



CITY OF LANDER - CITY COUNCIL WORK SESSION MEETING

Tuesday, May 23, 2023 following Regular Council Meeting
City Council Chambers, 240 Lincoln Street

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/83761773378?pwd=Z3JXQjJbEE5SWNyVDFJeHRPZ2tndz09>

Meeting ID: 837 6177 3378

Passcode: 104716

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 The City of Lander Fee Schedule 2023-24 Amending Resolution 1249

3. ADJOURNMENT

Upcoming Council Meetings:

Regular Meetings:

Tuesday, June 13, 2023, 6:00 PM City Hall 240 Lincoln Street

Tuesday, June 27, 2023, 6:00 PM City Hall 240 Lincoln Street

Tuesday, July 11, 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, August 22, 2023, following Regular Council Meeting City Hall 240 Lincoln Street

All meetings are subject to cancellation or change.

CITY OF LANDER MISSION STATEMENT

To provide a safe, stable, and responsive environment that promotes and supports a traditional yet progressive community resulting in a high quality of life.

VISION

Preserving the past, while embracing the future.

The City of Lander is an equal opportunity employer and does not discriminate. Qualified applicants are considered for positions without regard to race, religion, military status, sex, age, national origin, disability, dexual orientation, or other characteristics protected by law.

City of Lander

Job Description

Title:	Office Clerk	Compensation: \$11.00-\$17.00 per hour
Department:	Administration	Effective Date: 5/2023
Division:	Administration	Last Revised: 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 part-time, non-benefitted and works no more than nineteen hours per week on average or 988 hours per year.

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 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.

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 drug 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

**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 and to supersede Resolution 1183 with Resolution 1286; and

WHEREAS the City of Lander CONTRACT FOR PROFESSIONAL SERVICES AND PURCHASING POLICY FOR PUBLIC SERVICE PROJECTS BEWTEEN \$7,500 & \$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 professional services and public projects or purchases between \$7,500 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 preferably contractors and professionals 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 if advertised as such 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 original proposals and quotes. Copies will be provided as needed.

WHEREAS, the City of Lander PROCUREMENT POLICY FOR PUBLIC CONSTRUCTION PROJECTS AND PURCHASES EXCEEDING \$75,000 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 vehicle or heavy equipment 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 ____ day of ____ 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 April 11, 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 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>CEMETERY</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>CONTRACTOR LICENSES</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>COMMUNITY CENTER</u>		
ROOM RENTAL RATES	Full center single day	\$965.00/day
	Full center 2-4 days	\$925/day
	Full center over 5 days	\$880/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
	<u>LIQUOR LICENSING</u>	
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
	<u>MISCELLANEOUS PERMITS/FEES</u>	
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
	<u>RODEO FACILITIES</u>	
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/day
	Over 500 People – no gate fee	\$500.00/day
	All ticketed events-	10% of gate fee- Maximum of \$2,000
DAMAGE DEPOSIT	% Refundable- depending on damages	\$500.00
ADDITIONAL AMENITIES	Livestock Stall rentals	\$10.00 each/day
	<u>PARK FACILITIES</u>	

LIONS SHELTER- STAGE/NORTH PARK	1-20 People	\$100/day
	21-150 People	\$125/day
	151-300 People	\$300/day
	301-500 People	\$400/day
	Over 500 People	\$500/day
	Reservation for use of Stage	\$100.00/event
	All ticketed events--	10% of gate fee-- Maximum of \$2,000
FULL PARK EXCLUDING PLAYGROUND AND CAMPING		\$1,000.00/day
DAMAGE DEPOSIT	% Refundable depending on damage	\$50.00
GAZEBO/DILLON/CENTENNIAL	1-20 People	\$50/day
	21-150 People	\$100/day
	151-500 People	\$150/day
	Over 500 People	\$250/day
FIELD USE FEES	Fee per player for YOUTH Baseball, softball, football and soccer	\$5.00/player
	Fee per player for ADULT ball field events	\$10.00
ICE SKATING	Admission	\$3.00
	Skate rentals	\$4.00
	Skate sharpening	\$10
	Youth Hockey rental equipment	\$20.00
	<u>PLANNING & ZONING</u>	
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 Adopted by separate resolution

Building Department Fees Schedule A

PASSED APPROVED AND ADOPTED THE 25th Day of April, 2023

THE CITY OF LANDER
A Municipal Corporation

BY: _____
Monte Richardson, Mayor

ATTEST: _____
Rachelle Fontaine, City Clerk

Rodeo Ground Master Plan			
ITEM	QUANTITY	UNITS	UNIT PRICE COST LOW
Restroom Facility and Concession	1	BLD	\$ 350,000.00
Concession Stand	4	BLD	\$ 30,000.00
Exterior Track Fence	2990	LF	\$ 30.00
Interior Track Fence	2640	LF	\$ 30.00
Campground	15	SPACES	\$ 15,000.00
Additional Seating	1000	Seats	\$ 100.00
Covering Bleachers	2	Coverings	\$ 100,000.00
Professional Sound System	1	System	\$ 30,000.00
Sprinkler System Around Fence	1	System	\$ 15,000.00
Sewer System Improvements	250	LF	\$ 100.00
Water System Improvements	450	LF	\$ 100.00
Buying Panels	23	Panels	\$ 1,000.00
Building Fence	460	LF	\$ 60.00
Electrical Supply Project	1	Project	\$ 30,000.00
LED Lighting Upgrade	1	System	\$ 21,000.00
Facility Yearly Maintenance	1	Year	\$ 15,000.00
Depreciation	1	Year	\$ 10,000.00
TOTAL FOR 10 YEARS			
Budget Needed for Next 10 Years			
Budget Needed if Proects are spaced over 20			

UNIT COST HIGH	TOTAL COST LOW	TOTAL COST HIGH
\$ 650,000.00	\$ 350,000.00	\$ 650,000.00
\$ 60,000.00	\$ 120,000.00	\$ 240,000.00
\$ 50.00	\$ 89,700.00	\$ 149,500.00
\$ 50.00	\$ 79,200.00	\$ 132,000.00
\$ 40,000.00	\$ 225,000.00	\$ 600,000.00
\$ 500.00	\$ 100,000.00	\$ 500,000.00
\$ 300,000.00	\$ 200,000.00	\$ 600,000.00
\$ 60,000.00	\$ 30,000.00	\$ 60,000.00
\$ 30,000.00	\$ 15,000.00	\$ 30,000.00
\$ 200.00	\$ 25,000.00	\$ 50,000.00
\$ 200.00	\$ 45,000.00	\$ 90,000.00
\$ 1,000.00	\$ 23,000.00	\$ 23,000.00
\$ 80.00	\$ 27,600.00	\$ 36,800.00
\$ 50,000.00	\$ 30,000.00	\$ 50,000.00
\$ 25,000.00	\$ 21,000.00	\$ 25,000.00
\$ 30,000.00	\$ 15,000.00	\$ 30,000.00
\$ 20,000.00	\$ 10,000.00	\$ 20,000.00
	\$ 1,630,500.00	\$ 3,736,300.00
	\$ 163,050.00	\$ 373,630.00
	\$ 94,025.00	\$ 211,815.00