

AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING

CITY HALL, COUNCIL CHAMBERS, 406
IVINSON AVE

TUESDAY, FEBRUARY 17, 2026, 6:30 PM
(Pre-Council Meeting begins at 6:15 pm)

City Council Meetings are open to the public in accordance with W.S. 16-4-403.

Meetings are currently available in-person on a first come first serve basis, YouTube Live Feed (www.youtube.com/cityoflaramie/live), Cable Channel 191, or Zoom Webinar- Meeting ID: 813 7756 7232 Passcode: 933875 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting may be provided in-person or via Zoom meeting. Public comments may also be submitted via email: council@cityoflaramie.org. **Please email: clerk@cityoflaramie.org to request speaking time during the 30-minute public comment periods on non-agenda items by no later than 3:00 pm on the day of the meeting. Limited speaking slots may be assigned by lottery for non-agenda items when more than 10 requests are received; public comments may also be submitted in writing to council@cityoflaramie.org for the record. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting. Pre-meetings are held prior to Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda for the Regular Meeting and the scheduling of items on Council's agenda.**

Please be advised no additional agenda item will be introduced at a Regular City Council meeting after the hour of 9:30 pm, unless the majority of the City Council members present vote to extend the meeting.

Public comment is limited to three (3) minutes per speaker. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See Rule 1.G. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. Written public comment shall be submitted to the City Clerk for dissemination and retention for official City records, or submitted to the City Council through electronic correspondence at council@cityoflaramie.org. Full text available in Council Rules of Procedure and Code of Conduct 4.02 and Appendix B and C.

Written materials and other items must be submitted six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

Zoom Link: <https://cityoflaramie.zoom.us/j/81377567232?pwd=KTOxogpewb8sxz8GfnbEIGAltF1XJx.1>

1. CALL TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)

(Limit of 3 minutes per speaker. No public comments on non-agenda related items will be taken via web-conferencing for the public comment period at the beginning of the meeting. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. Written or other materials must be submitted to the City Clerk for public record and dissemination six (6) days prior to the meeting per City Council Rules of Procedure Appendix B.)

5. Consideration of Changes in Agenda and Setting the Agenda

a. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)

b. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)

c. MOTION BY ____, seconded by ____, that the following changes to the Agenda be approved:

d. MOTION BY ____, seconded by ____, that the Agenda be set as submitted or changed.

6. PROCLAMATIONS/PUBLIC HEARINGS/NOTIFICATIONS

6.A. PROCLAMATIONS & PRESENTATIONS

6.B. PUBLIC HEARING

6.B.i. PUBLIC HEARING: Transfer Retail Liquor License #12 from AB Laramie LLC to Big D Oil Company dba Big D #27 Located at 2901 E Grand Ave

Documents:

[PH Notice Transfer 8 Big D Oil Company 2-17-26.pdf](#)

6.C. ANNOUNCEMENTS

6.C.i. Monthly Staff Recognition

- Jennifer Graham, LARC Dispatch Supervisor

7. Disclosures and/or Conflicts of Interest by City Council Members

8. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY _____, seconded by _____, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

9. CONSENT AGENDA

9.A. MINUTES: Minutes from the City Council Regular Meeting from February 3, 2026

Action:

I move that Laramie City Council approve the Minutes from the Regular Meeting of February 3, 2026.

[Bartholomew, CC]

Documents:

[CC Minutes 2-3-26.pdf](#)

9.B. MINUTES: Minutes from the Laramie Youth Council Regular Meeting on January 7, 2026

Action:

I move that the Laramie City Council acknowledge receipt of the minutes from the Laramie Youth Council Regular Meeting on January 7, 2026.

[Nancy Bartholomew, City Clerk]

Documents:

[LYC Minutes 1-7-26.pdf](#)

9.C. MINUTES: Minutes from the Civil Service Commission for Police and Fire from October 8, 2025

Action:

I move that the Laramie City Council acknowledge receipt of the minutes from the Civil Service Commission for Police and Fire from October 8, 2025.

[Nancy Bartholomew, City Clerk]

Documents:

[CSCP Minutes 10-8-25.pdf](#)

[CSCF Minutes 10-8-25.pdf](#)

9.D. MINUTES: Minutes from the Laramie Advisory Commission on Disabilities from November 6, 2025

Action:

I move that the Laramie City Council acknowledge receipt of the minutes from the Laramie Advisory Commission on Disabilities from November 6, 2025.

[Patti Russell, Human Resources]

Documents:

[Minutes from the Laramie Advisory Commission on Disabilities from November 6, 2025.pdf](#)

9.E. CEMETERY DEEDS: Cemetery Deeds for January 16 - February 15, 2026

Action:

move that the Cemetery Deeds for January 16- February 15, 2026, be accepted, and authorize the Mayor and City Clerk to sign, and have them recorded in the Office of the County Clerk.

[Michael Bork, Parks, Recreation and Public Services Director]

Documents:

[Cem Deed. Stephen_Shellee Pollard Row Jewish Singles, LA 1-16-25.pdf](#)

[Cem Deed. Toni_Ralph Lehtinen Row D, Lot 14, Spc 4 1-16-25.pdf](#)

9.F. LICENSE: Temporary Use of a Laramie County Retail Liquor License within City Limits for DeLancey Enterprises, LLC for the UW Rodeo Gala at the Marian Rochelle Gateway Center on March 7, 2026

Action:

I move that the Laramie City Council approve the temporary use of a Laramie County Retail Liquor License within city limits for DeLancey Enterprises, LLC for the UW Rodeo Gala at the Marian Rochelle Gateway Center on March 7, 2026.

