



CITY OF LANDER REGULAR CITY COUNCIL MEETING

**Tuesday, September 24, 2024 at 6:00 PM
City Council Chambers, 240 Lincoln Street**

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/85066225817?pwd=lqe5wG9caMuvHFPgJaulCxxhJ8HuWtq.1>

Meeting ID: 850 6622 5817

Passcode: 227281

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. APPROVAL OF AGENDA

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. MAYOR AND COUNCIL UPDATES

5. STAFF REPORTS

6. NEW BUSINESS (ACTION ITEMS)

- A. Approve LIFT Committee recommendation to fund 75% of Balsamaroot Production's \$21,070 request for an award of \$15,803.00 for the purchase of an 8kg roaster, a destonert, and a commercial grinder to increase roasting capacity.
- B. Approve LIFT Committee recommendation to fund 100% of Slow Food Wind River's \$10,958.00 request for an award of \$10,958.00 to create and fund a marketing strategy for Meadowlark Market.
- C. Approve the LIFT Committee recommendation to fund 75% of the Little Green Truck's \$22,797.00 request for an award of \$17,098.00 to purchase another vehicle and build a pop-up counter.
- D. Approve the LIFT Committee recommendation to fund 100% of the Lander Valley High School Tennis / Pickleball Courts' \$12,400.00 request for an award of \$12,400.00 to purchase fencing and containment netting stands.

- E. Approve the LIFT Committee recommendation to fund 50% of the Lander Free Medical Clinic's \$45,513.00 request for an award of \$22,757.00 for a full-time care coordinator salary.
- F. Approve the LIFT Committee recommendation to fund 0% of the Ten Tempura Business' \$7,500.00 request for an award of \$0.00.
- G. Approve the LIFT Committee recommendation to fund 0% of 23 Squared's \$7,500.00 request for an award of \$0.00.
- [H.](#) Approve correction of clerical error and re-number previously approved Resolution 1339 to Resolution 1341 Authorizing a Funding Amendment to the Wyoming Water Development Commission for the Wells and Transmission Line 2022 Project.
- [I.](#) Approve Resolution 1342 Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Land and Investment Board on Behalf of the Governing Body of the City of Lander.

7. ADJOURNMENT

Lander Economic Development Association
Half Cent Economic Development Tax
Recommendations to the City of Lander
September 11, 2024

Funds Available: \$584,157

Summary

- LIFT received 7 applications that were eligible for funding. Total funding request of all applications \$127,238
- LIFT Committee recommends funding 5 projects for a total of \$79,016

Breakdown of Applications and Recommendations:

Balsamaroot Production:

- Requested \$21,070
- Project Description
 - o They intend to increase their capacity to roast coffee by 500%.
 - o They will use the funds to purchase an 8kg roaster, a Destoner and a commercial grinder.
- Vision
 - o They will be able to offer coffee on the shelves of local grocery stores, markets, and gift shops. Cafés and restaurants will be able to serve the product. They will be able to ship the product out of state to customers, as well as collaborate with local breweries, bakeries and creameries.
- Economic Benefit
 - o Keeping dollars spent on coffee in the community, creating year round jobs, capturing outside money via tourism spending and online ordering, occupying one of the many vacant commercial spaces, hiring local contractors, and collaborating with other Lander small businesses.
- Discussion
 - o There was discussion that this project doesn't directly compete with another local business. This should be complimentary to many of the businesses in town.
- Recommendation
 - o LIFT scored project at 57
 - o LIFT recommends that project is funded at 75% = \$15,803

Slow Food Wind River:

- Requested \$10,958
- Project Description
 - o Creating and funding a marketing strategy for Meadowlark Market
- Vision
 - o They simply intend to begin marketing Meadowlark Market to gain market share
- Economic Benefit

- Meadowlark Market currently supports almost 70 Wyoming farmers, ranchers and food producers (over half of which are Lander-based) and offers hundreds of local food products including meat, milk, cheese, breads, produce, honey, eggs and more.
- A marketing strategy could allow them to gain market share and, thereby, help these local producers sell more product
- Discussion
 - There was discussion about the sustainability of the marketing position. It isn't clear if Meadowlark Market can support their marketing strategy long term without grant money.
- Recommendation
 - LIFT scored project at 54
 - LIFT recommends project is funded at 75%, however due to the incentive stating that asks of 15k or less get an automatic step up on the grading scale they would qualify for 100% funding = \$10,958

