



CITY OF LANDER

CITY COUNCIL WORK SESSION MEETING

Tuesday, September 26, 2023, Immediately Following 6:00 PM Regular Council Meeting

City Council Chambers, 240 Lincoln Street

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/83084663536?pwd=LqEzWZ8saloqIModhtltCh91DCBaGL.1>

Meeting ID: 830 8466 3536

Passcode: 482844

1. MAYOR AND COUNCIL UPDATES

2. STAFF REPORTS

3. UNFINISHED BUSINESS

- A. Discussion concerning camping fees in the City Park on Fremont Street

4. NEW BUSINESS

- A. Presentation by Chief Peters concerning new data tracking software
- [B.](#) Discussion concerning Mechanic Series and Police Department Captain Job Descriptions
- [C.](#) Housing Authority Board update on fundraising efforts and discussion of building assets
- [D.](#) County MOU for Welcome Center

5. ADJOURNMENT

Upcoming Council Meetings:

Regular Meetings:

6:00 PM Tuesday, October 10, 2023, City Council Chambers

6:00 PM Tuesday, November 14, 2023, City Council Chambers

6:00 PM Tuesday, December 12, 2023, City Council Chambers

Work Sessions:

6:00 PM Tuesday, October 24, 2023, City Council Chambers

6:00 PM Tuesday, November 28, 2023, City Council Chambers **All meetings are subject to cancellation or change.**



City of Lander

Job Description

Title:	Shop Supervisor	Grade:	9
Department:	Public Works	Effective Date:	4/2021 9/2023
Division:	Fleet Maintenance	Last Revised:	9/2023

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

GENERAL PURPOSE

Performs a variety of first-line supervisory and advanced level skilled duties related to managing daily operations of the city shop and assuring quality fleet maintenance. Performs as a master mechanic.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to Journey Mechanic(s).

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the city shop, schedules preventive maintenance projects and controls work flow; monitors fleet maintenance to assure efficient and safe vehicle operation; assigns projects; reviews performance to assure quality work; makes recommendations related to job retention and advancement.

Maintains various maintenance records; monitors use of parts and assures proper availability of inventory; orders parts and materials; prepares recommendations for budget needs, monitors established division budget to assure compliance with spending limitations; operates computer to input expense information related to division operations, projects and inventory.

Receives vehicles and work orders; assigns work; directs and performs complex maintenance and repair work on gasoline engines, carburetors, differentials, air and hydraulic systems (turbo, super charger systems), brakes, drive units, diesel engines, transmissions, clutches, steering, suspensions, electrical, computerized control systems, fuel systems, cooling systems, tires, exhaust, etc.; oversees and performs emergency field repairs and service; oversees and performs auto body repairs and painting.

Digital Management and Record Keeping; Utilize the online application to review, accept, and manage digital work orders, ensuring that all tasks are completed in a timely and efficient manner. Submit purchase orders online for necessary parts, tools, and equipment, ensuring cost-effective procurement practices. Update and manage personal employee profile, including timesheet submissions, leave requests, and other relevant details.

Inventory Management; Track the usage and inventory of parts and supplies, ensuring that commonly used items are readily available. Ensure that tools and equipment are properly maintained, stored, and inventoried.

Collaboration and Communication; Collaborate with other departmental staff and external vendors when necessary. Provide timely updates to the Fleet Maintenance Supervisor about ongoing tasks, challenges, and accomplishments. Offer suggestions for process improvements or potential cost-saving measures.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, fire trucks, dump truck, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, etc.), welding and hardfacing using electric and acetylene equipment; modifies parts, reinforces frames, plow blades, sanders, etc.

Provides training and instruction to less experienced personnel in complex maintenance and repair of automotive and heavy duty equipment; provides general instruction to equipment operators in making minor repairs and performing general maintenance routines.

Monitors all work activities and procedures to assure compliance with established safety standards; enforces safety practices.