[Nancy Bartholomew, City Clerk]

Documents:

[Summary Temp Use in City DeLancey Enterprises 2-17-26.pdf](#)

[CATR-26-01-29-0211 DeLancey Ent. Application.pdf](#)

[Laramie County Letter of Permission- DeLancey 2-17-26.pdf](#)

9.G. LICENSE: Temporary Use of a City of Laramie Retail Liquor License No. 4 for Hensley Property Holdings, LLC dba Roxie's on Grand in Albany County for the UW Rodeo at the Hansen Arena on April 24-26, 2026

Action:

I move that the Laramie City Council approve the temporary use of a City of Laramie Retail Liquor License No. 4 for Hensley Property Holdings, LLC dba Roxie's on Grand in Albany County for the UW Rodeo at the Hanson Arena, April 24-26, 2026, contingent upon the approval of the Albany County Commissioners.

[Nancy Bartholomew, City Clerk]

Documents:

[Summary Temp Use in County Roxies on Grand 2-17-26.pdf](#)
[Catering Permit for Roxies on Grand for the UW Rodeo 2-17-26.pdf](#)

9.H. MOU: Memorandum of Understanding with Albany County for Victim Witness Services

[Robert Southard, City Attorney]

Documents:

[Council - Summary - Victim Witness Services MOU with County 2026.pdf](#)
[FY27 CVW MOU with CoL for Victim Witness Services.pdf](#)
[FY27 CVW MOU - Attachment A.pdf](#)

9.I. MOU: Memorandum of Understanding between the City of Laramie, Wyoming, and the Laramie Police Department Foundation.

Action:

I move that the Laramie City Council approve the Memorandum of Understanding between the City of Laramie, Wyoming, and the Laramie Police Department Foundation and authorize the Mayor and Clerk to sign.

[Brian Browne, Chief of Police]

Documents:

[Summary MOU Laramie Police Dept. Foundation 2-17-26.pdf](#)
[MOU - LPD LPDF - Final.pdf](#)

9.J. RESOLUTION: Resolution 2026-17, Amending City Council Rules of Procedure

Action:

I move that the Laramie City Council approve Resolution 2026-17, amending City Council Rules of Procedure, and authorize the Mayor and City Clerk to sign.

[Nancy Bartholomew, City Clerk]

Documents:

[Summary Reso 2026-17, amending City Council Rules of Procedure 2-17-26.pdf](#)
[Reso 2026-17 City Council Rules of Procedure 2-17-26.pdf](#)

9.K. RESOLUTION: Resolution 2026-18, Formally Waiving the Requirements Set Forth in Wyoming Statute 16-1-1001(I)(B), Wyoming Resident Contractors, for the West Laramie Lift Station Project

Action:

I move to approve Resolution 2026-18, waiving the Wyoming resident contractor participation requirement for the purchase of the Smith & Loveless prefabricated lift station, or equivalent, as part of the West Laramie Lift Station Project, and authorize the Mayor and City Clerk to sign.

[Brooks Webb, Public Works Director]

Documents:

[Summary Resolution 2026-18 Waving Sub Contract Req.pdf](#)

[Resolution 2026-18 Waving Wyoming Contractor Requirements.pdf](#)

9.L. RESOLUTION: Resolution 2026-19, Appointing One Member to Laramie Advisory Commission on Disabilities

Action:

I move that Laramie City Council approve Resolution 2026-19, appointing JoCarol Ropp to the Laramie Advisory Commission on Disabilities for term expiring October 31, 2027 and authorize the Mayor and Clerk to sign.

[Patti Russell, Human Resources]

Documents:

[Summary Resolution 2026-19.pdf](#)

[RESOLUTION 2026-19.pdf](#)

9.M. SCHEDULE MEETINGS:

that the following meeting be scheduled:

- i. February 24, 2026, 6:00 pm (Cancel) - WORK SESSION: Establishing an Emergency Fund
- ii. February 24, 2026, 6:00 pm - WORK SESSION: Civic Cents
- iii. March 10, 2026, 6:00 pm - WORK SESSION: Civic Cents
- iv. March 24, 2026, 6:00 pm - WORK SESSION: Civic Cents
- v. March 24, 2026, 5:30 pm - WORK SESSION: Community Partner Applications (Joint with the Albany County Board of Commissioners)
- vi. April 14, 2026, 6:00 pm - WORK SESSION: Construction Season Update
- vii. April 14, 2026, 6:00 pm - WORK SESSION: Civic Cents
- viii. April 28, 2026, 6:00 pm - WORK SESSION: Civic Cents
- ix. April 28, 2026, 6:00 pm - WORK SESSION: City-wide Parking Taskforce Development
- x. May 26, 2026, 6:00 pm - WORK SESSION: Fee for Service

Agreements

10. REGULAR AGENDA

11. Award of Contract for the Purchase of Six Hundred (600) Water Meters for the Meter Replacement Program

[Brooks Webb, Public Works]

Documents:

[Summary Award of Contract Metron Farnier Smart Meters revised.pdf](#)
[Metron Contract 600 meters.pdf](#)

