

Board of County Commissioners Meeting

Agenda - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, January 6, 2026

3:30 PM

Commissioners Board Room

To attend the meeting virtually and comment online please visit:
www.laramiecountywy.gov - Commissioner meeting

Any supporting document associated with an agenda item is the document as initially submitted for the agenda and may not include any subsequent proposed amendments or revisions.

Roll Call/Call to Order

Agenda Priority Item

1. In recognition of the first responders and partner agencies for their swift and effective response to the Terry Ranch Rd Fire.

Dept: Commissioners

Agent: Commissioners

Applicant:

2. Election of a new Chairman and Vice Chairman of the Board of Laramie County Commissioners for calendar year 2026.

Dept: Commissioners

Agent: Commissioners

Applicant:

Minutes

3. Consideration of the Minutes of Proceedings for Dec 16, 2025.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Draft Minutes Dec 16, 2025](#)

Consent Agenda

4. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY State Forestry Div, Urban and Community Forestry Program, for a 2025 Inflation Reduction Act (IRA) grant in the amount of \$100,000 to purchase, install and remove trees at Clear Creek Park.

Dept: Grants

Agent: Sandra Bay

Applicant:

Attachments: [Grant Application, WY State Forestry Div, IRA](#)

5. Consideration of the first amendment to the grant agreement between Laramie County, WY, and Cheyenne Regional Medical Center for the Coroner Community Benefit grant award to increase the amount to \$7,500 to run through June 30, 2026, to provide support to the Laramie County Grief Support Group and the Laramie County LOSS team.

Dept: Grants

Agent: Sandra Bay

Applicant: Coroner

Attachments: [First Amendment, Community Benefit Award, CRMC, Coroner](#)

6. Consideration of an addendum to forensic pathology services agreement between Laramie County, WY, and FPS (Forensic Pathology Services) to modify the agreement to provide services in consultation with the medical examiner and coroner system including but not limited to certified contractors to perform forensic autopsies, external examinations and autopsy assistant duties.

Dept: Coroner

Agent: Rebecca Reid

Applicant: FPS

Attachments: [Addendum, FPS](#)

7. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$38,892.91 to provide and install a new fire panel and other necessary equipment and smoke detectors at the Laramie County Governmental Complex, 309 W 20th St.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

Attachments: [Addendum, Summit Fire & Security, LLC, Laramie County Governmental Complex](#)

8. Consideration of amendment one to real property sublease (8-09807) between Cheyenne Laramie County Health Dept, dba Cheyenne Laramie County Public Health, and the State of Wyoming, Dept of Administration and Information General Services Division, to sublease 1,950 square feet of office space located at 100 Central Ave for the Dept of Health, WIC program. The purpose of the amendment is to a) extend the term of the sublease through June 30, 2028 and b) update the pay table.

Dept: Health Department

Agent: Kathy Emmons

Applicant: State of Wyoming

Attachments: [Amendment One, Sublease, State of Wyoming](#)

9. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Jan 16, 2026, at the Archer Complex.

Dept: County Clerk

Agent: Debra Lee

Applicant: Vinos Wine & Spirits

Attachments: [24-hour Permit, Vinos Wine and Spirits, Jan 16, 2026](#)

10. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Feb 21, 2026, at the Archer Complex.

Dept: County Clerk

Agent: Debra Lee

Applicant: Vinos Wine & Spirits

Attachments: [24-hour Permit, Vinos Wine and Spirits, Feb 21, 2026](#)

11. Consideration of the following fees collected by various county entities for Nov 2025: County Clerk, \$126,572.67; Sheriff, \$72,357.02; Clerk of District Court, \$19,451.36; Shooting Sports, \$18,214.29; Planning & Development, \$165,335.25; Circuit Court, \$71,451.00; DUI Court, \$870.00; Drug Court, \$200.00.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Nov Fees 2025](#)

12. Consideration of the following part-time salaries in the amount of \$60,810.12 for Dec 2025: Planning, \$505.24; Shooting Sports, \$6,532.09; Buildings/Maintenance, \$19,745.52; Sheriff Operations, \$2,107.06; Detention, \$28,511.77; Events, \$724.05; District Court, \$598.81; Drug/DUI Courts, \$2,085.58.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Dec Part-time Salaries 2025](#)

Warrants

13. Consideration of warrants in the amount of \$2,681,220.52 for Dec 2025.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Dec Warrants 2025](#)

Resolutions

14. Consideration of a nunc pro tunc resolution to file a vacation in regard to Frank Ct and associated rights of way per Board of County Commissioners' resolution (88105-09 and RP-257).

Dept: County Attorney

Agent: Brad Lund

Applicant:

Attachments: [Resolution, Vacation Frank Ct](#)

Contract/Agreement/Leases

15. Consideration of an addendum between Laramie County, WY, and Range Renovation Consulting, Inc, in an amount not to exceed \$50,889 to provide parts and labor for baffle leveling, remediation and report on the bullet trap at the Shooting Sports Complex, 13802 Bullseye Blvd.

Dept: Events

Agent: Dan Ange

Applicant: Range Renovation Consult

Attachments: [Addendum, Range Renovation Consulting, Inc](#)

16. Consideration of an addendum to master software license and services agreement between Laramie County, WY, and KNOWiNK, LLC, in the amount of \$254,775 to provide, install, and set up an electronic poll book system, to license certain software, and to train designated county personnel in the use of the system.

Dept: County Clerk

Agent: Mikayla Portz

Applicant: KNOWiNK, LLC

Attachments: [Addendum, KNOWiNK, LLC](#)

Appointments

17. Consideration of a resolution appointing a member to the Cheyenne Regional Airport Board to a five-year term, expiring Dec 31, 2030.

Dept: Commissioners

Agent: Commissioners

Applicant:

Attachments: [Airport Board Appointment](#)

Land Use:Variances/Board App./Plats

18. Consideration of the cancellation of a PUBLIC HEARING regarding the modest subdivision permit and plat for Walden Ranch Estates, 4th Filing, Laramie County, WY.

Dept: Planning & Development

Agent: Steil Surveying Services, LLC

Applicant: JJ Walden

Attachments: [Cancellation of Modest Plat, Walden Ranch Estates, 4th Filing](#)

19. PUBLIC HEARING regarding the Project Jade site plan and the BFC Power and Cheyenne Power Hub Project site plan located in Sects 5 and 7, T12N, R66W, of the 6th PM, Laramie County, WY. (Two motions required)

Dept: Planning & Development

Agent: Kimley-Horn and Assoc, Inc

Applicant: Stephen Litsas

Attachments: [Project Jade and BFC Power and Cheyenne Power Hub Project Site Plans](#)

Reasonable Accommodations

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or humanresources@laramiecountywy.gov at least two business days prior to the meeting. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.