Performs related duties as required.

CORE COMPETENCIES

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

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

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of specialized training provided through professional workshops, trade school, or technical college in automotive and/or heavy equipment mechanics;

AND

B. Eight (8) years of progressively responsible experience in a field directly related to above duties; one (1) year of which must have been in a lead worker capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; safety practices required by state and other laws; hazards common to heavy equipment operation; installation and repair of automotive air conditioning

systems, servicing and repair of air brakes and air systems, auto electrical systems and equipment; gas and arc welding. Working knowledge of principles and techniques of supervision; computer operations and applications including word processing, spreadsheet and database programs.

Master level skill in the use of mechanical tools, materials, welding, and testing equipment.

Ability to direct the work of others; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a crew engaged in a variety of operations and maintenance projects; read and interpret engineering plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.

3. Special Qualifications:

Possession of a valid Class B Commercial Driver's License **preferred but not required.**

Must be a certified mechanic in all areas of light and heavy equipment.

Must be able to lift a minimum of 50 lbs and meet the physical demands of the job.

May be required to become certified to supervise EPA Hazardous Materials Training Program.

May be required to become certified to perform state safety inspections.

4. Work Environment:

Incumbent of the position normally works in a safe, climate controlled environment. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing/**near vision** essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. **Exposure to contaminants including pollutants, gases, dust and odors and machinery noise frequent Exertion up to 50 pounds of force.**

DRIVING REQUIREMENTS:

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

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with Federal requirements and City policy.

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

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

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.

The City of Lander is an at-will employer.

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

Employee's Name (Printed)

Employee's Signature

Date



City of Lander

Job Description

Title:	Mechanic	Grade:	3
Department:	Public Works	Effective Date:	4/2021
Division:	Fleet Maintenance	Last Revised:	9/2023

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GENERAL PURPOSE

Performs a variety of Journey level skilled tasks related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment.

SUPERVISION RECEIVED

Works under the general guidance and direction of the shop supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery checker, pneumatic equipment, drill press, etc.) as needed to assure safe and efficient operation of city motor vehicles.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, fire trucks, dump truck, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.

Disassembles and repairs motors and manual transmissions; repairs or replaces oil filters, carburetors, fuel pumps, and other parts; relines and adjusts brakes and differentials.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, etc.), welding and hardfacing using electric and acetylene equipment.

Performs general vehicle inspection and certification; checks and maintains service schedules consistent with manufacturer specifications.

Orders replacement parts, fuels and lubricates equipment; changes and repairs tires; completes vehicle maintenance records.

Services and replaces equipment parts such as radiators, generators, distributors, brakes and clutches as required; assists in the minor repair of damaged body frames.

Digital Management and Record Keeping; Utilize the online application to review, accept, and manage digital work orders, ensuring that all tasks are completed in a timely and efficient manner. Submit purchase orders online for necessary parts, tools, and equipment, ensuring cost-effective procurement practices. Update and manage personal employee profile, including timesheet submissions, leave requests, and other relevant details.

Inventory Management; Track the usage and inventory of parts and supplies, ensuring that commonly used items are readily available. Ensure that tools and equipment are properly maintained, stored, and inventoried.

Collaboration and Communication; Collaborate with other departmental staff and external vendors when necessary. Provide timely updates to the Fleet Maintenance Supervisor about ongoing tasks, challenges, and accomplishments. Offer suggestions for process improvements or potential cost-saving measures.

Supervises the operation of the city shop in the absence of the shop supervisor.

Performs related duties as required.

CORE COMPETENCIES

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

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- 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; plus one (1) year of specialized technical or vocational training related to above duties;

AND

 - B. Three (3) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;

OR

 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:
Working knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; welding methods and procedures; servicing and repair of air brakes and air systems; auto electrical systems and equipment; gas and arc welding.

Journey skills in the use of mechanical tools, materials, welding, and testing equipment.