12. Transfer of Retail Liquor License #12 from AB Laramie LLC to Big D Oil Company dba Big D #27 Located at 2901 Grand Avenue

[Nancy Bartholomew, City Clerk]

Documents:

[Summary Transfer Big D Oil 27 2-17-26 NB.pdf](#)
[12 Big D Oil Company Transfer LL App 1-21-26 CC_Redacted.pdf](#)

13. Resolution 2026-20, Supporting the Submittal of an Application to the Wyoming Department of Agriculture for a 2026 Emergency Insect Management Program Grant

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

[Summary - Resolution 2026-20 EIMG Grant Submission.pdf](#)
[Resolution 2026-20 EIMG Grant Submission.pdf](#)

14. Resolution 2026-21, Designating Recreation Project Request Priorities to the Albany County Recreation Board for Funding Consideration in Fiscal Year 2027

[Michael Bork, Parks, Recreation, and Public Services Director]

Documents:

[Summary - Resolution 2026-21 - ACRB Recommendations.pdf](#)
[Resolution 2026-21- ACRB Recommendations.pdf](#)

15. Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members

Introduction and First Reading.
[Nancy Bartholomew, City Clerk]

Documents:

[Summary OO2117 Board_Commission Members 2-17-26.pdf](#)
[OO2117 LMC 2.10 Board_Commission Members.pdf](#)

16. Public Comments on Non-agenda Items

(Limit of 3 minutes per speaker. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. Written or other materials must be submitted to the City Clerk for public record and dissemination six (6) days prior to the meeting per City Council Rules of Procedure Appendix B.)

17. Consideration of Future Council Work Session Topics

Documents:

[Future Work Session Topics 2-17-2026.pdf](#)
[Upcoming Meetings 2-17-26.pdf](#)

18. Adjournment

NOTICE OF APPLICATION FOR TRANSFER OF RETAIL LIQUOR LICENSE

Notice is hereby given that on the 21st of January 2026, an application was received in the Office of the City Clerk for a Transfer of Retail Liquor License No. 12 to transfer from AB Laramie WY LLC dba Applebee's Neighborhood Grill & Bar located at 3209 Grand Ave, Laramie, WY, to Big D Oil Company dba Big D #27 located at 2901 E Grand Ave, Laramie, WY, for a license term of February 18, 2026, through May 7, 2026.

Public Hearing to hear comments or protests relative to this license application will be held Tuesday, February 17, 2026, at 6:30 p.m. at Council Chamber, 406 Iverson Ave or via Zoom. Action on this application will be considered at the Regular Meeting of the City Council on Tuesday, February 17, 2026, at 6:30 p.m. in Council Chambers. Anyone wishing to be heard should be present or may be represented by his or her agent at the meeting. The agenda and Zoom link can be found at www.cityoflaramie.org/agenda or by calling the City Clerk's Office at 307-721-5220.

/s/Nancy Bartholomew, City Clerk
Legal Publish: January 28 and February 4, 2026
#

**CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

FEBRUARY 3, 2026

Pre-meetings are held prior to Regular Council meetings for the purpose of discussing items on the consent agenda and assigning introductions of items on the regular agenda.

Pre meeting began at 6:15 pm.

Council present: William Bowling, Jim Fried, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, Micah Richardson, and Sharon Cumbie. Absent: Matt Lockhart.

No request for changes were made. Council made assignments for introductions of regular agenda items.

Council adjourned pre-meeting and recessed at 6:16 pm.

1. CALL TO ORDER

Regular Meeting of the City Council was called to order by Mayor Cumbie at 6:30 p.m.

2. Pledge of Allegiance

Mayor Cumbie led the Pledge of Allegiance.

3. Roll Call

Roll call showed present: William Bowling, Jim Fried, Brandon Newman, Erin O'Doherty, Joe Shumway, Melanie Vigil, Micah Richardson, and Sharon Cumbie. Absent: Matt Lockhart.

City Staff present: Todd Feezer, City Manager; Nancy Bartholomew, City Clerk; Bob Southard, City Attorney; Jenn Wade, Finance and Administrative Services Director; Brooks Webb, Public Works Director; Taun Smith, Assistant Police Chief; and Michael Bork, PRPS Director.

4. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)

(Limit of 3 minutes per speaker.)

Public comment received from the following:

Samuel Buck.

5. Consideration of Changes in Agenda and Setting the Agenda

A. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)
None received.

B. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)

Not applicable.

**CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

FEBRUARY 3, 2026

C. MOTION BY ___, seconded by ___, that the following changes to the Agenda be approved:

D. MOTION BY RICHARDSON, seconded by Vigil, that the Agenda be set as submitted.

MOTION CARRIED by voice vote.

6. PROCLAMATIONS/NOTIFICATIONS/PUBLIC HEARINGS

6.A. PROCLAMATIONS & PRESENTATIONS

6.B. PUBLIC HEARING

6.C. ANNOUNCEMENTS

Mayor Cumbie announced the pending appointment of Kendra Bull to the Laramie Planning Commission.

Spencer Keturi- Community Financial Report was published this week. A new feature on Open Finance is available at www.cityoflaramie.org/openfinance. Includes a list form checkbook.

Todd Feezer- Forge Exchange: Wednesday 10am-1pm, Thursday 2pm -5pm, and Friday 8am- 11am.

7. Disclosures and/or Conflicts of Interest by City Council Members

None.

