



**WORK SESSION**  
**May 24, 2022 6:00 p.m.**

1. Staff & Council Updates
2. Review amended job descriptions for Deputy Clerk/Treasurer and Airport/Fire Hall Manager
3. Review amended salary structure
4. Discuss amending City of Lander fee schedule
5. 2022-2023 Budget discussion – if needed

# *City of Lander*

## Job Description

<b>Title:</b> Airport & Fire Hall Facilities Manager		<b>Grade:</b> 6 \$45,440-70,794
<b>Department:</b> Administration		<b>Effective Date:</b> 8/2021
<b>Type of Position:</b> Full-time	Non- Exempt	<b>Last Revised:</b> 5/2022

*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**

Directs, plans, organizes, and administers daily operations of both the Lander Hunt Field Airport and the City of Lander Fire Department; performs other duties as required or assigned. Acts as a liaison between the City of Lander and the Lander Volunteer Fire Department Chief, officers and volunteers

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from being a job requirement, and the successful candidate may be subject to other duties as assigned.

Essential Functions Common for Both Facilities:

Prepares and administers budgets; monitors expenditures to assure conformity to established fiscal constraints; prepares and writes reports on department activity; seeks and applies for alternative funding through grants and other financial programs as applicable. Acts as liaison and an ambassador for both facilities at all meetings, with all government agencies and the general public.

### **LVFD Facility Essential Functions:**

Performs a variety of professional, administrative and technical duties related to managing the day-to-day operations of the Fire Department. including ensuring compliance with related laws, rules and regulations, vehicle and building maintenance, record keeping, public relations, in accordance with applicable federal, state and municipal regulations and coordination with the volunteer Fire Chief.

- Provides ongoing day-to-day support to Fire Department Officers
- Maintain inventories, inspects department equipment and works with officers on the replacement of equipment as needed.

- Assists with developing and overseeing department maintenance, safety policies, department training, budgets and general upkeep and scheduling
- Maintains department records; prepares and submits worker compensation and incident reports.
- Assists with the planning and administration of fire prevention and suppression programs.
- Performs as fire marshal and inspector; (Applicant dependent)
  - Enforces rules and regulations established for protection of life and property.
  - Oversees the implementation of inspection programs for local establishments.
  - May respond to calls to perform at-the-scene support duties.
  - recommends fire ordinance and code changes.
  - directs fire code enforcement programs and practices.
- Works daily with the public developing and maintaining good public relations with the community.
- Oversee issuance of burn permit.
- Administers civil preparedness program; writes, edits and updates City Emergency Operations Plan (EOP) and Hazard Analysis.
- Performs related duties as required.

### **Airport Facility Essential Functions:**

Performs a variety of professional, administrative and technical duties related to managing the day-to-day operations of the Hunt Field Airport including constant safety observance by implementing FAA, TSA, EPA and other applicable federal, state and municipal regulations, decisions, policies and industry best practices for the operations, safety and security of the General Aviation airport; Develops, oversees, & issuance of: FAA bulletins, training, education, vehicle/building maintenance, record keeping, and public relations events as necessary, as well as participation in Wyoming Airport Coalition.

- Review, develop and revise airport safety and security plans, policies and procedures
- Manage aircraft fueling stations and maintain the fuel system in compliance with all regulations including completion of the Department of Environmental Quality required paperwork, certifications and training.
- Inspect runway grounds and lighting on a regular basis ensure airport facilities and equipment are in good working order.

- Act as a liaison between the City and State, Federal and local governmental entities; manage airport leases and contracts; serve as contact person for airport tenants and public.
- Snow removal on runway, taxiway, aircraft parking apron and auto parking areas; mow grass on airport and all common areas, repair runway and taxi lights and windsocks; repair airport fences, buildings and grounds. Maintain airport equipment.
- Coordinate all airport upgrades, including airport facility repair and preventative maintenance, and work with the WYDOT Aeronautics Division and the FAA as necessary on those projects.
- Maintain the National Based Aircraft Inventory database and participate in the 5010 inspections as requested by WYDOT Aeronautics.