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

Possession of a valid Class B Commercial Driver’s License preferred but not required.

Must be a certified mechanic in all areas of light and heavy equipment.

Must be able to lift a minimum of 50 lbs and meet the physical demands of the job.

May be required to become certified to supervise EPA Hazardous Materials Training Program.

May be required to become certified to perform state safety inspections.

4. Work Environment:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching. Talking, hearing and seeing/ near vision essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. Exposure to contaminants including pollutants, gases, dust and odors and machinery noise frequent Exertion up to 50 pounds of force.

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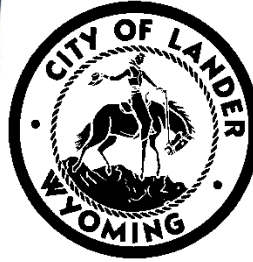
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Employee's Name (Printed)

Employee's Signature

Date



City of Lander

Job Description

Title:	Police Department Captain	Grade:	13
Department:	Police	Effective Date:	10/2023
EXEMPT		Revised:	10/2023

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

GENERAL PURPOSE

Provide oversight for all police department patrol operations. Evaluates subordinates and supervisors' performance. Review and approve timecards. Administer and investigate disciplinary actions. Review and suggest appropriate changes to agency procedures and rules and regulations. Make budget recommendations. Perform the duties of uniformed police officer as required. Serve as Chief of Police in the Chief's absence.

SUPERVISION RECEIVED

Works under and reports to the Police Chief.

SUPERVISION EXERCISED

Provides close to general supervision to all department employees.

ESSENTIAL FUNCTIONS

1. Perform essential functions Police Sergeant Job description.
2. Supervise assigned personnel and operations on patrol to ensure goals and objectives of department are met. Provide direction and leadership. Review scheduling assignments; oversee completion of payroll entries; attend roll call; prepare and review performance evaluation ratings; and recommend appropriate disciplinary actions as required. Review, understand, and communicate standard operating procedures and City policies. Identify shift problem areas and provide viable solutions. Monitor police radio, Computer Aided Dispatch system, and shift activity reports. Receive, assign and/or investigate citizen complaints. Take command of critical incidents. Serve as Acting Chief in the Police Chief's absence.
3. Monitor performance and counsel subordinates to ensure compliance with procedures. Provide opportunities to make decisions and discuss consequences of decisions. Identify strengths and weaknesses. Recommend training.
4. Observe and evaluate subordinate supervisors' performance. Act as reviewer for evaluations completed by subordinate supervisors. Counsel subordinates when appropriate. Correct performance deficiencies through counseling or remedial training.