8. Approval of Consent Agenda

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a Councilor or citizen so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

MOTION BY RICHARDSON, seconded by Shumway, that the Consent Agenda be approved and that each specific action on the Consent Agenda be approved as indicated.

Roll call showed Aye: Bowling, Fried, Newman, O'Doherty, Shumway, Vigil, Richardson, and Cumbie. Nay: None. Absent: Lockhart. MOTION CARRIED.

9. CONSENT AGENDA

9.A. MINUTES: Minutes from the City Council Regular Meeting from January 20, 2026

Action:

that Laramie City Council approve the Minutes from the Regular Meeting and Public Hearing of January 20, 2026.

**CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

FEBRUARY 3, 2026

9.B. MINUTES: Minutes from the Traffic Safety Commission Regular Meeting on November 13, 2025

Action:

that the Laramie City Council acknowledge receipt of the minutes from the Traffic Safety Commission regular meeting on November 13, 2025.

9.C. MINUTES: Minutes from the Laramie Regional Airport Joint Powers Board Regular Meeting on December 17, 2025

Action:

that the Laramie City Council acknowledge receipt of the minutes from the Laramie Regional Airport Joint Powers Board regular meeting on December 17, 2025.

9.D. MINUTES: Minutes from the Parks, Tree, and Recreation Advisory Board Regular Meetings on September 10, November 12, and December 10, 2025

Action:

that the Laramie City Council acknowledge receipt of the minutes from the Parks, Tree, and Recreation Advisory Board regular meetings on September 10, November 12, and December 10, 2025.

9.E. CEMETERY DEEDS: Cemetery Deeds for January 16-31, 2026

Action:

that the Cemetery Deeds for January 16-31, 2026, be accepted, and authorize the Mayor and City Clerk to sign, and have them recorded in the Office of the County Clerk.

9.F. VOUCHERS: January 2026

Action:

that the following Resolution be adopted: BE IT RESOLVED: that all vouchers approved by the Finance Committee be allowed, warrants drawn on proper City funds in payment thereof, and the vouchers be placed on file in the Treasurer's Office subject to public inspection; and that Council authorize payment for disbursements made before normal City Council approval on the first Tuesday in February, for preauthorized items, including month-end payroll due to employees, payroll withholding remittances, utility charges, telephone charges, employee travel, other employee reimbursements, refunds for City services, sales and use tax remittances, recording fees, Office 365 subscriptions, postage, court appointed attorney fees, jury service payments, court restitution payments, and bond refunds. These expenditures are to be paid subject to audit by the City of Laramie Finance Department.

9.G. RESOLUTION: Resolution 2026-15, Appointing One Member to the Planning Commission/Board of Adjustment/Board of Appeals/Solar Board of Review

Action:

that the Laramie City Council approve Resolution 2026-15, appointing Kendra Bull to the Planning Commission/Board of Adjustment/Board of Appeals/Solar Board of Review, and authorize the Mayor and City Clerk to sign.

**CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

FEBRUARY 3, 2026

9.H. SCHEDULE MEETINGS:

Action:

that the following meeting be scheduled:

- i. February 10, 2026, 6:00 pm - WORK SESSION: Civic Cents
- ii. March 10, 2026, 6:00 pm - WORK SESSION: Airport Operations

10. REGULAR AGENDA

11. Bid Award for the 2026 Street Rehabilitation Project

MOTION BY RICHARDSON, seconded by Newman, to award the bid for the 2026 Street Rehabilitation Project to Knife River Corporation in the amount of eight million twenty-three thousand six hundred sixty-nine dollars (\$8,023,669.00) plus a contingency of one million five hundred thousand dollars (\$1,500,000.00), and authorize the Mayor and City Clerk to sign.

No public comment received.

Roll call showed Aye: Bowling, Fried, Newman, O'Doherty, Shumway, Vigil, Richardson, and Cumbie. Nay: None. Absent: Lockhart. MOTION CARRIED.

12. Original Ordinance No. 2116, Amending Laramie Municipal Code Title 13, Division VII, Chapter 13.80, Related to Surface Water Drainage

Third and Final Reading. (Introduced by O'Doherty)

MOTION BY O'DOHERTY, seconded by Richardson, that the Laramie City Council approve Original Ordinance No. 2116, on third reading and final reading, amending Laramie Municipal Code Title 13, Division VII, Chapter 13.80, related to Surface Water Drainage, and authorize the Mayor and City Clerk to sign.

MOTION BY O'DOHERTY, seconded by Richardson, to amend section 13.80.070.A.2 to read "The property is exempt under 13.80.020.D."

No public comment received on the amendment.

Roll call on the amendment showed Aye: Bowling, Fried, Newman, O'Doherty, Shumway, Vigil, Richardson, and Cumbie. Nay: None. Absent: Lockhart. MOTION CARRIED.

Public comment received from the following on the main motion:
Brett Glass.

Roll call on the main motion showed Aye: Bowling, Fried, Newman, O'Doherty, Shumway, Vigil, Richardson, and Cumbie. Nay: None. Absent: Lockhart. MOTION CARRIED.

**CITY OF LARAMIE, WYOMING
CITY COUNCIL REGULAR MEETING MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

FEBRUARY 3, 2026

13. Resolution 2026-16, Amending the Appropriations for Fiscal Year 2025-2026 for the City of Laramie, Wyoming for the Replacement of the Ice and Event Center Chiller and Compressors

MOTION BY FRIED, seconded by Newman, that the City Council approve Resolution 2026-16, amending the appropriations for Fiscal Year 2025-2026 in the amount of five hundred thousand dollars (\$500,000) to fund the needed replacement of the Ice & Event Center chiller and compressors, and authorize the Mayor and City Clerk to sign.