### **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.

### **Knowledge**

- Airport management.
- Basic knowledge computer, math and accounting functions.
- Notice to Airmen (NOTAM) runway standards for maintaining runways.
- OSHA safety policies.
- Federal, State and local laws, ordinances, codes, rules and regulations affecting airport and Fire Department goals, objectives, and operation.
- Principles and practices of fire prevention and suppression.
- Maintenance requirements and practices of firefighting equipment and apparatus.
- City geography.
- Budget and grant development and preparation.
- Common fire and chemical hazards and related safety precautions.
- Firefighting techniques and equipment; fire/arson investigation procedures.
- Know how and when to post NOTAMS and when to close the airport.

### **Abilities**

- Plan, organize and direct the implementation of overall airport and fire department programs and objectives.
- Follow written and verbal communication.
- Learn the principles and practices necessary including.
- Work according to safety standards under potentially hazardous conditions.
- Think critically and assess potentially hazardous conditions, then take appropriate action.
- Make quick and accurate decisions in emergency situations.
- Develop effective working relationships with local elected officials, city merchants, subordinates, and the public.
- Ability to obtain necessary certifications sufficient to perform job duties, including but not limited to specialized training and certifications in aviation, fire operations and administration.

### **Skills**

- Operation of light and heavy machinery.
- Excellent oral and written communication skills.
- Public speaking and interpersonal communication skills.
- Communicate effectively, verbally and in writing.

### **TRAINING, EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Required Education, Experience, Training and Certifications.

- High school diploma.
- Must possess, or have the ability to obtain, and maintain a valid Class B Wyoming driver's license with required endorsements for CDL within 3 months of hire date.
- Must complete Firefighter 1 Certification within 6 months of hire date.

- Must be or become certified in CPR within 6 months of hire date.
- May be required to become SARA, Title III Certified (HAZMAT).
- Must obtain Department of Environmental Quality Fuel station certification.

Preferred Education, Certifications & Licenses:

- Bachelor of Science in Aviation Management or Business Administration.
- Designation of Accredited Airport Executive.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Positions in this class typically require stooping, kneeling, crouching, reaching, standing for long periods, climbing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subject to loud noises, light disturbance, dusts, odors, and chemicals. Incumbents may be subject to perform duties either indoors or outdoors, which may include extreme climate/weather conditions (-30 degrees F to 100+ degrees F). The nature of the duties involves constant mental and visual attention, and potential personal danger. Travel in extreme weather conditions and sometimes darkness required, will be near heavy machinery and equipment. Incumbents may also be subject to office environments and subject to the common noises associated with office work including telephones and printers, as well as loud noises associated with machinery and airplanes. Must occasionally work extra shifts and be on call.

Work schedule is based on 40-hour work periods, with unscheduled breaks and lunch periods, and subject to extra shifts, including on-call. Responds to emergency calls twenty-four hours a day. Extra hours will be required based on situational demand and emergencies. Work setting is informal, team oriented, and has variable tasks. Frequent attendance at after-hours meetings.

Emergency response travel expected in the normal course of performing duties. Many functions of the work pose a high degree of hazard uncertainty. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

## **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 screening and a pre-employment drug test. Employees that perform safety sensitive tasks are

subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

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 initiation a driving record from all previous States of residency.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

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

I acknowledge that I have read this job description and requirements and certify that I can perform these functions with or without accommodations.

### 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.**

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.

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Employee's Name (Printed)

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Employee's Signature

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Date

# City of Lander

## Job Description



<b>Title:</b>	Deputy City Treasurer/ Clerk	<b>Grade:</b>	10 \$59,762-\$93,107
<b>Department:</b>	Administration	<b>Effective Date:</b>	7/2022
<b>Type:</b>	Administration Full-time Non-Exempt	<b>Last Revised</b>	7/2022

*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 complex treasury and clerical duties as needed to expedite various administrative functions of the office of the City Treasurer and City Clerk. Processes accounts payable, payroll and performs accounts payable and payroll related tasks. Assists City Treasurer with utility billing and collections, accounts receivable, and revenue depositing, as well as providing clerical support to city administration.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Treasurer.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

*The listed functions are illustrative only and are not intended to describe every function which may be performed at the job level.*

Receives and reviews accounts payable; creates, validates and processes purchase orders; assures proper approvals are given; determines budgetary ownership and distributes to appropriate accounts; operates computer to enter various adjustments and or expenditures to various accounts; receives and distributes payment checks; maintains vendor payment files; runs accounts payable computer program.