5. Function as a member of the agency's command staff providing input, suggestions, and recommendations. Attend appropriate staff meetings. Meet with citizens groups as requested. Serve on designated task forces. Prepare staff studies. Make and forward suggestions.
6. Administer and investigate disciplinary actions, including formal and informal discipline. Ensure on-the-spot corrections of policy/procedure violations. Conduct full investigations of serious breaches of procedure. Recommend penalties. Counsel subordinates to ensure against further violations.
7. Review and suggest appropriate changes to agency procedures, rules, and regulations while enforcing compliance. Critically analyze operating procedures on a frequent basis. Suggest appropriate changes to current policies and procedures based upon observation and evaluation.
8. Manage and coordinate wide-ranging responses to major incidents/investigations in the absence of or until the arrival of Police Chief.
9. Monitor and review crime and traffic accident trends. Deploy subordinates to interdict negative crime/accident trends and to promote positive trends. Responsible for creating and maintaining a shift deployment plan. Respond appropriately to requests for service from citizens.
10. Make budget recommendations and participate in, and enforce, operational economy processes. Conduct appropriate staff studies. Research issues and make recommendations. Make valid budgetary and efficient fiscal change recommendations including monitoring of overtime use, training time, gasoline consumptions, etc. Serve on various task forces.
11. Review citizens' complaint investigations and supply written endorsement. Assign complaint investigations and monitor progress to ensure completion and thoroughness. Discuss cases with investigators.
12. Effectively address citizen inquiries and direct them to available resources.
13. Perform secondary duties, such as training officer, Department Equipment Manager, SWAT Team Leader, or other critical duties.
14. Supervise the work of uniformed police officers on assigned shift. Conduct roll-call briefing. Accompany officers on calls to maintain discipline and ensure rules and regulations are followed. Remain available to provide guidance as required to ensure department goals and objectives are attained. Review officers work output. Correct deficiencies in performance as these occur. Assist subordinates in conducting criminal investigations. Assume command of major incident scenes and summon other resources as required.
15. Assign uniformed police officers to work in various deployments and assignments. Act on and approve/disapprove vacation and sick leave requests. Audit officer's use of sick leave. Assign officers to training classes. Establish work schedules according to vacation and training schedules.
16. Observe and evaluate the work of subordinate uniformed police officers. Maintain records of performance to determine training needs and overall performance for merit raise purposes. Prepare performance evaluations documenting strengths and deficiencies. Identify areas in need of improvement. Review reports prepared by subordinate officers and make suggestions for corrections. Audit safety activities and communicate findings to subordinate officers. Provide advice on legal issues to subordinates. Provide direction to communications officers during assigned shifts.
17. Exercise fiscal responsibility. Review use of resources to ensure waste is kept to a minimum. Monitor overtime expenditures. Inspect equipment for damage or abuse. Audit expenditures. Recommend purchase and replacement of equipment. Recommend budget item appropriation and expenditure, and new programs.
18. Maintain discipline and instill positive attitudes among subordinates. Provide guidance and reinforce behaviors. Administer and document discipline. Audit performance after discipline. Maintain disciplinary records for evaluations.
19. Maintain positive relations with the community.

20. Direct development of department goals, policies, and objectives, and provides staff leadership on policy planning for City law enforcement activities.
21. Respond to public inquiries and at direction from Mayor and City Council pertaining to any area of public safety.
22. Direct administration of all federal and state mandated policies such as FLSA, ADA, Civil Service, EEOC, and Affirmative Action as it may relate to Police Department. Read and comprehend city, state, and federal regulations.
23. Participate as a member of the City's management team and of national, regional, state, county, and local committees relating to law enforcement issues.
24. Discipline subordinate employees up to and including termination pursuant to civil service law. Fairly apply administrative and standard operating procedures to disciplinary actions.
25. Coordinate public safety functions with personnel from City and from other public safety agencies.
26. Coordinate law enforcement activities with other departments and agencies.
27. Meet with citizen groups, clubs, and citizens to discuss police-related matters as appropriate.
28. Analyze complex problems and recommend possible solutions. Make critical decisions under high stress situations.
29. Keep confidential information confidential.
30. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
31. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable
32. Perform other work which is consistent with the essential functions of the job.
33. Perform 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 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

- High school diploma or equivalent required.
- Must be 21 years or older on the date of examination.
- Be a United States Citizen
- Have no convictions of any crime(s) punishable by imprisonment in a Federal or State Correctional Facility
- Must possess a valid driver's license and maintain an insurable driving record.
- Possession and maintenance of a Wyoming Peace Officer and Standards State certification or be eligible and obtain certification within six months of start date required.
- College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.
- Experience: Twelve (12) Consecutive years of experience as a Police Officer with six (6) consecutive years as a Police Sergeant OR Equivalent combination of training and experience which provides desirable knowledge, abilities, and skills. (Breaks in service of no more than ninety (90) days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to use a computer touchscreen and manual keyboard.
4. Ability to operate 2-way radio, radar equipment, and make and receive phone calls.
5. Ability to use firearms safely and accurately.
6. Ability to perform basic first aid and CPR.
7. Good oral and written communication skills.
8. Organizational skills.
9. Good analytical skills.

