

**CITY OF LANDER  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS: CITY HALL  
240 LINCOLN STREET  
LANDER, WY 82520  
November 12, 2019**

**THE CITY OF LANDER IS AN EQUAL OPPORTUNITY PROVIDER**

**Governing Body Present:** Mayor Monte Richardson, Council President Cade Maestas, Council Members John Larsen, Chris Hulme, Dan Hahn, Missy White

**Governing Body Absent:**

**City Staff Present:** City Attorney Adam Phillips, City Clerk Sarah Edlund, Police Chief Thomas Shroyer, City Engineer Lance Hopkin

Pledge of Allegiance

Mayor Richardson led pledge of allegiance

Call to Order

Mayor Richardson called the meeting to order at 6:00

Approval of Agenda

Council Member Larsen moved to approve the agenda, Council Member White 2<sup>nd</sup> the motion

Motion passed

Oral Comments

(a) Personal Privilege – Mayor and Council

Member Larsen, how did the new snow blower/loader work? City Engineer Hopkin it worked very well and is comparable to our old ones.

Member White, thank you to the dementia team bringing attention to this terrible disease. Chief wanted to pass on to you a kudos from the school district for all the work in our schools.

Council President Maestas, yesterday was Veteran's Day, and we are at a time where we have several young vets in our community, and we are very appreciative of them.

Member Hulme, our parks board has been working on a project to get some large-scale maps and dedicated signage for our trails. Member Hulme, when is the lining project going to start? City Engineer Hopkin we did one repair and in December we are going to have lining performed. Member Hulme on the new paving we have done are we going to be doing chip sealing and that now or will that be a different project. City Engineer Hopkin that would be something that would be bid in the future.

Member Hulme, who did we pay to do the striping on Fremont Street?

City Engineer Hopkin, the City painted the lines.

Member Hahn attended the airport board meeting, the pilot's association and the board are looking into developing a shelter and an airport camping facility. VFW put on a great breakfast for veteran's day.

Mayor Richardson want to thank Council President Maestas for attending the Veteran's Day ceremony at the High School.

(b) Proclamation – Small Business Saturday

Council Member Larsen read Small Business Saturday Proclamation.

(c) Proclamation – Alzheimer's and Caregiver Awareness Month

Council Member White read the Alzheimer's and Caregiver Awareness Month Proclamation.

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*Preserving the past while providing for the future*

- (d) Proclamation – Veteran’s Day  
Council President Maestas read the Veteran’s Day Proclamation
- (e) Proclamation – GIS Day  
Council Member Hulme read GIS Day Proclamation

Consent Agenda

- (a) Regular Meeting Minutes – October 08, 2019
- (b) Work Session Meeting Minutes – October 22, 2019
- (c) Special Session Meeting Minutes – October 22, 2019
- (d) Bills and Claims

Member White moved to remove the bills and claims from the consent agenda, Member Hulme 2<sup>nd</sup> the motion

Council President Maestas moved to approve items a, b, c, of the consent agenda, Member Larsen 2<sup>nd</sup> the motion