Reconciles a variety of ledgers and accounts; examines accounting transactions to ensure accuracy; and corrects financial records as necessary.

Assists with the monitoring and controls all expenditure and revenue activities for the agency, including processing and maintenance of all payables and receivables.

Responsible for developing and maintaining the accuracy of all financial statement information for the agency related to AP/Expenditures and AR/Revenue.

Performs and/or assists in any projects, regular or special, related to AP/Expenditures and AR/Revenues.



Enforces internal controls within AP/Expenditures and AR/Revenues

Receives, computer enters and processes payroll time sheets; files time sheets; prepares monthly payroll; determines employee earnings, calculates employee withholdings (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records of wages, deductions, taxes and benefits.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; creates correcting general ledger entries for payroll, benefit and withholdings.

Assures accuracy, completeness, and timely delivery of W-2's and 1099's for tax purposes; prepares annual reports of payroll, retirement and disability insurance programs.

Prepares and processes various local, state, and federal reports as required; completes reports by hand or generates needed data via computer; submits reports to appropriate authority for final review; prepares monthly or quarterly financial reports and payments related to payroll including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, etc.

Assists in cash receipting and monitoring and managing accounts receivable, such as water, sewer, and special districts; performs daily balancing of cash drawer; performs daily balancing of cash to receipts; apprises customers of pending actions, monitors account activity; performs various account balancing activities; prepares and/or makes bank deposits.

May assist in scheduling the Lander Community Center; performs other clerical duties such as scheduling meetings for city council, typing correspondence, minutes, reports and other items requiring considerable independence of judgment as to content accuracy and completeness.

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.
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- 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.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of (position requirements at entry):

- Customer service principles.
- State and Federal laws, rules, regulations, and statutes as they pertain to government accounting.
- Automated financial systems.
- Basic accounting, business principles, budgets, and cost controls.
- Fundamental payroll practices; state and federal laws and regulations pertaining to payroll processing.
- Knowledge of how payroll actions affect all systems
- Budget and procurement practices and policies.
- Internal controls over accounting applications.
- Generally Accepted Accounting Principles as they are applied to government accounting systems.

Skills (position requirements at entry):

- Modern office practices and procedures; personal computer operations and various software and operating systems/ applications such as Word, Excel, etc.; telephone etiquette, various office machines, i.e.; ten key, copy machine, fax, etc.

- Interpersonal relations, communications and cooperative problem solving.
- Performing complex mathematical calculations.
- Interpreting and applying applicable laws, rules and regulations.

Abilities (position requirements at entry):

- Apply federal, state, and local laws, rules and regulations pertaining to accounting and auditing work.
- Communicate effectively verbally and in writing.
- Manually compute complex payroll including federal withholding tax, FICA, retirement deductions, earnings, and deduction calculations accurately and efficiently.
- Teach, direct, and explain the procedures used by payroll.
- See details at close range.
- Work independently and as part of a team.

### **MINIMUM QUALIFICATIONS**

Education and certifications: Bachelor of Science degree in finance or accounting, or closely related field.

Experience: 0-2 years previous experience supervising payroll, accounts payable/expenditure, accounts receivable/revenue functions, preferably in a government setting.

**OR**

3-4 years of progressive work experience (typically in finance or accounting) with acquired knowledge at the level of an Accountant preferably in a government setting.

Licensing and Certifications Requirements: Preference may be given to candidates with a Certified Public Accountant (CPA) license.

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing and repetitive motions such as keyboarding. Common eye, hand, finger dexterity exist. Exerting up to 10 pounds of force. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Incumbents may also be subject to office environments and to the common noises associated with office work including telephones and printers, as well as loud noises associated with traffic.

**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 is 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**

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Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test.

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 initiation a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment drug test, 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.

