

**CITY OF LANDER SPECIAL COUNCIL MEETING MINUTES
WEDNESDAY FEBRUARY 22, 2023, 5:30 p.m.
AUXILIARY CITY COUNCIL CHAMBERS, 240 LINCOLN STREET
UNOFFICIAL MINUTES-NOT YET APPROVED
THE CITY OF LANDER IS AN EQUAL OPPORTUNITY
EMPLOYER**

Governing Body Present: Mayor Monte Richardson, Council Members John Larsen, Josh Hahn, Julia Stuble (via Zoom), Dan Hahn, Missy White, Melinda Cox

Governing Body Absent: None

City Staff Present: City Treasurer Charri Lara (via Zoom), City Clerk Rachelle Fontaine, Public Works Director Lance Hopkin (via Zoom), Assistant Mayor RaJean Strube Fossen, Police Chief Scott Peters, Community Development Coordinator Anne Even.

Assistant Mayor RaJean Strube Fossen provided an overview of the Strategic Planning basic seven goal areas: 1 Communication, 2. Efficiency, 3. Financial, 4. Explore New Revenue Streams, 5. Infrastructure, 6. Public Safety, and 7. Quality of life. Discussion ensued concerning the proposed tasks under each goal area, the timeline and project team.

An in-depth discussion was held detailing the 2023 strategic planning 1-3 year projects, status, cost, federal and local share rate and funding source.

The topics discussed are listed in the documents attached as Exhibit "A". A second strategic planning meeting will be held March 7, 2023, at 5:30 p.m., again at the Lander City Hall, 240 Lincoln Street, in the auxiliary council chambers. This meeting will also be available via Zoom.

Being no further business to come before the Council, the meeting was adjourned at 8:00 p.m.

The City of Lander

Monte, Richardson Mayor

ATTEST:

Rachelle Fontaine, City Clerk

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 providing for 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, sexual orientation, or other characteristics protected by law.

City 2023 Strategic planning Basics

Seven Goal areas/ 73 Action items identified in 2021

- Communications / 4
- Efficiency / 10
- Financial / 15
- Explore new Revenue Streams / 5
- Infrastructure / 12
- Public Safety / 13
- Quality of Life / 14

Complete since May 2021

29 of 73 action items

Set schedule in two categories with a projected completion date.

- 1-3 years and 3+ years

Assigned Department heads as project team leaders.

New action items proposed for 2023

<u>Communications</u>	-Public action plan (automated notifications for water, outages, flooding, etc.)
<u>New Revenue Stream</u>	- Determine what one-time direct distribution can be used for (2024-25 biennium)
	-Campaign for 1% Capital tax and ½ cent ED tax to pass on 2024 ballot
<u>Infrastructure</u>	– Prioritize Building Maintenance, ADA ad energy efficient upgrades
	- Adopt a Green House Gas emission or a Clean energy goal for future operations
	- Redesign subdivision design standards that are less structured
<u>Public Safety</u>	- Achieve fiber interconnectivity for our facilities/privacy of information
	- Implement full code enforcement by blocks with Building Department
	- Determine flood mitigation project and update FEMA maps
	- Perform a building audit on all facilities for fire safety, kitchen hoods, ADA, etc.
	- Research City Administrator form of government to protect strategic plan

Parked conversations – Long term Funding needs

<u>Efficiency</u>	- Contract/Lease consistency (format by square footage? Partnerships? Difference between facilities we own or just land lease?)
<u>New Revenue streams</u>	- Funding needed for LEDA MOU for ED/operations.
<u>Infrastructure</u>	- Prioritize facility maintenance, Facilities Plan from EE task force- Funding needed for Building maintenance position or contracted services? Job corps opportunities?
-	– Funding land acquisitions for infrastructure projects where landowner is not willing to grant easement and condemnation may need to take place.
	- Funding needed for Land acquisitions necessary when easements cost is too high (Trujillo, Bonnie Brae, Adams, Tanks). May need condemnation process.
<u>Quality of Life</u>	- Funding needed Airport MRG as an essential ED function.
<u>Public Safety</u>	- Funding needed for flood mitigation project.