Little Green Truck Expansion

- Requested \$22,797
- Project Description
 - Purchase another vehicle and build a pop-up counter option in order to meet demand
- Vision
 - The other vehicle will either be exactly the same as the current model, or slightly larger. The pop up counter will be built with a freezer that has the capacity to hold more ice cream than the current truck holds, helping to adapt to larger crowds at certain events.
 - With an expansion, LGT would be able to be at multiple events, even if they are the same day and at the same time. Events include both public and private weddings, concerts, birthday parties, sporting events, etc.
- Economic Benefit
 - Intent is to hire 4-6 part-time employees on a seasonal basis
- Discussion
 - It was discussed that this business does directly compete with other ice cream companies in town. It is unique to them that they travel to events.
- Recommendation
 - LIFT scored project at 51
 - LIFT recommends project is funded at 75% = \$17,098

Fencing for Lander Valley High School Tennis/Pickleball Courts

- Requested \$12,400
- Project Description
 - Purchase fencing and containment netting stands as an essential element of pickleball courts, offering a multitude of benefits that enhance the playing experience, promote safety, improve aesthetics, and reduce maintenance requirements. These improvements will provide a state-of-the-art pickleball facility for future tournaments as well provide the school district, its students and community at large

- Vision
 - They would like to increase the number of Pickleball Tournaments in Lander and invite other cities to participate in these tournaments.
 - They are planning to host several tournaments in 2025 and inviting other cities around Wyoming to participate in these events.
 - The new equipment will increase the appeal of the local courts and increase safety.
- Economic Development
 - Hosting tournaments will drive visitors to Lander providing revenue to local businesses
- Discussion
 - This seemed to be a good project for LIFT. The equipment can be used by many in the community plus has potential to bring visitors to Lander.
- Recommendation
 - LIFT scored project at 51
 - LIFT recommends project is funded at 75%, however due to the incentive stating that asks of 15k or less get an automatic step up on the grading scale they would qualify for 100% funding = \$12,400

Scaling up the Lander Free Medical Clinic

- Requested \$45,513
- Project Description
 - They're requesting money from LIFT to pay the salary of a full time care coordinator.
- Vision
 - Hiring a full-time care coordinator will allow them to see more patients
- Discussion
 - It's historically been communicated that city council doesn't want LIFT funds to go directly to salary. We communicated that to the Lander Free Medical Clinic.
- Recommendation
 - LIFT scored project at 35
 - LIFT recommends project is funded at 50% = \$22,757

Ten Tempura Business Updates

- Requested \$7,500
- Project description
 - The owner wants to purchase an A/C unit for the Ten Tempura food truck and expand sauce bottling to sell as a retail product
- Vision
 - Owner needs to install an A/C unit on the food truck to make working conditions more bearable during the summer months.
 - Owner wants to begin bottling and selling sauces as a complimentary revenue stream
- Economic Development
 - Potential to hire additional employees at undetermined point in the future
- Discussion

- He really doesn't have a business plan and we're going to recommend that he spend some time with the SBDC in the coming months. He was very passionate about his business.
- Recommendation
 - LIFT scored project at 29
 - LIFT recommends project is funded at 25% however the matrix deems that projects earning a score of under 50% will not be funded.

23 Squared Growth and Expansion

- Requested \$7,500
- Project description
 - They are requesting money for new store displays, a website designer and marketing.
- Vision
 - Owners believe that new displays will give an updated look to the store and increase traffic.
 - They need a website presence to be able to sell merchandise.
 - They would like to begin marketing the store.
- Economic Development
 - Potential to hire additional employees at undetermined point in the future
- Discussion
 - They need to understand how they would run an online marketplace. It was discussed that running the online marketplace may be a good idea, but they weren't ready to take that step.
- Recommendation
 - LIFT scored project at 30
 - LIFT recommends project is funded at 25% however the matrix deems that projects earning a score of under 50% will not be funded.

RESOLUTION NO. ~~1339~~-1341

A RESOLUTION AUTHORIZING A FUNDING AMENDMENT TO THE WYOMING
WATER DEVELOPMENT COMMISSION FOR LANDER WELLS AND
TRANSMISSION LINE 2022 PROJECT

WHEREAS, The Governing Body for the City of Lander desires to continue to participate in the Wyoming Water Development Commission project agreement to assist in financing this project; and,

WHEREAS, the Governing Body for the City of Lander recognizes the need for the project to include construction of four new wells located at the Lander Water Treatment plant.

WHEREAS, the Wyoming Water Development Commission requires that certain criteria be met, and to the best of The City of Lander’s knowledge this project meets those criteria; and,

WHEREAS, the Governing Body of the City of Lander, Wyoming recognizes and supports the need for this project and submittal of this grant application,

WHEREAS, the Governing Body of the City of Lander agrees to participate in the project with the Wyoming Water Development Commission and meet financial obligations from City of Lander’s Water and Wastewater Enterprise Fund as funded by the recent rate increase adopted by Resolution 1332 titled “Fees and Utility Rates for Water and Wastewater Service July 1, 2024-June 30, 2025”, dated May 14, 2024; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of The City of Lander agrees to participate in paying for an adjusted price of up to 33% of the total project cost in the project amount of \$3,623,920 to assist in the funding of the Lander Wells and Transmission Line 2022 project.