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Employee's Name (Printed)

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Employee's Signature

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Date

**City of Lander**  
**Salary Structure & Tables**

Pay Grade	Annual Pay Rates			12 Monthly Pay Rates			2080 Hourly Pay Rates			Positions
	Minimum	Mid	Maximum	Minimum	Mid	Maximum	Minimum	Mid	Maximum	
1	37,966	48,558	59,150	3,164	4,046	4,929	18.25	23.35	28.44	Assistant Sexton, Court Clerk, Judge, Maintenance Worker, Parks Clerk, Water Clerk, Weed & Pest Controller, Clerk/Evidence Tech Assistant, Detective Secretary Evidence Clerk, Equipment Operator I, II, Code Enforcement
2	41,114	52,584	64,054	3,426	4,382	5,338	19.77	25.28	30.80	Mechanic, Water Operator I, Water Operator II, Equipment Operator III,
3	44,579	57,016	69,453	3,715	4,751	5,788	21.43	27.41	33.39	Programs Manager, Victim Witness, Water Operator III,
4	46,456	59,416	72,376	3,871	4,951	6,031	22.33	28.57	34.80	Police Officer I
5	48,411	61,916	75,422	4,034	5,160	6,285	23.27	29.77	36.26	Police Officer II, Street Foreman, Water System Foreman,
6	50,461	64,539	78,617	4,205	5,378	6,551	24.26	31.03	37.80	Airport and Fire Hall Facilities Manager, Weed & Pest Supervisor, Police Officer III, Water Operator IV
7	52,655	67,345	82,035	4,388	5,612	6,836	25.32	32.38	39.44	Detective, Community Development Coordinator,
8	54,866	70,173	85,480	4,572	5,848	7,123	26.38	33.74	41.10	Building Inspector, Sexton,
9	57,250	73,221	89,193	4,771	6,102	7,433	27.52	35.20	42.88	Sergeant, Shop Foreman
10	59,762	76,434	93,107	4,980	6,370	7,759	28.73	36.75	44.76	Assistant to the Mayor, Parks & Rec Supervisor, Deputy Clerk/Treasurer,
11	62,386	79,790	97,194	5,199	6,649	8,100	29.99	38.36	46.73	Lieutenant, Streets Supervisor, Water/Sewer Supervisor
12	69,250	88,569	107,888	5,771	7,381	8,991	33.29	42.58	51.87	City Clerk, Human Resource Director, Assistant Public Works Director
13	77,940	99,685	121,429	6,495	8,307	10,119	37.47	47.93	58.38	City Treasurer
14	87,722	112,195	136,668	7,310	9,350	11,389	42.17	53.94	65.71	Police Chief, Engineer/Public Works Director

**RESOLUTION 1249**  
**THE CITY OF LANDER FEE SCHEDULE 2022-2023**  
**A RESOLUTION AMENDING RESOLUTION 1212**

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, 2022 for the following City Services.

	<b><u>CEMETERY</u></b>	
LOT PURCHASE	City resident	\$ 300.00
	Outside City resident	\$ 450.00
	Cremation lot	\$ 75.00
	Infant	\$ 125.00
	Columbarium – City resident	\$ 500.00
	Columbarium – Outside City resident	\$ 650.00
OPENING/CLOSING CEMETERY LOTS	Adult	\$ 600.00
	Infant	\$ 375.00
	Cremation	\$ 300.00
	Columbarium	\$ 300.00
OVERTIME OPENING/CLOSING	Adult	\$1,050.00
	Infant	\$600.00
	Cremation	\$450.00
	Columbarium	\$450.00
CEMETERY DOCUMENT TRANSFER FEE		\$ 25.00
DISINTERNMENT	Standard, 2 hours	\$ 900.00
	Additional hourly over 2 hours	\$ 40.00/hour
NOTE: ADDITIONAL CEMETERY FEES MAY BE ADDED AT TIME OF SERVICE		Actual costs
	<b><u>CONTRACTOR LICENSES</u></b>	
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
	Master – Initial fee/annual renewal	\$50.00/\$ 50.00
	Journeyman– initial fee/annual renewal	\$20.00/\$ 20.00
	Apprentice – Initial fee/annual renewal	\$10.00/\$10.00
HVAC		
	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
	Master – Initial fee/annual renewal	\$50.00/\$ 50.00
	Journeyman– initial fee/annual renewal	\$20.00/\$ 20.00
	Apprentice – Initial fee/annual renewal	\$10.00/\$10.00
PAWNBROKER	Initial fee/annual renewal	\$350.00/\$ 200.00
PLUMBING		
	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
	Master – Initial fee/annual renewal	\$50.00/\$ 50.00
	Journeyman– initial fee/annual renewal	\$20.00/\$ 20.00
	Apprentice – Initial fee/annual fee	\$10.00/\$10.00
SEWAGE CLEANING & DISPOSAL	Contractor– initial fee/annual renewal	\$350.00/\$ 200.00
UTILITY CONTRACTOR		\$350.00/\$ 200.00
EXCAVATION PERMIT	Required for all street/alley/ROW excavation	\$ 100.00