No public comment received.

Roll call showed Aye: Bowling, Fried, Newman, O'Doherty, Shumway, Vigil, Richardson, and Cumbie. Nay: None. Absent: Lockhart. MOTION CARRIED.

14. Public Comments on Non-Agenda Items

No public comment received.

15. Consideration of future Council work session topics

Cumbie- Nedlog Property Update (Newman)

16. Adjournment

MOTION BY O'DOHERTY, seconded by Bowling, to adjourn.

MOTION CARRIED by voice vote.

Council adjourned at 7:16 p.m.

Approved:

Nancy Bartholomew
City Clerk

Date

Duly published in the newspaper and posted online at www.cityoflaramie.org on 11th day of February 2026.

LARAMIE YOUTH COUNCIL

Minutes- Regular Meeting January 7, 2026, 6:00 pm

1. Call to Order

Regular Meeting of the Laramie Youth Council was called to order by Chair Hovhannisyan at 6:04 p.m.

2. Roll Call

Roll call showed present: William Alexander, Isaac Kirsch, Carl McLean, Anh Nguyen (arrived at 6:37 pm), Vaiga Ramsanker, Maylin Mejia-Alday, and Eliz Hovhannisyan. Absent: None.

Council Members present: Joe Shumway. Absent: William Bowling and Brandon Newman

Staff present: Nancy Bartholomew, City Clerk; Absent: Todd Feezer, Assistant City Manager.

3. Ice Breaker

4. Approval of Agenda and Minutes

4.A. Consideration of Changes in Agenda and Setting the Agenda

MOTION BY WILLIAM ALEXANDER, seconded by Carl McLean, that the Agenda be set as submitted.

MOTION CARRIED by voice vote and raised hands.

4.B. Consideration of Approval of Minutes from December 3, 2025

MOTION BY VAIGA RAMSANKAR, seconded by Isaac Kirsch, to approve the minutes from December 3, 2025.

MOTION CARRIED/FAILED by voice vote.

5. Announcements

5.A. Wyoming State Legislative Budget Session Begins on February 9, 2026

More information related to the proposed bills and budget can be found at www.wyoleg.gov.

Interim Todd Feezer began on Dec. 16. WAM begins February where councilors will be able to meet with legislators.

Storm Water Drainage Fees amendment passed first reading.

Specific Purpose Excise Tax (SPET) will appear in a Special Election on May 5, 2026.

6. Reports from Advisors/Officers

6.A. Finance Report (Secretary)

\$2134.09 starting balance and ending balance

7. Reports from Council/Commissioners Liaisons

Addressed in Item #5.

8. Disclosures by Laramie Youth Council Members

None.

9. Old Business

9.A. Discussion on Meetings Day and Time

Councilor Newman requested to discuss changing the Laramie Youth Council regular meeting days and times. This item was postponed from the December 3, 2025 agenda.

MOTION BY CARL MCCLEAN, seconded by William Alexander, to keep the meeting date, time, and location the same.

MOTION CARRIED by voice vote.

9.B. Work on Mental Health Project

Share with the group progress that has been made on the following:

- Discussion with Principal Fred George about the possibility of holding an I&E Session related to mental health.
- Discuss the timeframe (possibly February or March)
- What resources have you found since our last meeting?
- Discuss questions for the questionnaire:
 - How often have you experienced stress in the past month?
 - What tools do you use to help manage stress and mental health?
 - Provide possible answers and other statements.
- Discuss snacks and giveaways such as stress balls.
- Approve a budget for snacks and giveaways.

Timeframe:

- March 23 Monday Morning/Lunch Table from 7:15am (setup) to 8 am
- March 25 Tele-Hope interactive presentation (emphasize importance of mental health), 20-30 minutes present, 10-minute to recap results from the questionnaire

Eliz talked to Principal Fred George and he liked the idea, but would like to meet and discuss in more detail.

Survey Questions:

Question in Survey (idea of what it looks like):

1. How stressed are you on a daily basis?

1 2 3 4 5

2. What is a way/What are some ways you use to cope with stress or relax?

(Short Response, preferably one-two words)

MOTION BY VAIGA RAMSANKAR, seconded by Carl McLean, to approve the \$65 budget for Mental Health Project.

MOTION CARRIED by voice vote.

10. New Business

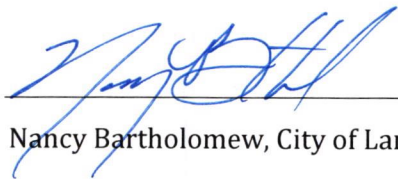
No items.

11. Next Meeting-February 4, 2026, 6:00 pm, City Council Chambers, 406 Ivinson Ave

12. Adjourn

Meeting adjourned at 7:38 p.m.

APPROVED:



Nancy Bartholomew, City of Laramie Advisor

2-4-26

Date

**CITY OF LARAMIE, WYOMING
POLICE CIVIL SERVICE COMMISSION MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

OCTOBER 8, 2025

1. Call to Order

Meeting of the Police Civil Service Commission was called to order by Commissioner Kenison at 3:15 p.m.

