30 minimum
	b. Electrical Service Inspection	\$75 minimum
	c. Electrical Alteration	\$30 minimum
	d. Mechanical (Equipment Replacement)	\$50 minimum
	e. Plumbing Alteration	\$30 minimum
	f. Water Heater Replacement	\$30 flat fee
	g. Gas Piping Pressure Test	\$30per test
	h. Water or Sewer Replacement	\$60 minimum
<b>2. Reroofing Permits</b>		
	Residential Reroof (area >100 sf)	\$60 flat fee
	Commercial Reroof	1% of contract
<b>3. Communication Facilities</b>		
	Cell buildings/towers, etc.	\$325
<b>4. Manufactured Home Placement (HUD Standard)</b>		\$200
<b>5. Signs</b>		\$0.53 per sf of sign face or \$39 minimum
<b>6. Commercial Plan Review Fees</b>		
	a. Third Party Plan Review Fees	Actual Cost
	b. In House Plan Review Fees	10% of Building Permit Fee
<b>7. Accessory Building Placement-Temporary and Permanent placement of storage and skid structures 30 days or more</b>		\$100

8. Fence Permits		
	a. Installed in right-of-way	\$30
	b. Fences Exceeding 7' in height (engineering required)	\$30
	c. Fences not exceeding 7' in height and installed on owner's property	no fee
9. Permit Violation Fee		
	Working without permit, work other than permitted	2 times the permit fee
		\$100 minimum
10. Encroachment/Street Cut Fees		
	a. Street/Alley (paved)	\$325 base + \$0.25 per sf
	b. Sidewalk repair/replacement	\$35 per lineal foot
	c. Street/Alley (Unpaved)	\$50 per lineal foot
11. Commercial and Residential Child/Adult Care Permit, Conditional Use Inspection		
	a. annual inspection	\$75
12. Board of Appeals Hearing		
		\$200
13. Call Back Fee		
		\$60
	Inspector called and site not ready	

City of Lander Building Department fees

PASSED APPROVED AND ADOPTED THE 13<sup>th</sup> Day of June, 2023

THE CITY OF LANDER  
A Municipal Corporation

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

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

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on June 13, 2023 and that the meeting was held according to law; and that the said Resolution has been duly entered in the minute book of the City of Lander.

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