	<b><u>COMMUNITY CENTER</u></b>	
ROOM RENTAL RATES	Full center single day	<del>\$865.00</del> <b>\$965.00</b>
	Full center 2-4 days	<del>\$825.00</del> <b>\$925/day</b>
	Full center over 5 days	<del>\$780</del> <b>\$880/day</b>
	Main Room only	<del>\$575.00</del> <b>\$675.00</b>
	Bar & Lobby only	<del>\$175.00</del> <b>\$275.00</b>
	Kitchen only	<del>\$230.00</del> <b>\$330.00</b>
	Meeting rooms (3 each) hourly/daily	<del>\$20.00</del> <b>\$30.00</b> hour/ <del>\$100.00</del> <b>\$150.00/day</b>
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
	<b><u>LIQUOR LICENSING</u></b>	
BAR & GRILL LICENSE	Initial fee/annual renewal	\$10,000/\$1,500.00
CLUB LICENSE	Annual renewal	\$500.00
MICROBREWERY 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	Annual renewal	\$200.00
CATERING/MALT BEVERAGE PERMIT		\$50.00/day
	<b><u>MISCELLANEOUS PERMITS/FEES</u></b>	
BURN PERMIT INSIDE CITY LIMITS		\$50.00
COPIES – Record requests	Paper copies 8 1/2x11 up to 11X17	\$ 0.50/page <b>plus \$20.00/hr</b>
	Electronic copies	\$0.10/page <b>plus \$20.00/hr</b>
	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	<del>\$50.00</del> <b>\$100.00</b>
INSUFFICIENT FUNDS FEE		\$30.00
IMPOUNDED VEHICLE FEE	Actual towing charges	Actual charges
MANUFACTURED HOME PLACEMENT		\$200.00
SNOW REMOVAL - COMMERCIAL	Up to 5000 sq ft lot	\$500.00
SNOW REMOVAL - COMMERCIAL	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
	<b><u>RODEO FACILITIES</u></b>	
RENTAL FEES – DAY USE	1-100 People	\$100.00
	100-500 People	\$200.00

	Over 500 People – no gate fee	\$300.00
	All ticketed events 10% of gate fee	
DAMAGE DEPOSIT	% Refundable- depending on damages	\$500.00
ADDITIONAL AMENITIES	Livestock Stall rentals	\$10.00 each/day
	<b><u>PARK FACILITIES</u></b>	
LIONS SHELTER- STAGE/NORTH PARK	1-50 People	\$50.00
	51-150 People	\$75.00
	151-300 People	\$150.00
	301-500 People	\$250.00
	Over 500 People	\$500.00
	Reservation for use of Stage	\$100.00
	All ticketed events- 10% of gate fee	
FULL PARK EXCLUDING PLAYGROUND AND CAMPING		\$1,000.00
DAMAGE DEPOSIT	% Refundable depending on damage	\$50.00
GAZEBO/DILLON/CENTENNIAL	1-50 People	\$30.00
	51-150 People	\$50.00
	151-500 People	\$100.00
	Over 500 People	\$200.00
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	\$2.00
	Skate rentals	\$3.00
	Youth Hockey rental equipment	\$20.00
	<b><u>PLANNING &amp; ZONING</u></b>	
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	<del>\$200.00</del> \$275.00
PLANNING COMMISSION	Preliminary Subdivision Plat	\$600.00
	Final Subdivision Plat (includes Annexation)	\$500.00 Plus recording fees
	Minor Plat (<5 lots)	\$400.00 Plus recording fees
	Correction Plat	\$250.00 Plus recording fees
	County Subdivision Plat Review	\$200.00
	PUD Development Plan	\$500.00
FEE-IN-LIEU OF PARK DEDICATION	Minor Plat (new with 1-2 1-3 lots, replats)	<del>\$500.00</del> no fee
	Minor Plat (new with 3-5 4-5 lots)	<del>\$1,500.00</del> 500.00
	Subdivision Final Plat	\$750.00/Lot
ACCESSORY BUILDING PLACEMENT PERMIT	Temporary and permanent placement of storage containers and skid sheds	\$100.00