ABILITY:

1. Ability to apply broad and general ideas or principles effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
3. Ability to recognize and avoid potentially hazardous situations.
4. Ability to understand and apply departmental orders, rules and regulations to police situations.
5. Ability to comprehend laws and abstract concepts and apply them to specific situations.
6. Ability to apply judgment to police situations to effect appropriate resolution.
7. Ability to properly conduct and document searches.
8. Ability to organize facts and provide accurate testimony under stress.
9. Ability to understand and apply legal standards in performance of duties.
10. Ability to understand and apply departmental orders, rules, and regulations.
11. Ability to interpret orders and procedures.
12. Ability to analyze situations and determine proper response.
13. Ability to perform many functions simultaneously.
14. Ability to recognize suspicious behavior or unusual circumstances.
15. Ability to determine the necessity for assistance.

16. Ability to recognize and remove health and safety hazards.
17. Ability to make decisions under stress.
18. Ability to exercise caution and control fear in potentially hazardous situations.
19. Ability to adapt to different people, behaviors, and circumstances.
20. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
21. Ability to work without immediate supervision.
22. Ability to differentiate between criminal and civil law.
23. Ability to organize facts and accurately complete reports, summons, and other forms.
24. Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
25. Ability to quickly develop action plan.
26. Ability to recognize potential chemical abuse/neglect.
27. Ability to recognize narcotics.
28. Ability to interrogate suspect and obtain information within lawful guidelines.
29. Ability to determine proper charges.
30. Ability to remain calm under stress and anger.
31. Ability to disseminate intelligence and other information with and between department director and personnel.
32. Ability to understand legal standards.
33. Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.
34. Ability to control anger and maintain professional demeanor.
35. Ability to analyze and coordinate investigation of information to draw conclusive findings.
36. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
37. Ability to follow rules or procedures while performing job duties.
38. Ability to identify the similarities and/or differences in information gathered from different sources.
39. Ability to use judgment prior to initiating actions.
40. Ability to read and comprehend a wide variety of written material.
41. Ability to retain and document various types of information.
42. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
43. Ability to comprehend complex legal issues.
44. Ability to analyze complex evidentiary situations.
45. Ability to recognize a person from a mug shot.
46. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
47. Ability to determine the proper use of deadly force.
48. Ability to withstand prolonged periods of physical and mental stress or discomfort.
49. Ability to establish priorities at emergency scene.
50. Ability to interview crime scene principals and witnesses.
51. Ability to recognize, collect, analyze, and interpret evidence.
52. Ability to counsel distraught victims of crime.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination, physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, electronic control device, handcuffs, and baton.
2. Possess a full functional lumbar range of motion.
3. Possess a full functional cervical range of motion.
4. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.

5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volumes.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, and required forms.
11. Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.
12. Physical strength to subdue violent suspect.
13. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
14. Ability to operate City vehicles.
15. Mobility to travel to various City locations.
16. Ability to sit and be attentive for extended periods of time.
17. Ability to speak to an individual or group for extended periods of time.
18. Ability to lift 20 pounds and transport 20 feet.
19. Ability to make and receive phone calls. Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in the course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

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 participates in random, reasonable suspicion and post-accident drug testing as provided by law and City policy. This position helps develop division guidelines.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. 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



Lander Memory Care/Assisted Living Facility



Public/Private Partnership

Table Mountain Living Community

- Owned by the City of Lander
- Managed by the Lander Housing Authority
- Operated by a Public/ Private Partnership with a Healthcare service provider.

Housing Authority

Of City of Lander

2023 BOARD MEMBERS

CHAIR - Vacant

VICE CHAIR - Janeira Hart

TREASURER - Tracy Rue

SECRETARY - Cora Lee Reynolds

CITY MEMBER - RaJean Strube Fossen

CITY LIAISON (non-voting) - Charri Lara

Erdman has been contracted for design and construction of a 40-bed facility

- 18 memory care units
- 22 assisted living units
- Dining services
- Beauty salon/Barber services
- Theater
- Game room
- Chapel
- Exercise room
- Outdoor gardens and landscape features

The Floor Plan

Section 4, Item C.