Motion passed

D. Bills and Claims

71 CONSTRUCTION CO OPTIONAL TAX PROJECT 634,809.25 ACE HARDWARE LANDER SUPPLIES-WTP; PARTS-SHOP; PROPANE-STREETS 15.61 ADAM E PHILLIPS ATTORNEY AT LAW ATTORNEY-GEN GOVT, WATER 4,460.00 AFA BLACKHAWK SECURITY INC MAINTENANCE - BLDG 240.00 ALSCO LINENS-LCCC 952.25 ARMSTRONG CONSULTANTS INC PAVEMENT MAINT - AIRPORT 1,780.50 B & F ENTERPRISES LLC DOG PARK FENCE 1,300.00 B & T FIRE EXTINGUISHERS MAINTENANCE - WTP 133.50 BAGLEY, JOHN K. FLY IN - AIRPORT 4,000.00 BERGSTRON, JAN UNIFORM REPAIRS - POLICE 108.00 BERNARD PLUMBING REPAIRS - FIRE 90.00 BLACK HILLS ENERGY GAS-ALL DEPT 1,058.92 BLOEDORN LANDER LUMBER OUTSIDE BLDG LCCC 284.83 BOMGAARS SUPPLIES - WATER, CEMETERY 87.50 BROWN COMPANY BLOWER ACCESSORIES 9,900.00 CEMETERY REFUNDS REFUNDS - CEMETERY 1,750.00 CENTURY LINK PHONE-ALL DEPT 703.35 COMMUNITY CENTER REFUNDS REFUND - COMM CENTER 300.00 DELVIN HYATT MASONRY BLDG REPAIRS 7,682.00 DOWL I&I PROJECT - 2ND STREET 5,484.13 DRUG TESTING SERVICES LLC DRUG SCREENING - EMERG MGMT 490.00 ENERGY LABORATORIES INC SAMPLE ANALYSIS - WATER TREAT 104.00 FAGNANT LEWIS & BRENDA ACCOUNTING - GEN GOVT, ENTERPRISE; PROF SERVICES - MUNI COURT, POLICE, GEN GOVT 30,990.24 FALCON ENVIRONMENTAL CORP LIFT STATION PARTS, INSPECTION 1,613.27 FERGUSON ENTERPRISES INC MAINTENANCE - WATER 1,144.56 FLEX SHARE BENEFITS FLEX BENEFITS - GEN GOVT; FLEX SHARE - GEN GOVT, ENTERPRISE 267.00 FREMONT BROADCASTING INC ADVERTISITNG - GEN GOVT, WATER 250.00 FREMONT CO SOLID WASTE DISPOS WASTE - STREETS; TRASH - PARKS 36.48 FREMONT COUNTY TREASURER PRISONER CARE - MUNI COURT; DISPATCH CONTRACT - POLICE, FIRE 32,504.83 FREMONT MOTOR COMPANY PARTS- SHOP 28.80 GOLDER ASSOCIATES LOR GRANT 3,884.10 HDR ENGINEERING INC HPWL PHASE 2, DESIGN FOR TANK 39,494.71 HOMETOWN OIL FUEL- WTP 437.64 HONNEN EQUIPMENT CO PARTS - SHOP 6,719.81 JAMES GORES & ASSOC PROF SERVICES - 1% 187.70 KLEEN PIPE LLC ROOT CUTTING 2,062.50 LANDER MEDICAL CLINIC EMPLOYEE WELLNESS - GEN GOVT 8,219.00 LANDER SENIOR CITIZENS CENTER BLDG MAINT - LANDER SENIOR CEN 1,631.04 LANDER SENIOR CITIZENS CENTER (296): 1,631.04 LANDER VALLEY AUTO PARTS PARTS-SHOP 52.09 LEAFGREEN CONSTRUCTION INC COLD STOARGE FOAM 6,520.00 LOOSE, GARY R AIRPORT MANAGER CONTRACT 3,750.00 LOZIER, TERESA CLEANING BLDG - WATER, GEN GOVT 950.00 MASA EMPLOYEE LIFE FLIGHT