2. Roll Call

Roll call showed present: Sharon Cumbie, Justin Scott, and Bob Kenison. Absent: None.

3. Disclosures by Police Civil Service Board Members

None.

4. Consideration of Changes in Agenda and Setting the Agenda

MOTION BY CUMBIE, seconded by Scott, that the Agenda be set as submitted.

MOTION CARRIED by voice vote.

5. Announcements

None.

6. Updates by Staff

None.

7. Police Agenda

7.A. Consideration of approval of Police CSC Minutes from July 9, 2025 Regular Meetings

MOTION BY CUMBIE, seconded by Scott, to approve the Police Civil Service Commission minutes from the July 9, 2025 regular meeting.

MOTION CARRIED by voice vote.

7.B. Certify the Police Officer Eligibility List from September 12, 2025

MOTION BY SCOTT, seconded by Cumbie, to certify the Police Officer List from September 12, 2025.

MOTION CARRIED by voice vote.

7.C. Certify the 911 Emergency Communications Operator Recruit Eligibility List from October 8, 2025

MOTION BY SCOTT, seconded by Cumbie, to certify the Emergency Communications Operator Recruit Eligibility List from October 8, 2025.

MOTION CARRIED by voice vote.

**CITY OF LARAMIE, WYOMING
POLICE CIVIL SERVICE COMMISSION MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

OCTOBER 8, 2025

8. Public Comments

None.


9. Adjournment

MOTION BY CUMBIE, seconded by Scott, to adjourn this meeting.

MOTION CARRIED by voice vote.

Police Civil Service Commission adjourned at 3:19 p.m.

Approved:



Nancy Bartholomew
City Clerk

2-4-26
Date

**CITY OF LARAMIE, WYOMING
FIRE CIVIL SERVICE COMMISSION MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

OCTOBER 8, 2025

1. Call to Order

Meeting of the Fire Civil Service Commission was called to order by Chairman Kenison at 3:00 p.m.

2. Roll Call

Roll call showed present: Sharon Cumbie, Justin Scott, and Bob Kenison. Absent: None.

3. Disclosures by Fire Civil Service Board Members

None.

4. Consideration of Changes in Agenda and Setting the Agenda

a. MOTION BY CUMBIE, second by Scott, that the following changes to the Agenda be approved: to add Item 7.D. to the Fire Civil Services agenda for Staff Discussion.

MOTION CARRIED by voice vote.

b. MOTION BY CUMBIE, second by Scott, that the Agenda be set as changed.

MOTION CARRIED by voice vote.

5. Announcements

None.

6. Updates by Staff

None.

7. Fire Agenda

7.A. Consideration of Approval of Fire CSC Minutes from July 9, 2025 Regular Meeting

MOTION BY SCOTT, seconded by Cumbie, to approve the Fire Civil Service Commission meeting minutes from the July 9, 2025 Regular Meeting.

MOTION CARRIED by voice vote.

7.B. Introduction of New Training Chief - Shift Commander Jeremy Belaski

CITY OF LARAMIE, WYOMING
FIRE CIVIL SERVICE COMMISSION MINUTES
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070

OCTOBER 8, 2025

7.C. Authorization of a Makeup Company Officer Promotional Exam Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA)

MOTION BY SCOTT, seconded by Cumbie, to authorize the makeup of the Company Officer Promotional Exam in pursuit of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

MOTION CARRIED by voice vote.

7.D. Staff Discussion

MOTION BY SCOTT, seconded by Cumbie, to approve testing for the Fire Department according to their current list and then also, if necessary, create a new list under the guidelines discussed.

MOTION CARRIED by voice vote.

8. Public Comments

None.

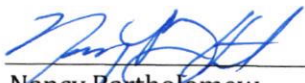
9. Adjournment

MOTION BY CUMBIE, seconded by Scott, to adjourn this session.

MOTION CARRIED by voice vote.

Fire Civil Service Commission adjourned at 3:15 p.m.

Approved:



Nancy Bartholomew
City Clerk

2-4-26

Date

Laramie Advisory Commission on Disabilities
Zoom and Council Chambers, 5:00pm
November 6, 2025, Regular Meeting Minutes

- Members Present:** Andre Fecteau, Emmalee Moore, Michaela Rank, Cynthia Smith, Sam Burkett, and Grant Campbell
- Absent Members:** Katie Harmon, Michelle Blakely, and Erica Mones
- Council Liaison:** Erin O’Doherty
- Staff Liaison:** Patti Russell

Andre called meeting to order at 5:02 pm.

- I. Roll Call
- II. Meet new member Grant Campbell
- III. Approval of the Agenda
 - A. Michaela made motion to set the agenda.
 - B. Cynthia seconded.
 - C. Carried with voice vote.
- IV. Public Comments
 - A. None
- V. Announcements
 - A. Sam made an announcement about the Special Olympics dinner tonight at First Christian Church. Erin made an announcement that the LaBonte Park sidewalk is getting fixed and updated to be accessible soon.
- VI. Approval of Minutes
 - A. Michaela made motion to approve minutes.
 - B. Grant seconded.
 - C. Carried with voice vote.
- VII. No Disclosures or Ex Parte or conflicts of interest.
- VIII. OLD BUSINESS
 - A. Laramie Train Depot ADA Access

- i. Andre found out more about the project but still doesn't know if the grant is for help with the new displays.