The Proposal

Section 4, Item C.

In addition to adding Healthcare services, the City Council considers this an economic development project that creates 20-30 jobs.

The total Project cost is estimated to be \$18 million. Includes site utilities, construction, street access, landscaping, and one-year startup costs.

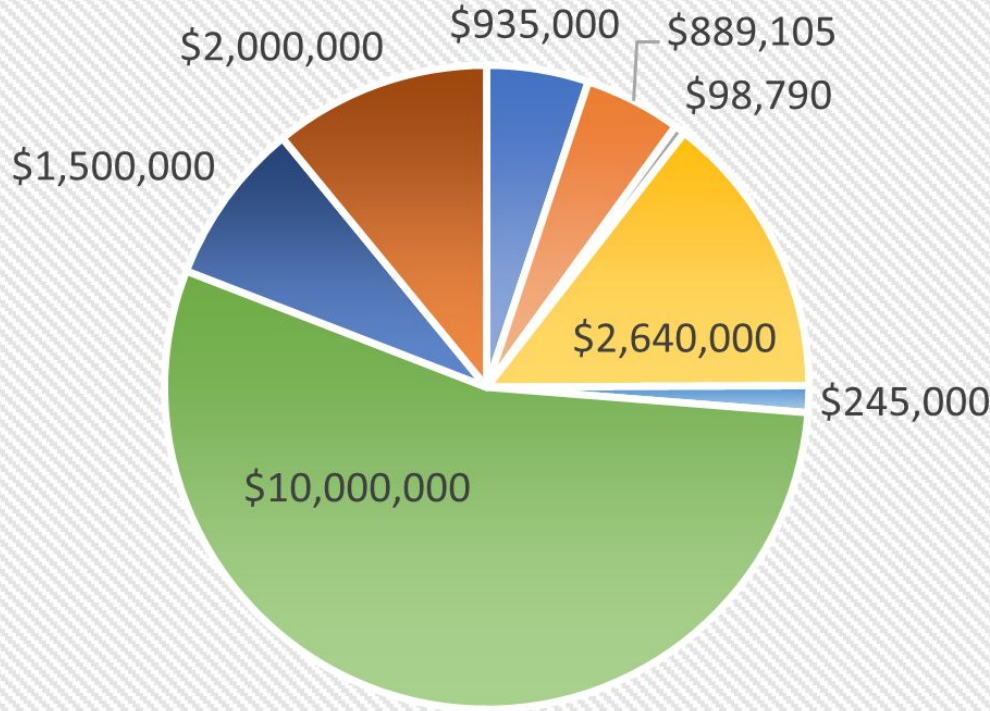
PT SITE PLAN



TMLC FUNDING SOURCES

\$18M Total Project Costs

Section 4, Item C.



- 2022 Donors
- WBC
- WBC City Match
- 2023 ARPA award
- City Land equity
- SLIB Loan
- 2023-25 fundraising
- Other State and federal grants

**Fall 2023 - Advertise and award
Infrastructure**

Fall 2023 - Award Infrastructure Contract

**Winter 2023 - Finalize loan and grant
awards**

**Winter 2023 - Complete infrastructure, Bid
facility**

**Spring 2024 - Award facility and begin
Building**

**Winter 2025 - Complete Building
Construction**

2026 - Open Facility

Section 4, Item C.

Schedule

TMLC should
be open for
residents
Jan-Mar 2026

MEMORANDUM OF UNDERSTANDING BETWEEN
THE FREMONT COUNTY PIONEER MUSEUM
AND
THE CITY OF LANDER

1. **Parties.** The parties to this Memorandum of Understanding (MOU) are the Fremont County Pioneer Museum, 1443 W. Main Street, Lander, Wyoming (hereinafter referred to as "Museum") and the City of Lander, 240 Lincoln Street, Lander, Wyoming (hereinafter referred to as "City").