PASSED APPROVED AND ADOPTED THE 14th DAY OF JUNE, 2022

THE CITY OF LANDER

A Municipal Corporation

BY: \_\_\_\_\_  
Monte Richardson, Mayor

ATTEST: \_\_\_\_\_  
Tami Hitsheew, City Clerk

DRAFT

RESOLUTION 1248

AMENDING RESOLUTION 1061

FEES AND UTILITY RATES FOR  
WATER AND WASTEWATER SERVICE

A Resolution establishing fees for water and wastewater service as defined and authorized by Title 9 -2-4 of the Lander City Code.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANDER:

Section 1:

- (a) All consumer connections to the city water main and all water meters shall hereafter be made, at the expense of the consumer, in accordance with the following schedule of service charges according to the circumstances for the connection:

Line & Meter Size	Meter Fee <sup>1</sup>	Connection/Tap Fee In city/	Connection/Tap Fee Out of City	Radio Read <sup>2</sup>	Total In City	Total Out of City
3/4" line with 5/8" meter	\$175.00	\$410	\$820	\$80.00	\$665.00	\$1,075.00
¾" line with ¾" meter	\$180.00	\$410	\$820	\$80.00	\$670.00	\$1080.00
1" line with 1" meter	\$230.00	\$875	\$1,750	\$80.00	\$1,185.00	\$2,060.00
1 ½" line with 1 ½" meter	\$600.00	\$1,015	\$2,030	\$80.00	\$1,695.00	\$2,710.00
2" line with 2" meter	\$800.00	\$1,475	\$2,950	\$80.00	\$1,635.00	\$3,830.00
3" meter Turbo	\$1,721.00	\$1,914	\$3,828	\$250.00	\$3,885.00	\$5,799.00
3" meter Compound	\$2,626.00	\$1,914	\$3,828	\$520.00	\$5,060.00	\$6,974.00
3" meter Mag Meter	\$2,904.00	\$1,914	\$3,828	\$476.00	\$5,294.00	\$7,208.00
4" meter Turbo	\$2,159.00	\$2,500	\$5,000	\$250.00	\$5,779.00	\$7,679.00
4" meter Compound	\$3,273.00	\$2,500	\$5,000	\$520.00	\$6,293.00	\$8,793.00
4" meter Mag Meter	\$3,048.00	\$2,500	\$5,000	\$520.00	\$6,068.00	\$8,568.00
6" meter	\$2,967.00	\$3,512	\$7,024	\$520.00	6,999.00	10,511.00
8" meter	\$3,905.00	\$4,554	\$9,108	\$520.00	\$8,979.00	\$13,533.00

Installation. - The applicant shall be responsible for providing the following: one copper setting or other approved fitting in a horizontal position and one stop. The applicant shall also be responsible for acquiring a water meter from the city at the rate specified in this section and have the same installed by a plumber licensed under the Lander Municipal Code. After installation applicant shall notify the city and have the water meter inspected by the same for proper installations.

Certificate Required. - No permit shall be granted without the certification of the Superintendent of Public Works that the water line up to and including the meter connections complies with the provisions of this Title, including regulations, specifications, and standards

<sup>1</sup> Meter prices subject to change with industry pricing.

<sup>2</sup> Purchase and installation of radio read units is required on all new meter installations.

adopted by the Superintendent of Public Works and the International Plumbing Code as adopted by the City.

Section 2:

(a) Rates are effective July 1, 2022 – June 30, 2023.