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INSURANCE 5,440.00 MASTERCARD TRAVEL - WATER 294.94 TRAVEL - GEN GOVT 41.52 POSTAGE - GEN GOVT 13.14 SUPPLIES - GEN GOVT 831.22 PHONES - GEN GOVT 1,800.87 EMP BENEFITS 124.95 MAIN ST ENHANCEMENTS 1,000.00 PROF FEES - LCCC 199.00 SUPPLIES - LCCC 1,081.69 PHONES - LCCC 129.99 BLDG SUPPLIES - LCCC 5,215.80 ADVERTISING - GEN GOVT 480.61 MEETING EXPENSES 449.72 SUPPLIES - MUNI COURT 182.89 TOWED VEHICLES - POLICE 825.00 K9 CARE - POLICE 91.67 REPAIRS - POLICE 100.84 TUITION - POLICE 49.00- UNIFORMS - POLICE 291.28 TRAVEL - POLICE 559.99 POSTAGE - POLICE 28.01 SUPPLIES - POLICE 1,019.34 PHONES - POLICE 350.70 NOTARY PUBLIC 29.00 SUPPLIES - POLICE 862.80 FIRE SCHOOL - FIRE 354.00 FIRE EQUIPMENT MAINT - FIRE 58.96 SUPPLIES - FIRE 210.77 PHONE - FIRE 165.69 PAINT BLDG MAINT 10.69 SAFETY SUPPLIES 143.07 TRAINING - STREETS 1,573.20 SUPPLIES - STREETS 91.74 PHONES - STREETS 37.26 RODEO GROUNDS BANNERS 327.00 TRASH - GEN GOVT 1,589.38 SUPPLIES - BLDG MAINT 34.52 MAIN ST LIGHTS 269.46 SUPPLIES -CLEANING 157.86 PARTS - SHOP 2,133.71 SUPPLIES - SHOP 2,376.71 PHONES - SHOP 129.99 FUEL - SHOP 203.01 REGISTRATION - W&P 638.24 SUPPLIES - PARKS 52.04 SUPPLIES - W&P 245.87 TRAVEL - PARKS 921.34 REEDS - PARKS 103.61 SUPPLIES - PARKS 96.57 PHONES - PARKS 259.98 REC PROGRAMS - PARKS 307.27 SUPPLIES - CEMETERY 588.00 SUPPLIES - CEMETERY 106.43 PHONES - CEMETERY 129.99 WATER SAMPLES 84.00 WINDOW REPLACEMENT - WATER 250.00 TUITION - WATER 299.75 SUPPLIES - WATER 99.89 PHONES - WATER 718.92 RURAL WATER HOUSE SUPPLIES 117.80 SUPPLIES - WATER 5,149.98 SHIPPING - WTP 69.18 SUPPLIES - WTP 191.33 SEWER SAMPLES - STP 803.25 PHONES - STP 30.77 BLOWER BLDG SUPPLIES - STP 39.16 BANK CHARGES - CREDIT 724.00- TRAVEL - WATER 321.21 PROCESS WATER BILLS - WATER 1,189.98 SUPPLIES - WATER 951.07 PHONES - WATER 1,270.62 ADVERTISING - AIRPORT 1,422.00 PHONES - AIRPORT 79.96 FLY IN EXPENSE 1,712.44 MISC ONE TIME PAYMENTS FLYIN REIMBURSEMENT 550.00 MISC ONE TIME PAYMENTS REIMBURSE FOR GAZEBO - PARKS 30.00 MISC ONE TIME PAYMENTS REIMBURSE FOR MUCKS 134.99 MISC ONE TIME PAYMENTS REIMBURSE WATER CARD 37.00 NAPA AUTO PARTS - LANDER PARTS - SHOP 21.45 PARTS - SHOP 349.04 PARTS - SHOP 187.10 SUPPLIES - SHOP 6.99 PARTS - SHOP 646.47 SUPPLIES - STREETS 12.99 PARTS - SHOP 36.98- PARTS - SHOP 33.03 PARTS - SHOP 296.28 SUPPLIES - SHOP 87.55 PARTS - SHOP 349.04- PARTS - SHOP 431.17- SUPPLIES - SHOP 131.27- CREDIT - SHOP 34.54 ADJUSTMENT - SHOP 28.04- PARTS - SHOP 245.13- PARTS - SHOP 646.47- PARTS - SHOP 21.45- PARTS - SHOP 187.10- SUPPLIES - SHOP 6.99- SUPPLIES - STREETS 12.99- PARTS - SHOP 36.98 PARTS - SHOP 33.03- PARTS - SHOP 296.28- NATIONAL METER & AUTOMATION SOFTWARE - WATER 8,449.98 NORCO INC SUPPLIES - SHOP 110.70 OFFICE OF STATE LANDS & INVEST LAND LEASE - WATER 2,294.14 OFFICE SHOP, INC. SUPPLIES - POLICE 78.40 ONE CALL OF WYOMING MAINTENANCE - SEWER 51.00 OVERHEAD DOOR COMPANY GUTTERS - BLDG MAINT 2,526.00 PITT, ORLEY CLEANING SERVICES - FIRE 300.00 POSTMASTER POSTAGE - WATER 5,000.00 ROCKY MOUNTAIN POWER ELECTRICITY - ALL DEPT 15,911.78 ROCKY MOUNTAIN PRE-MIX GRAVEL - STREETS 960.00 SENTINEL SECURITY BLDG REPAIRS - GEN GOVT 2,427.00 SHIELDS CLEANING MAINTENANCE - LCCC 3,345.83 STOTZ EQUIPMENT MOWER - CEMETERY 11,200.00 STRAIGHT STRIPE PAINTING, INC PAVEMENT MAINT - AIRPORT 26,344.17 STRIKE CONSULTING GROUP PROF SERVICES - FEMA 4,510.00 SWEETWATER AIRE REPAIRS - WTP 85.00 TEGLER INSURANCE INSURANCE - NEW ASSET 136.00 THATCHER COMPANY CHEMICALS - WATER TREAT, CHLORINE -WTP 10,751.41 T-O ENGINEERS GIS SERVICES 1,585.00 W.C.B.O. REGISTRATION & DUES - BLDG INSP 200.00