Exhibit A

2023 Strategic planning - 1-3 year projects	Status	Cost	Fed/State share	Local share	Funding source
FEMA Disaster River restoration 5 sites	complete	\$2,200,000	\$1,650,000	\$550,000	enterprise, general fund
FEMA Disaster River restoration Hitsheew/Trujillo site	stalled for ROW issues	TBD (need easement)	75 percent	25 percent	enterprise, general fund
2020 Safe Routes to schools projects (2022 pricing)	SS4A denied - TAP potential		80 percent	20 percent	1% Tax as match for TAP
Middle School, Jefferson and North 4th		\$779,963	\$623,970	\$155,993	
Pathfinder, Middle School, North Amoretti		\$749,980	\$599,984	\$149,996	
7th, South 4th, Lincoln and Garfield		\$749,995	\$599,996	\$149,999	
South Amoretti, West Cascade, 2nd		\$779,963	\$623,970	\$155,993	
5th, East Cascade		\$749,978	\$599,982	\$149,996	
SS4A (Safe Streets for All) 2020 Safe Routes plan	application denied	\$3,900,000	80 percent	20 percent	1% tax
Baldwin Creek, S 9th Safe Routes TAP grant	awarded	\$1,250,000	\$1,131,125	\$118,875	1% tax
Popo Agie River Park Trail, 1st & Main TAP grant	awarded	\$200,000	\$180,980	\$19,020	1% tax
Gannett Peak Safe Routes TAP grant	construction 2023	\$624,645	\$499,176	\$125,469	1% tax
Flood Mitigation project (2020 pricing)	design ongoing	\$8,595,600	\$5,587,140	\$3,008,460	general fund
FEMA Acquisition and Relocation BRIC funding	declined award	\$2,986,984	\$2,090,889	\$896,095	general fund
Water Master Plan study, WWDC Level 2 study	completion early 2023	\$285,000	\$285,000	66% of future construction projects	
Lander Master Plan study	RFP in January	\$100,000		\$100,000	approved 2023 general fund
Lincoln & 5th Street and Utility ARPA/SLIB project	denied/re-apply	\$13,150,000	\$7,500,000	\$5,650,000	1% tax
Sewer Lagoon Headworks ARPA/SLIB project	denied/re-apply	\$5,500,000	\$3,300,000	\$2,200,000	Enterprise
Well WWDC project	construction 2024	\$4,000,000	\$2,640,000	\$1,360,000	WWDC Level 3
Tank replacement project	construction 2024	\$11,000,000	\$10,000,000	\$1,000,000	AML/SLIB
Facilities Energy efficiency upgrades	proposed	TBD			Maintenance, energy grants
WTP Energy efficiency upgrade	construction 2023	\$25,000-53,000	\$23,000	\$2,000	Enterprise
Airport Taxiway A East end relocation	construction 2022-23	\$2,999,756	\$2,879,766	\$199,990	Airport Fuel sales
Airport Seal Coat and marking	construction 2023	\$225,000	\$202,500	\$22,500	Airport Fuel sales
Airport Snow Removal Equipment	purchase 2023-24	\$444,445	\$426,667	\$17,778	Airport Fuel sales
Airport Terminal upgrades (BIL appropriations)	construction 2023	\$298,778	\$286,867	\$11,911	Airport Fuel sales
Airport Apron reconstruction	construction 2025-26	\$3,277,778	\$3,145,667	\$131,111	Airport Fuel sales