Meter Size (inches)	Monthly Minimum Charge – Inside City	Monthly Minimum Charge – Outside City
5/8” Meter	\$37.52	\$56.28
¾” Meter	\$40.07	\$60.10
1” Meter	\$46.54	\$69.81
1 1/2” Meter	\$65.03	\$97.52
2” Meter	\$90.91	\$136.36
3” Meter	\$164.86	\$247.30
4” Meter	\$268.40	\$402.60
6” Meter	\$564.23	\$846.33
8” Meter	\$564.23	\$1467.57

(b) Excess Water Charges for inside city limit users all meter sizes and outside city limit users with 5/8” meters. For water use in excess of the minimum water use included in the minimum charge, charges shall be assessed at the following:

i. \$3.12 per 1,000 gallons over the allotted 4,000 gallons in city limits;

Excess Water Charges for outside city limit users with meters ¾” to 8”:

ii. \$4.66 per 1,000 gallons over the allotted 4,000 gallons

Rural Water House Rates

i. \$14.07 per 1,000 gallons. Rates are effective July 1, 2022- June 30, 2023

Snowbird Rate

i. \$30.26 monthly

Section 3:

(a) The following rates are established and shall be charged and paid on a monthly basis for all sanitary sewer service from the municipal sanitary sewer system. Rates are effective Januar 1, 2022.

SEWER TAP FEES

Sewer Tap Size	Connection Fee Inside City	Connection Fee Outside City
4”	\$175.00	\$350.00
6”	\$225.00	\$450.00
7”	\$275.00	\$550.00
8”	\$325.00	\$650.00
9”	\$375.00	\$750.00
10”	\$425.00	\$850.00

**SEWER UTILITY RATES**  
Minimum Charges

Water Meter Size (inches)	Monthly Minimum Charge Inside City	Monthly Minimum Charge Outside City
5/8"	\$18.36	\$21.19
3/4"	19.61	\$23.67
1"	\$22.77	\$30.00
1 1/2"	\$31.80	\$48.06
2"	\$44.45	\$73.35
3"	\$80.58	\$145.60
4"	\$131.16	\$246.76
6"	\$275.67	\$535.79
8"	\$477.99	\$940.43

- (b) Sewer Charges – Sewer charges will be \$2.26 per 1,000 gallons over the base of 2,000 gallons plus the minimum charge for sewer. Effective July 1, 2022.
- (c) The residential customer's monthly sewage usage will be based upon the customer's average water usage during the winter for **two** billing periods in the months of November, and December re-determined annually on or about January 1<sup>st</sup>.
- (d) Sewer service charges for other than residential customers are to be based upon the indicated water usage. In the event that any customer can show (by meter) that a portion of the metered water does not enter the sanitary sewer system, the customer(s) are to be charged for only that volume entering the sanitary sewers. The customer may be required to install a meter in his system to record the difference between sewage and non-sewage flows.
- (e) For those users which use wastewater, the strength of which is greater than normal domestic sewage, a surcharge in addition to the normal user charge will be collected. The surcharge for operation and maintenance including replacement will be determined after testing for BOD, SS and other pollutants.
- (f) Residential Low Income Discount –
- One or two persons in a family unit (including that of persons residing in the household over 18 years of age) whose combined gross annual income does not exceed \$20,000 per year and three or more persons in a family unit whose gross annual income (including that of persons residing in the household over 18 years of age) is less than the maximum amount permissible for eligibility under the current year Federal Poverty Guidelines as the same exists for that year or may hereafter be constituted, shall receive a maximum of 50% discount reduced by the percentage that the applicant's actual income (including that of persons residing in the household over 18 years of age) that exceed 80% of the maximum income level stated above as the same now exists or may hereafter be constituted, at which such person would be eligible to receive the maximum refund possible under that section.
  - Qualified married person, at least one of whom is at least 65 years of age or totally disabled, whose actual income (including that of persons residing in the household over 18 years of age) is less than the maximum amount for eligibility stated above, shall receive a 50% discount reduced by the percentage that the applicant's actual income (including that of persons residing in the household over 18 years of age) that exceeds 80% of the maximum income level stated above as the same now exists or may hereafter be constituted, at which such person would be eligible to receive the maximum refund possible under that Section.
  - A married or single person between the ages of 18 and 65 exclusive, who is not disabled, but is otherwise qualified pursuant to the City of Lander City Code Title 9, hereof and whose actual income (including that of persons residing in the household over 18 years of age) is less than the maximum amount permissible for eligibility as stated above as the same now exists or may hereafter be constituted, shall receive a 50% (including that of persons residing in the household over 18 years of age) that exceeds 80% of the maximum income level stated above as the same now exists or may hereafter be constituted, at which such person would be eligible to receive the maximum refund possible under that Section.

