

# Board of County Commissioners Meeting

## Agenda - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, August 5, 2025**

**3:30 PM**

**Commissioners Board Room**

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To attend the meeting virtually and comment online please visit:  
[www.laramiecountywy.gov](http://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

### Minutes

1. Consideration of the Minutes of Proceedings for July 15, 2025.

Dept: County Clerk

Agent: Debra Lee

Applicant:

**Attachments:**     [Draft Minutes July 15, 2025](#)

### Consent Agenda

2. Consideration of a memorandum of understanding between Laramie County, WY, and the city of Cheyenne in an amount not to exceed \$95,790 for the Cheyenne Transit Program to provide public transportation service to Laramie County Community College and an area of Laramie County immediately adjacent to the city of Cheyenne. The MOU shall remain in full force and effect until June 30, 2026.

Dept: Commissioners

Agent: Commissioners

Applicant: Cheyenne Transit Program

**Attachments:**     [MOU, City of Cheyenne Transit Program](#)

3. Consideration of an appraisal service contract between Laramie County, WY, and Thomas Y Pickett & Co, Inc.

Dept: Assessor

Agent: Todd Ernst

Applicant: T Y Pickett Co, Inc

**Attachments:**     [Appraisal Service Contract, T Y Pickett Co, Inc](#)

4. Consideration of the ratification of an addendum between Laramie County, WY, and Ungerboeck Systems International, LLC, in the amount of \$23,670 to provide event management software for the Events Dept.

Dept: Events

Agent: Dan Ange

Applicant: Ungerboeck Systems

**Attachments:**     [Addendum, Ungerboeck Systems International, LLC](#)

5. Consideration of a memorandum of understanding between Laramie County, WY, and Laramie County School District #2 to permit use of the premises at the Archer Complex for Fair participation and FFA Division shows during the dates of the Fair.

Dept: Events

Agent: Nicholle Watkins

Applicant: LCSD #2

**Attachments:**     [MOU, Laramie County School District #2, FFA](#)

6. Consideration of an addendum between Laramie County, WY, and Terra GIS, in the amount of \$7,420 to maintain and manage GIS data for the county's use in the web mapping system for a one-year term from Oct 1, 2024, through Sept 30, 2025.

Dept: Information Technology

Agent: Dominic Davis

Applicant: Terra GIS

**Attachments:**     [Addendum, Terra GIS](#)

7. Consideration of an agreement between Laramie County, WY, and Servpro of Cheyenne in the amount of \$8,670.50 to furnish labor and material for restoration, service and remodeling of the Events Center at Archer Complex.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Servpro of Cheyenne

**Attachments:**     [Agreement, Servpro of Cheyenne](#)

8. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$449.94 to replace a horn strobe at Public Works.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

**Attachments:**     [Agreement, Summit Fire & Security, LLC, Public Works](#)

9. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$569.88 to replace a horn strobe at Planning.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

**Attachments:**     [Agreement, Summit Fire & Security, LLC, Planning](#)

10. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$1,145 to replace heat detectors and relocate smoke detectors at the courthouse.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

**Attachments:**     [Agreement, Summit Fire & Security, LLC, Courthouse](#)

11. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$1,813.02 to replace fire equipment at the Health Dept.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

**Attachments:**     [Agreement, Summit Fire & Security, LLC, Health Dept](#)

12. Consideration of an agreement between Laramie County, WY, and Wyo Window Cleaning, LLC, in the amount of \$8,500 to provide window cleaning services at 2020 Carey Ave.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Wyo Window Cleaning, LLC

**Attachments:**     [Agreement, Wyo Window Cleaning, LLC](#)

13. Consideration of a memorandum of agreement between Laramie County, WY, and National Foundation for the Centers for Disease Control and Prevention, Inc, to assist the Coroner's office in its participation in the Overdose Response Strategy; agreement shall remain in full force and effect until Sept 29, 2025.

Dept: Coroner

Agent: Rebecca Reid

Applicant: CDC

**Attachments:**     [Memorandum of Agreement, CDC](#)

14. Consideration of a grant award contract between Laramie County, WY, and the State of WY, Office of the Attorney General, Division of Criminal Investigation, for a FY23 Project Safe Neighborhoods Grant for the Sheriff's office in the amount of \$23,480 to run through Sept 15, 2026.

Dept: Grants

Agent: Sandra Bay

Applicant: Sheriff

**Attachments:**     [FY23 Grant Award Contract, Office of AG, Project Safe Neighborhoods Grant](#)

15. Consideration of an amendment to the client service agreement and renewal schedule of services and fees between Laramie County, WY, and Novo Benefits, LLC, to provide consulting and management of the self-funded employee benefit plans.

Dept: Human Resources

Agent: Heather Rudy

Applicant: Novo Benefits, LLC

**Attachments:**     [Amendment and Schedule, Novo Benefits, LLC](#)

16. Consideration of an agreement between Laramie County, WY, and Genoa Healthcare, LLC, to provide pharmacy products for Treatment Court participants.