2023 Strategic planning - 1-3 year projects	Status	Cost	Fed/State share	Local share	Funding source
1% street projects (designed but denied by SLIB)					SLIB loan, 1% tax, enterprise
McFarlane Drive utility and streets	designed/denied by SLIB	\$1,200,000	determined at loan closing		
Buena Vista utility and streets	designed/denied by SLIB	\$6,700,000	determined at loan closing		
North 1st street/Poor Farm Road utility and streets	designed/denied by SLIB	\$5,300,000	determined at loan closing		
Cascade Utility and streets	designed/denied by SLIB	\$4,800,000	determined at loan closing		
Baldwin Creek Road Utility and Streets	designed/denied by SLIB	\$3,900,000	determined at loan closing		
Dillon Vista subdivision utility and streets	designed/denied by SLIB	\$4,400,000	determined at loan closing		
Fremont Street utility and streets	designed/denied by SLIB	\$650,000	determined at loan closing		
TMLC (Table Mountain Living Community) USDA/Local loan	Orig submitted at \$15M	\$7,500,000	\$7,500,000	\$7,500,000	Loan @ current interest rates
TMLC SLIB	Award In Feb 2023	\$7,500,000	\$7,500,000		ARPA grant
TMLC WBC infrastructure	awarded	\$987,895	\$889,105	\$98,790	BRC 90% grant
TMLC designs	95% complete	\$760,000		\$760,000	reimbursed by USDA loan
TMLC 2022 fundraising	collected or pledged			-\$935,000	donations
TMLC future fundraising	future pledges			-\$1,500,000	fundraising campaign
Fire Department Radios replacement	pending	\$212,000	\$212,000		WYDOT ARPA
Police Department mobile Radios	awarded	\$78,000	\$78,000		WOHS
PD Car WyoLink Radio Grant	awarded	\$33,519	\$33,519		WYDOT ARPA
STATE Victim Witness Grant	Denied	\$144,000	-		WOHS
Narcan Grant	awarded	\$1,200	\$1,200		FC Prevention
Replace Body cameras	pending	\$60,000	\$30,000	\$30,000	Bureau of Justice
WY Behavior Grant Traffic/patrol	apply in Feb	\$60,000	\$60,000		
Replace Bullet Proof Vests	apply in Feb	\$10,000	\$5,000	\$5,000	
Data tracking software	awarded	\$34,000	\$34,000		Bureau of Justice
UTL grants income (Alcohol compliance)	awarded	\$6,000	\$6,000		WAXCOP
Highway Safety (DUI traffic enforcement)	awarded	\$12,000	\$12,000		NHTSA
CDBG extend Jefferson Street to Popo Agie River Park	Due Sept 2023	TBD	50 percent up to \$250k		1% tax, Enterprise
purchase maintenance shop for new park		assessed value < \$25,000			LWCF
land acquisition through Mobile home park		TBD			LWCF

To: Lander City Council

RE: WBC and Lander Leadership Economic Development Meeting
Words from Regional Director Patrick Edwards.

I asked Rajean to book us a space at **Lander city hall on March 3rd from 8:00 am - 10:00 am** (Thanks Rajean!) Hopefully this is enough lead time to make it work for you. If not, please have someone stand in for you at the meeting. What I am looking for is the following:

- Short-term Economic Goals
- Long-Term Economic Goals
- Business Retention and Growth Ideas
- Business Recruitment - What kinds of companies? What services/goods?
- Housing - What's the plan to address the housing shortage?
- What can the WBC do to assist?

For my portion (What can the WBC do to assist?) I'd like to cover some services that we provide to businesses directly and also to the community and leadership groups.

Rajejan Update Screen

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
Goal: Communication 1-3YR						
Status: Proposed						
1	Develop a communications plan	Proposed	7/1/2...	6/30/2024	The communication plan needs to be the first step for internal & for public. Which will include policy changes.	ANNE EVEN CHARRI LARA
2	Public Action Plan (public automated notifications)	Proposed	2/7/2...	6/30/2026	Setup plan for developing automatic notifications for water, street, floods, etc.	LANCE HOPKIN CHARRI LARA
Status: In Progress						
3	City Web Page update	In Progress	7/1/2...	6/30/2023	Tweaks then updates will be formalized. Ultimately we need someone to keep it current.	ANNE EVEN CHARRI LARA
Goal: Explore New Revenue Streams						
Status: Proposed						
4	Land acquisition for ED revenue and other opportunities like Enterprise Park, parking and pathways.	Proposed	7/1/2...	6/30/2023	Explore options with the Business Council and LEDA to generate revenue. May look at partnering with other businesses that already have parking but may provide signage. Wayfinding signage may be coming from WRVC parking stall a percieved issue, especially RV dumping station.	ANNE EVEN MELINDA K. COX
5	Determine where additional 1 time direct distribution funds will accomplish	Proposed	7/1/2...	6/30/2024	\$1.26M for the next biennium up from \$981k. Good projects would be one-time improvements for building replacements, improvements, one-time contract and large equipment replacement, etc.	LANCE HOPKIN CHARRI LARA