- (g) Non-property Owner Deposit Required. – All water and sewer customers who do not own the real estate or a substantial equity therein, in connection with which such services are required, will be required by the city utility department to post a two hundred dollar (\$200.00) deposit as a guarantee of payment of their service account, which deposit shall be returned to such customers, without interest upon discontinuance of service and payment of their account in full. At each change in occupancy the property owner will submit a transfer form signed by both the tenant and the landlord.

In lieu of the above required deposit a property owner may sign an agreement with the City utility director guaranteeing payment for all water and sewer services furnished such property. In the event a property owner executes a guarantor's agreement, as provided in the preceding section, period bills shall be addressed to property owners in care of tenants at the address to which services were furnished.

Delinquent Charges. - Monthly charges for water and sewer not paid within 20 days of the billing date are deemed delinquent and a delinquency charge of 10% of the unpaid amount will be charged at the close of business on the 20<sup>th</sup> of the month. In such circumstances, the City may shut off the water upon ten (10) days' notice to the property owner and/or tenant by U.S. Postal Service or posting of the notice on the property. After shut off, water service shall be resumed only upon payment of the account balance, together with the sum of \$100.00 for the costs incurred in shutting the water off, sending notice and turning the water on.

- (h) Payment of Charges and Penalties. - The City shall submit monthly statements to the user of water and/or sewer. Should any user fail to pay the balance due and interest penalty within two months of the due date, or if the account should exceed \$200.00 in delinquency, the City may shut off the water upon ten (10) days' notice to the property owner and/or tenant by U.S. Postal Service or posting of the notice on the property.
- (i) Payment Arrangements. The City Treasurer and/or the City Clerk, or their designee, at his or her discretion, may formulate payment arrangements with a utility user for delinquent accounts. The payment arrangements will require the user to pay their current bill plus delinquency payment and additional payments for two months. If the utility user fails to comply with any part of the payment arrangement, water service may be shut off immediately without further notice.
- (j) Disconnection. - Any permit holder may request that their meter be disconnected. Upon payment of a disconnect fee of \$40 and any accrued charges, the City shall remove the meter. Accrued charges shall be figured as all past due charges adjusted by a pro rate credit for the unused portion of the prepaid basic demand charge. The permit holder shall pay for any overage.
- (k) Reconnection. - Any service disconnected under City Code Section 9-5-2 may be reconnected upon payment of a reconnect fee of \$40 and the basic demand charge.
- (l) Transfer of Permit. - A water permit may be transferred to a new owner of the premises served upon payment of all accrued charges and a transfer fee of \$25.
- (m) Rural Water Fees – Fees for water from the Rural Water House will be \$14.07 for 1,000 gallons
- (n) The Mayor and City Council may allow running of water for residential customers and reduced rates for sewer in the event the City needs citizens to run water to keep the City water and sewer mains from freezing.
- (o) These rates and charges are established so that each user class pays its proportionate share of the costs of water and wastewater treatment services and the City Treasurer is directed to review the charge structure to assure that proportionality between user classes is maintained and to recommend modifications as appropriate every three years. Each user shall be notified by the City of rate changes.

PASSED, APROVED AND ADOPTED the 14<sup>TH</sup> day of June, 2022

THE CITY OF LANDER  
A Municipal Corporation

BY \_\_\_\_\_  
Monte Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Tami Hitshew, City Clerk

CERTIFICATE

I, Tami Hitshew, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Lander at a regular meeting held on June 14, 2022, and that the meeting was held according to law; and that the said Resolution has been duly entered in the minute book of the City of Lander.

\_\_\_\_\_  
Tami Hitshew, City Clerk