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WESTERN LAW ASSOCIATES PROFESSIONAL FEES - GEN GOVT 3,258.10  
WHITING LAW PC COURT APPT LEGAL - MUNI COURT 610.00 WYDOT -  
FINANCIAL SERVICES FUEL - ALL DEPTS 6,929.23 WYOMING RETIREMENT  
SYSTEM RETIREMENT - FIRE 630.00 Grand s: 972,911.91

Member Hulme for the Brown company invoice is that in addition to the original bid?  
City Engineer Hopkin no we didn't receive it all at once, so they were paid separately.  
Member Hulme, what was the training for the streets crew?  
City Engineer Hopkin, certification in Blade operations for our streets crew and some of  
our water operators.  
Council President Maestas moved to approve, Member Hulme 2<sup>nd</sup> the motion  
Motion passed

#### Resolutions

- (a) Resolution 1171 Allowing Fireworks during the Light up  
Lander Event December 7, 2019

Mayor Richardson this would be down by the tree, it is only by authorized personnel.  
Member Larsen moved to approve, Member White 2<sup>nd</sup> the motion  
Motion passed.

#### New Business

- (b) Approve the Job Descriptions for the Lieutenant and Police  
Officer Series Job Descriptions

Chief, as part of our strategic planning we are looking at job descriptions, so we are  
updating them to include some of our new Standard Operating Procedures (SOP) for  
minimum job requirements.

Member Larsen, for each of these job descriptions is the currently staff occupying these  
positions?

Chief yes there are currently people in these positions. This is all positions other than the  
Chief.

Council President Maestas, only concern is listing the pay scale on the job description if  
we amend the pay scale then all the job descriptions would need to be reapproved.  
Would prefer to see it referenced as the Pay Grade.

Council President Maestas moved to approve with the removal of the pay range on the  
sheet. Member Hahn 2<sup>nd</sup> the motion  
Motion passed.

- (c) Authorize the Mayor to sign new lease for hanger #108 with  
Troy Jones.

Council President Maestas these leases seem to be very inexpensive and Council needs to  
review these for the cost.

City Engineer Hopkin, we need to reevaluate all our leases and how we calculate our fee,  
we can look at it at a work session.

Member Hahn it will be very interesting on to see how the proposed bill in our state  
legislature to tax cities on properties where there is a perceived income.

Council President Maestas moved to authorize the Mayor to sign new lease agreement,  
Member White 2<sup>nd</sup> the motion  
Motion passed

Council President Maestas moved to adjourn to Executive Session, Member Hahn 2<sup>nd</sup> the  
motion  
Motion passed.

Executive Session – Consider the appointment of replacement Council member for Ward

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Council President Maestas moved to adjourn the Executive Session, Member White 2<sup>nd</sup> the motion  
Motion passed

Council President moved to adjourn, Member White 2<sup>nd</sup> the motion.

**ADJOURNMENT**

Being no further business to come before the Council, the meeting was adjourned at 7:05 p.m.

The City of Lander

ATTEST:

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

\_\_\_\_\_  
Sarah Edlund, City Clerk

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