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
6	Promote 1% capital Improvement and 1/2 cent ED (Economic Development) tax renewal on ballot 2024	Proposed		6/30/2024	create a task force or work with LEDA for a campaign to retain funding. Get County and FCAG to make it permanent.	ANNE EVEN LANCE HOPKIN HUNTER ROSEBERRY
Status: In Progress						
7	Develop more interactive partnership with LEDA (Lander Economic Development Associaton)	In Progress	5/12/...	6/30/2023	MOU signed 12/13/2022 - There will be Budget request changes due to MAVEN revenue recapture in FY 2024. Address 1/2 cent administration potential for loan interest of grant.	RAJEAN STRUBE FOSSE
Goal: Financial 1-3YR						
Status: In Progress						
8	Build Equipment Replacement Fund	In Progress	7/1/2...	3/1/2022	ongoing annually based on the budget	CHARRI LARA LANCE HOPKIN
9	Evaluate providing rec programs directly or by contracted services	In Progress	2/1/2...	3/30/2024	City budgeted \$40k for rec programs, Anne applied for 2022 Rec Board Grant for private providers to provide "classes"	LANCE HOPKIN ANNE EVEN
Status: In Progress - Behind						
10	Explore New Revenue Streams	In Progress ...	7/1/2...	6/30/2022	LEDA (Lander Economic Development Association) & council to review, look into taxes (ED tax, 5th cent, 6th cent). FCAG (Fremont County Association of Governments) could make 5th cent (1% capital improvement tax) permanent	
Goal: Financial 3YR+						

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
Status: In Progress						
11	Build Senior Center's Maintenance Funds	In Progress	7/1/2...	6/30/2024	Endowment will eventually run out. May look at another ballot/vote. This years budget is approximately \$70,000.00. Collaborate with all of the Senior Citizens for the tax request. Senior center proposes a special purpose tax for 2024 ballon. Other operations covered partially by Senior Foundation	CHARRI LARA
Goal: Infrastructure 1-3YR						
Status: Proposed						
12	"Keeper of the Keys"	Proposed	5/12/...	6/30/2023	Research City Administrator form of government. See new action item under Public Safety 1-3 yr. The person who knows how to unlock everything. Succession Plan. Building the project data base. The ongoing forward documents. GIS 75 % done. One year full plan laid out and two years it will be refined.	CHARRI LARA
13	Prioritize Building Maintance, ADA & Energy Efficient	Proposed	2/7/2...	6/30/2024	Prioritize facility maintenance, facilities plan from EE task force, Implement maintenance and building upgrades including energy efficiency recommendations from EE task force and 2023 Master facilities plan. Determine which activities are best with paid staff or contract position	LANCE HOPKIN RAJEAN STRUBE FOSSE HUNTER ROSEBERRY
Status: In Progress						
14	Update Master Plan (last updated 2012)	In Progress	1/1/2...	6/30/2024	Budgeted \$100k for 2023, RFP out in Jan 2023 Will include the following in the Scope of Work: Transportation and safe routes, facilities plan, annexation and growth plan, parks development, pathways, Energy efficiency goals and upgrades.	RAJEAN STRUBE FOSSE LANCE HOPKIN HUNTER ROSEBERRY ANNE EVEN