2. **Purpose of MOU.** The purpose of this MOU is to set forth the terms and conditions by which the parties agree concerning the care and maintenance of the Travelers' Welcome Center (hereinafter referred to as the "facility"), which is owned by the City and located on Museum grounds owned by Fremont County, Wyoming.

3. **Term of MOU.** This MOU is effective when all parties have executed it (Effective Date). The term of this MOU commences on the Effective Date and shall renew each year, until its termination on July 14, 2034, or sooner by either party.

4. **Responsibilities of both parties.** The Museum and the City agree that:
 - A. The Travelers' Welcome Center is in best interest of both parties and both commit to ensuring the facility will operate through July 14, 2034.
 - B. The parties will cooperate to ensure that the public has an accessible, safe, and clean facility for visitors and the traveling public.

5. **Responsibilities of the Museum.** The Museum agrees that:
 - A. The facility will be open and available to visitors and traveling public at no charge through July 14, 2034. The facility will be open from 8 a.m. to 5 p.m. each day, except Sundays, Fremont County holidays and during staffing emergencies.
 - B. Cleaning of the inside of the Facility cleaning will be the responsibility of the Museum.
 - C. The Museum reserves the right to make minor improvements to the facility as needed. Notice of such improvements will be provided to the City before the improvements are undertaken.
 - D. The Museum will move existing buck rail fence on welcome center parking lot to accommodate snow removal.

5. **Responsibilities of the City.** The City agrees to:

- A. Maintain and repair the facility building and keep said building in good working condition.
- B. Regularly maintain the facility parking area, which will include timely removal of snow as well as asphalt maintenance, repair and striping.
- C. Provide and make available to the Museum all necessary cleaning supplies.
- D. Provide and install a 48 inch by 48 inch Clairidge display case for the Museum's exclusive use. This is intended to be a one-time purchase, ordered and installed by the Pioneer Museum staff and and reimbursed by the City of Lander.

6. General Provisions.

- A. **Amendments.** Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed by all parties to this MOU.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hercof," "hereunder," "herein," and words of similar import, are intended to refer to this MOU as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this MOU and the parties. The venue shall be the Ninth Judicial District, Laramie County, Wyoming.
- C. **Assignment Prohibited and MOU Shall Not be Used as Collateral.** No party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this MOU. Neither party shall use this MOU, or any portion thereof, for collateral for any financial obligation.
- D. **Entirety of MOU.** This MOU, consisting of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- E. **Force Majeure.** Neither party shall be liable for failure to perform under this MOU if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- F. **Indemnification.** Each party to this MOU shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- G. **Notices.** All notices arising out of, or from the provisions of this MOU shall be in writing and given to the parties at the addresses provided under this MOU, either by regular mail or delivery in person.
- H. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- I. **Termination of MOU.** This MOU may be terminated, without cause, by either party upon thirty (30) days written notice. This MOU may be terminated immediately for cause if either party fails to perform in accordance with the terms of this MOU.
- J. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.
- K. **Waiver.** The waiver of any breach of any term or condition in this MOU shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- L. **Sovereign Immunity.** Fremont County, Wyoming and the City of Lander do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- M. **Counterparts.** This MOU may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same MOU.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

7. **Signatures.** By signing this MOU, the parties certify that they have read and understood it, that they agree to be bound by the terms of the MOU, and that they have the authority to sign it.

The Effective Date of this MOU is the date of the signature last affixed to this page.

FREMONT COUNTY PIONEER MUSEUM:

Stephanie Weaver, Board Chair, Fremont County Museum Board

Date

CITY OF LANDER:

Monte Richardson, Mayor, City of Lander

Date