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: Genoa Healthcare, LLC

**Attachments:**     [Agreement, Genoa Healthcare, LLC](#)

17. Consideration of an agreement between Laramie County, WY, and Drug Testing Center of Cheyenne in an amount not to exceed \$10,000 to provide drug and alcohol testing services and other supporting services to DUI Court participants.

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: Drug Testing Center

**Attachments:**     [FY26 Agreement, Drug Testing Center, DUI Court](#)

18. Consideration of an agreement between Laramie County, WY, and Drug Testing Center of Cheyenne, in an amount not to exceed \$13,000 to provide drug and alcohol testing and other supporting services to Drug Court participants.

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: Drug Testing Center

**Attachments:**     [FY26 Agreement, Drug Testing Center, Drug Court](#)

19. Consideration of an agreement between Laramie County, WY, and Specialty Counseling and Consulting, LLC, in an amount not to exceed \$146,034.30 to provide substance abuse and mental health treatment services, drug testing, and other treatment-related services to DUI Court participants.

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: Specialty Counseling

**Attachments:** [FY26 Agreement, Specialty Counseling and Consulting, LLC, DUI Court](#)

20. Consideration of a contract between Laramie County, WY, and Specialty Counseling and Consulting, LLC, in an amount not to exceed \$162,148 to provide substance abuse and mental health treatment services, drug testing and other treatment-related services to Drug Court participants

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: Specialty Counseling

**Attachments:** [FY26 Contract, Specialty Counseling and Consulting, LLC, Drug Court](#)

21. Consideration of the ratification of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on July 26, 2025, at the Riata Ranch Event Center, 826 Arena Ln, Cheyenne, WY.

Dept: County Clerk

Agent: Debra Lee

Applicant: DeLancey Enterprises, LLC

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquor, July 26, 2025](#)

22. Consideration of the ratification of a five-day catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Aug 2, through Aug 9, 2025, at the Archer Complex.

Dept: County Clerk

Agent: Debra Lee

Applicant: DeLancey Enterprises, LLC

**Attachments:**     [24-hour Permit, Hell on Wheels Package Liquor, Aug 2 - 9, 2025](#)

23. Consideration of the following fees collected by various county entities for June 2025: County Clerk, \$133,523.52; Sheriff, \$184,944.50; Clerk of District Court, \$21,896.83; Shooting Sports, \$14,714.71; Planning & Development, \$116,183.11; Circuit Court, \$64,393.00; DUI Court, \$520.00; Drug Court, \$410.00.

Dept: County Clerk

Agent: Debra Lee

Applicant:

**Attachments:**     [June Fees 2025](#)

24. Consideration of the following part-time salaries in the amount of \$77,838.30 for July 2025: Planning, \$1,075.80; Shooting Sports, \$7,262.60; Buildings/Maintenance, \$26,133.38; Sheriff Operations, \$2,533.68; Detention, \$31,299.69; District Court, \$6,406.63; Drug/DUI Courts, \$3,126.52.

Dept: County Clerk

Agent: Debra Lee

Applicant:

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

## Warrants

25. Consideration of warrants in the amount of \$5,769,192.56 for July 2025.

Dept: County Clerk

Agent: Debra Lee

Applicant:

**Attachments:**     [July Warrants 2025](#)

**Resolutions**

26. Consideration of a resolution to rescind the possession of firearms personnel policy.

Dept: Human Resources

Agent: Heather Rudy

Applicant:

**Attachments:**    [Personnel Policy Resolution, Rescind Possession of Firearms](#)

**Contract/Agreement/Leases**

27. Consideration of an agreement between Laramie County, WY, and Cheyenne Regional Air Service Focus Team (CRAFT) in c/o LEADS. The purpose of the agreement is for the county to pay a portion of the Minimum Revenue Guaranteed funds to CRAFT for payments to SkyWest Airlines to provide scheduled flight service between Cheyenne and Denver. The county shall pay CRAFT up to \$253,571.40 for FY26. The FY26 agreement shall terminate automatically at the exhaustion of the \$253,571.40 or June 30, 2026, the end of the 2026 fiscal year, whichever is earlier.

Dept: Commissioners

Agent: Commissioners

Applicant:

**Attachments:**    [Agreement, CRAFT, FY26 MRG](#)

**Public Hearings/Rules & Reg's**

28. PUBLIC HEARING regarding the adoption of the 2025 Laramie County Land Use Regulations. (Postponed from the July 1 and 15, 2025 meetings)

Dept: Planning & Development

Agent: Justin Arnold

Applicant:

**Attachments:**    [Adoption of 2025 Laramie County Land Use Regulations](#)



29. PUBLIC HEARING to amend the unincorporated Laramie County zone district map. (Postponed from the July 1 and 15 meetings)

Dept: Planning & Development

Agent: Justin Arnold

Applicant:

**Attachments:**     [Adoption of the Unincorporated Laramie County Zone District Map](#)

30. PUBLIC HEARING regarding a resolution adopting Laramie County Planning and Development FY25/26 fee schedule. (Postponed from the July 1 and 15, 2025 meeting)

Dept: Planning & Development

Agent: Justin Arnold

Applicant:

**Attachments:**     [Planning and Development FY25/26 Fee Schedule](#)

### **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](mailto: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](http://laramiecountywy.gov).