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
15	Develop right-of-way & roads plans	In Progress	6/1/2...	7/1/2025	Expansion under the tab of the transportation master plan. The mapping is completed. Road surface conditions assessment has been completed. Water piping assessment is part of Water System Master Plan that is nearly completed. Sewer planning in progress.	LANCE HOPKIN RAJEAN STRUBE FOSSE
Goal: Infrastructure 3YR+						
Status: Proposed						
16	Redesign subdivision design standards	Proposed	7/1/2...	7/1/2026	Adopt infrastructure design standards that are less structured. Must be in concert with zoning code and may requires changes. Perhaps require HOA's in new subdivisions which collect maintenance funds for infrastructure or perform maintenance themselves.	LANCE HOPKIN HUNTER ROSEBERRY RAJEAN STRUBE FOSSE CHARRI LARA
17	Adopt a GHG (Green House Gas) emissions OR a Clean energy goal	Proposed		6/30/2024	Work with EE task Force to research which goal fits the City mission and craft a goal for adoption by Council. Will effect all future actions and contracts for maintenance, energy upgrades, new facilities, and infrastructure specifications that will have to implement the goal.	JULIA STUBLE LANCE HOPKIN HUNTER ROSEBERRY RAJEAN STRUBE FOSSE
Status: In Progress						
18	Implement Water Master Plan for Water service, Ditches, Storm drainage. Concerns Water Treatment Plant study	In Progress	3/1/2...	6/30/2024	Study for enterprise fund Water Master Plan draft out Feb 2023, Ditches and storm drainage plan to follow soon after. Adpot recommendations in 2023	LANCE HOPKIN HUNTER ROSEBERRY
19	Develop plans for new rural water house	In Progress	1/1/2...	6/30/2025	included in current water study	LANCE HOPKIN HUNTER ROSEBERRY
Goal: Public Safety 1-3YR						

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
Status: Proposed						
20	Fiber inter connectivity between sights	Proposed		6/30/2024	Participate in Visionary expansion to reach all of our facilities in need of fiber,	LANCE HOPKIN
21	Initiative to implement full code enforcement by block	Proposed	5/1/2...	6/30/2025	Implement planned progression for code enforcement in residential areas. Need help with building department.	
22	Look into a City Manager form of government	Proposed			Look into a different form of government like City Administrator. 1st step is to research pros and cons and determine process by state statute. Goal is to protect all our systems that have been upgraded or started over the past 5 years. Protect the City's mission and strategic plan through changing elected officials.	
23	Develop a Facilities plan by performing an audit on all our facilities for maintenance, safety inspections, ADA, fire safety, Kitchen hoods, and equipment operating safely	Proposed		6/30/2024	Get Chris certified and make inspections schedule for our facilities, annual conditional use permits, and commercial/public buildings. This is in concert with facilities management team or contracted services.	CHRISTOPHER HULME HUNTER ROSEBERRY LANCE HOPKIN
Status: In Progress						
24	Safe Routes/Transportation Alternatives Program (TAP)	In Progress	5/12/...	6/30/2026	Received a TAP (Transportation Alternatives Program) construction grant for Phase 1 enhancements around Gannett Peak for 2022 construction. Future phases ever 1-3 years if 1% tax passes	RAJEAN STRUBE FOSSE LANCE HOPKIN
25	Recruitment of Fire Fighters	In Progress	7/1/2...	6/30/2022	Marketing and recruiting fire fighters. Education regarding pension and the community need.	
Goal: Public Safety 3Yr+						
Status: In Progress						