BE IT FURTHER RESOLVED that Monte Richardson, Mayor; Melinda Cox, Council President; and Lance Hopkin, City Engineer/Public Works Director are hereby designated as the authorized representatives of the City of Lander to act on behalf of the Governing Body on all matters relating to this project.

PASSED, APPROVED, AND ADOPTED THIS 10th day of September 2024.

Monte Richardson, Mayor

Attest:

Rachelle Fountaine, City Clerk

CERTIFICATE

I, Rachelle Fountaine, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on September 10th, 2024, 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 Fountaine, City Clerk

Resolution Number 1342

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

City of Lander

FOR THE PURPOSE OF:

To acquire preliminary designs to construct flood mitigation measures that protect the City of Lander and the surrounding area from the dangers of flooding from the Middle Fork of the Popo Agie River. Funds awarded from this applciation will produce the designs that will be used in support of a 2025 FEMA BRIC applicaiton.

(State Purpose of Project)

WITNESSETH

WHEREAS, the Governing Body for the City of Lander

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS, the Governing Body of the City of Lander

recognizes the need for the project; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the City of Lander

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s):

General Fund

(Describe the Source and Status of All Matching Funds)

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Lander

that a grant application in the amount of \$ 500,000.00

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the

2/15/2025

(Date of SLIB Meeting)

to assist in funding the

Flood Protection Design

(Name of Project)

BE IT FURTHER RESOLVED, that

RaJean Strube Fossen, Assistant Mayor, Charri Lara, City Treasurer or Lance Hopkin Public Works Director/Engineer

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

City of Lander

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

24th

(Date)

day of

September

(Month)

2024

(Year)

(Signature)

Monte Richardson, Mayor

(Name and Title)

Attest:

(Signature)

Rachelle Fontaine, City Clerk

(Name and Title)

Mineral Royalty Grant Program Checklist

Required Information for All Applications

- ☒ Application (Contact Info, Need General info, Project Questions, Project Narrative & General Financial info tabs of this application form plus this checklist must be completed and submitted).
- ☒ Standard resolution executed by the Governing Body authorizing the filing of the application. The resolution should include the amount of the grant being requested, name of project, the other matching funding sources. *To be signed 9/24/24*
- ☒ A WY Licensed engineer's statement of feasibility (not required for the purchase of emergency vehicles).
- ☒ A copy of the current capital improvement plan and fund documentation
- ☒ 3-Years of Audited Financial Information (Balance Sheet and Income Statement).
- ☒ A formal maintenance plan documenting how the project will be maintained, if available.
- ☒ Commitment letters from all funding sources, if applicable.

Additional Information Needed for Street and Roads Projects

- ☒ Completed Tab 5 - Road & Street Questionnaire

Additional Information Needed for Water Projects

- ☒ Completed Tab 6 - Water Questionnaire

Additional Information Needed for Sewer Projects

- ☒ Completed Tab 6 - Sewer Questionnaire

Additional Information Needed for Fire Apparatus Projects

- ☒ Completed Tab 7 & Tab 8- Fire Apparatus Questionnaire
- ☒ Vehicle replacement policy and fund documentation

Additional Information Needed for Vehicles Purchases

- ☒ Complete Tab 8 - Vehicle Replacement Certification
- ☒ Vehicle replacement policy and fund documentation

Additional Information for Special District Applying for MRG Funding

- ☒ Copy of County Commissioners resolution that shows formation of special district
- ☒ Copy of certification from the County Commissioners that the special district currently exists
- ☒ Written review from the County Commissioners
- ☒ Written review from City or Town (only if special district is within five (5) miles of incorporated limits)
- ☒ Resolution for assessments
- ☒ Letter from County Assessor verifying and showing the dollar amount the District is collecting for assessment

Additional Information for Joint Powers Boards Applying for MRG Funding

- ☒ Copy of certificate of organization filed with the Secretary of State
- ☒ Copy of executed joint powers agreement approved by the Attorney General
- ☒ Written review from the County Commissioners
- ☒ Written review from City or Town (only if Joint Powers Board is within five (5) miles of incorporated limits)

Ensure you have entered something in every box this color.

All questions must be answered in order for the application to be considered complete.

Submit one (1) original Application and Resolution, **signed in BLUE**, and Supporting Documentation to the following address:

OFFICE OF STATE LANDS AND INVESTMENTS
ATTN: GRANTS AND LOANS DIVISION
HERSCHLER BUILDING 1st FLOOR EAST
122 WEST 25th STREET
CHEYENNE, WYOMING 82002