IX. NEW BUSINESS

A. Review Sub-Committee list and update

- i. Grant signed up to be on three sub-committees: Snow Hazard, Events and March Disability Awareness Month
- ii. Michaela made motion to approve the updates to the sub-committee list, Cynthia seconded and carried with voice vote.

B. Change meeting time

- i. Grant made motion to change the meeting time to 5:30pm, Michaela seconded, carried with voice vote.

- X. Next meeting will be a regular meeting on January 8th, 2026.

Adjournment at 5:41 pm.

CONTRACT FOR CEMETERY DEED AND PERPETUAL CARE

THIS AGREEMENT, made this 23rd day of January, 2026, by and between the City of Laramie, Wyoming ("City") and Stephen Pollard and Shellee Pollard ("Buyer"), with right of survivorship, whose address is 2304 Rainbow Ave., Laramie, Wyoming 82070.

WITNESSETH:

For the consideration mentioned below, the City agrees to sell to the Buyer, and the Buyer agrees to buy the following described real property situated in Greenhill Cemetery, City of Laramie, County of Albany, State of Wyoming, with perpetual care:

Row/Block: Jewish Singles Lot: A Grave Space Number: 1, 2, & 3 Total of (3) Spaces


Subject to the following provisions:

1. The Buyer has examined the property and accepts it in its present condition. There are no representations, covenants, or agreements between the parties concerning the property other than those in this agreement.
2. The City agrees to transfer title to the property to the Buyer by a Quitclaim Cemetery Deed when the Buyer has made all payments due under this Contract. The title shall be transferred subject to all easements, restrictions, or reservations or record in the office of the County Clerk and Ex-Officio Register of Deeds of Albany County. Possession of the property transfers to the Buyer when the Deed is executed.
3. The City agrees to sell the above property and to care perpetually for it, subject to the following provisions:
 - (a) The Buyer agrees to pay to the City \$500.00 (Five Hundred and no/100 Dollars) for 3 Full Size grave spaces, a \$12.00 filing fee, \$500.00 (Five Hundred and no/100 Dollars) for perpetual care, \$350.00 (Three Hundred Fifty and no/100 Dollars) for an advanced Opening and Closing Fee (for Stephen Pollard) for (1) Vault burial, and \$350.00 (Three Hundred Fifty and no/100 Dollars) for an advanced Opening and Closing Fee (for Shellee Pollard) for (1) Vault burial. An additional opening and closing fee will be charged at the time of burial if the burial occurs outside of normal Cemetery business hours.
 - (b) The City acknowledges the receipt of \$1,712.00 (One Thousand Seven Hundred Twelve and no/100 Dollars).
4. The parties understand that the perpetual care begins when this Agreement is executed and that the perpetual care consists of the following: planting, watering, and mowing grass; destroying weeds; maintaining lawn grade; and leveling small stones and markers. The parties understand that the City shall not maintain curbs or items placed or planted on the burial space by the owners.
5. The Buyer understands that no burial shall be allowed in a burial space until a Contract has been executed for a cemetery deed and perpetual care or a Deed has been obtained and a Perpetual Care Agreement has been executed and the full amount due under the Contract or Agreement for the grave space, the opening and closing fee, and the perpetual care has been paid.
6. The parties agree that this Agreement is subject to and controlled by the City ordinances.
7. The Buyer understands that he/she cannot transfer this lot without the written consent of the City, which consent shall not be unreasonably withheld.
8. The heirs, personal representatives, successors, and assigns of the respective parties are bound by this Agreement.
9. The Buyer agrees to pay court costs and reasonable attorneys' fees incurred by the City due to a default of the Buyer.

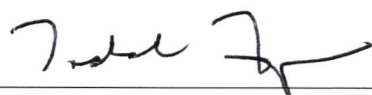
WITNESS OUR HANDS the day and year first written above.

BUYER(S):

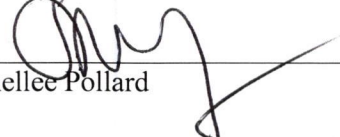
CITY OF LARAMIE

By: 

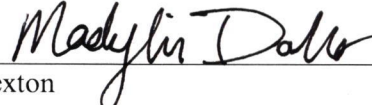
Stephen Pollard

By: 

City Manager

By: 

Shellee Pollard

By: 

Sexton

**QUITCLAIM DEED TO LOT
IN LARAMIE CITY CEMETERY**

The City of Laramie, a municipal corporation in the County of Albany, State of Wyoming, Grantor, for the consideration of \$500.00 in hand paid, hereby CONVEYS and QUITCLAIMS to Stephen Pollard and Shellee Pollard, Grantees, whose address is 2304 Rainbow Ave., Laramie, Wyoming 82070, Jewish Singles, Lot A, Spaces 1, 2, & 3, in the Laramie City Cemetery, Albany County, Wyoming as that property is laid down and described in the plat of the Cemetery now on file and duly recorded in the office of the County Clerk and Ex-Officio Register of Deeds of Albany County, for the sole purpose of interment under the regulations and ordinances of the City Council of the City of Laramie.

Grantee understands that no transfer or assignment of the above-described property is valid without the prior written consent of the City, which consent shall not be unreasonably withheld.

IN WITNESS WHEREOF, the Grantor has set its hand and seal this _____ day of _____, 2026.