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
26	Determine level of Flood Mitigation and update FEMA maps	In Progress		6/30/2024	Reduce loss of life and property destruction from flooding potential. Update FEMA flood plain maps	RAJEAN STRUBE FOSSE LANCE HOPKIN HUNTER ROSEBERRY
Goal: Quality of Life 1-3YR						
Status: In Progress						
27	Look into Attainable Housing opportunities	In Progress	7/1/2...	6/30/2025	Zoning code changes will help very little. Problem is bigger than zoning (including wages, land prices and cost of construction.) Does the City want to provide rent restricted housing. Could be managed by Housing Authority like other communities. Or a housing trust like Jackson and Sheridan (JPB). Funding currently through CDBG (Community Development Block Grant). May be more future funding opportunities as a Federal/State wrestles with problem on a larger scale.	JENNIFER WHITE RAJEAN STRUBE FOSSE LANCE HOPKIN HUNTER ROSEBERRY ANNE EVEN
28	Evaluate green space maintenance vs payment to not take care of	In Progress	7/1/2...	7/1/2026	Now measuring water use on all large green spaces. Short term released some of the school fields that we used to maintain through a new MOU. Long term plan to build out a raw water system. Reviewed in water master plan.	LANCE HOPKIN HUNTER ROSEBERRY
29	Funding ambulance service	In Progress	7/1/2...	7/1/2024	County covered 2 years with COVID lost revenue for 2023-24 need a long term plan. Legislation proposed to allow Cities/Counties to form a taxing direct if approved by the voters.	
30	Signage for visitor assets	In Progress	7/1/2...	7/1/2024	Wayfinding for visitor assets. New signs at each of of Main Street with new CC sign being ordered. WRVC has a grant in for funding that they were awarded money. Add interactive (google) component.	ANNE EVEN
Status: In Progress - Behind						

#	Project task	Status	Task Start Date	Target Completion	Task Description & Specific Tasks	Project Team
31	Access the needs of the Downtown Assoc	In Progress ...	7/1/2...	7/1/2023	Julia/Anne had public meetings. Form a committee to perform action items	JULIA STUBLE ANNE EVEN
Goal: Quality of Life 3YR+						
Status: Proposed						
32	Fund new parks development after 2023 Master plan is adopted	Proposed	7/1/2...	6/30/2027	Define and build out facilities for 2 new parks, update restrooms in City Park. Cant fund until 2023 Master plan is adopted. Multi year project.	ANNE EVEN RAJEAN STRUBE FOSSE HUNTER ROSEBERRY KEVIN W. JOHNSON LANCE HOPKIN
Status: In Progress						
33	Fund/Build Memory Care/Assisted Living	In Progress	3/1/2...	12/31/2025	Plans for Table Mountain Living Community complete Dec 2022. USDA, WBC, SLIB applications for fundraising in progress. USDA denied application for \$13.5M but may re-apply for \$7.5M. Looking at ARPA funding and local bank financing options.	RAJEAN STRUBE FOSSE
34	Zoning Regulations designed with growth projection in mind	In Progress	7/1/2...	12/31/2023	Partially completed council didn't implement all suggested changes. 3- 5 year plan to implement suggestions.	JENNIFER WHITE RAJEAN STRUBE FOSSE

Project Task (either in progress or proposed) Ongoing and completed not included in list	Top Ten Priorities Rank from 1-10
Web Page Update	
Develop a communications plan	
Public automated notifications	
Create Energy Efficiency upgrades plan for all buildings	
Develop more interactive partnership with LEDA / ED funding	
Land acquisition for Revenue opportunities, Enterprise Park, parking and pathways	
Determine where 1-time Direct Distribution can be spent	
Promote 1% capital and 1/2 Cent ED tax for 2024 ballot	
Evaluate providing Recreation programs	
Build equipment replacement PLAN	
Build Senior Center Maintenance funds	
Complete and adopt 2023 Master plan	
Develop Right-of-way and roads plan	
Find a Keeper of the Keys (City Administration)	
Prioritize Building Maintenance, ADA and Energy Efficient plans	
Implement Water Master Plan (water service, storm drainage, ditches)	
Develop plans for new rural water house	
Redesign subdivision design standards	
Adopt a Green House Gas OR Clean Energy goal	
Construct Safe Routes to Schools projects	
Fiber inter-connectivity between facilities	
Implement full code enforcement by block	
Update Master Plan (includes facilities, park planning, Economic Development, Community Development, Infrastructure)	
Develop Facilities Plan with building audit for maintenance, replacement, upgrades and safety inspections on all facilities	
Determine level of Flood Mitigation and update FEMA Mapping	
Assess needs of Downtown Association	
Look into attainable housing opportunity	
Fund ambulance service	
Fund Airport MRG	
Fund new parks development	
Fund/Build Memory Care Assisted Living	
Update Zoning Regs with growth projection in mind	