ATTEST:
(Seal)

THE CITY OF LARAMIE, WYOMING

City Clerk

Mayor

STATE OF WYOMING)
) ss.
COUNTY OF ALBANY)

On this _____ day of _____, 2026, before me, a Notary Public for Albany County, Wyoming, personally appeared _____ and _____, personally known to me, who, being duly sworn by me, did each say that _____ is the duly qualified and acting Mayor, and _____ is the duly qualified and acting Clerk of the City of Laramie, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of that corporation; and that the instrument was signed and sealed on behalf of that corporation by authority of the City Council of the City of Laramie. _____ and _____ duly acknowledged that they each had in their official capacities executed the foregoing deed as the act of the corporation for the consideration and purposes mentioned in the deed.

WITNESS my hand and official seal this _____ day of _____, 2026.

Notary Public

My Commission Expires:

CONTRACT FOR CEMETERY DEED AND PERPETUAL CARE

THIS AGREEMENT, made this 16th day of January, 2025, by and between the City of Laramie, Wyoming ("City") and Toni Lehtinen and Ralph Lehtinen ("Buyer"), with right of survivorship, whose address is 147 Sager Circle, Harvest, Alabama 35749.

WITNESSETH:

For the consideration mentioned below, the City agrees to sell to the Buyer, and the Buyer agrees to buy the following described real property situated in Greenhill Cemetery, City of Laramie, County of Albany, State of Wyoming, with perpetual care:

Row/Block: D Lot: 14 Grave Space Number: 4 Total of (1) Ash Space

Subject to the following provisions:


1. The Buyer has examined the property and accepts it in its present condition. There are no representations, covenants, or agreements between the parties concerning the property other than those in this agreement.
2. The City agrees to transfer title to the property to the Buyer by a Quitclaim Cemetery Deed when the Buyer has made all payments due under this Contract. The title shall be transferred subject to all easements, restrictions, or reservations or record in the office of the County Clerk and Ex-Officio Register of Deeds of Albany County. Possession of the property transfers to the Buyer when the Deed is executed.
3. The City agrees to sell the above property and to care perpetually for it, subject to the following provisions:
 - (a) The Buyer agrees to pay to the City \$100.00 (One Hundred and no/100 Dollars) for 1 Ash Size grave space, a \$12.00 filing fee, \$100.00 (One Hundred and no/100 Dollars) for perpetual care, and \$100.00 (One Hundred and no/100 Dollars) for the Opening and Closing fee for (1) Ash burial (for Felipe David Lehtinen).
 - (b) The City acknowledges the receipt of \$312.00 (Three Hundred Twelve and no/100 Dollars).
4. The parties understand that the perpetual care begins when this Agreement is executed and that the perpetual care consists of the following: planting, watering, and mowing grass; destroying weeds; maintaining lawn grade; and leveling small stones and markers. The parties understand that the City shall not maintain curbs or items placed or planted on the burial space by the owners.
5. The Buyer understands that no burial shall be allowed in a burial space until a Contract has been executed for a cemetery deed and perpetual care or a Deed has been obtained and a Perpetual Care Agreement has been executed and the full amount due under the Contract or Agreement for the grave space, the opening and closing fee, and the perpetual care has been paid.
6. The parties agree that this Agreement is subject to and controlled by the City ordinances.
7. The Buyer understands that he/she cannot transfer this lot without the written consent of the City, which consent shall not be unreasonably withheld.
8. The heirs, personal representatives, successors, and assigns of the respective parties are bound by this Agreement.
9. The Buyer agrees to pay court costs and reasonable attorneys' fees incurred by the City due to a default of the Buyer.

WITNESS OUR HANDS the day and year first written above.

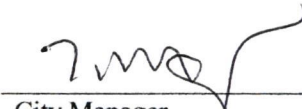
BUYER(S):

CITY OF LARAMIE

By:


Toni Lehtinen


By:


City Manager

By:


Ralph Lehtinen

By:


Sexton

Receipt #2830392

**QUITCLAIM DEED TO LOT
IN LARAMIE CITY CEMETERY**

The City of Laramie, a municipal corporation in the County of Albany, State of Wyoming, Grantor, for the consideration of \$100.00 in hand paid, hereby CONVEYS and QUITCLAIMS to Toni Lehtinen and Ralph Lehtinen, Grantees, whose address is 147 Sager Circle, Harvest, Alabama 35749, Row D, Lot 14, Space 4, in the Laramie City Cemetery, Albany County, Wyoming as that property is laid down and described in the plat of the Cemetery now on file and duly recorded in the office of the County Clerk and Ex-Officio Register of Deeds of Albany County, for the sole purpose of interment under the regulations and ordinances of the City Council of the City of Laramie.

Grantee understands that no transfer or assignment of the above-described property is valid without the prior written consent of the City, which consent shall not be unreasonably withheld.

IN WITNESS WHEREOF, the Grantor has set its hand and seal this _____ day of _____, 2026.

ATTEST:
(Seal)

THE CITY OF LARAMIE, WYOMING

City Clerk

Mayor


STATE OF WYOMING)
) ss.
COUNTY OF ALBANY)

On this _____ day of _____, 2026, before me, a Notary Public for Albany County, Wyoming, personally appeared _____ and _____, personally known to me, who, being duly sworn by me, did each say that _____ is the duly qualified and acting Mayor, and _____ is the duly qualified and acting Clerk of the City of Laramie, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of that corporation; and that the instrument was signed and sealed on behalf of that corporation by authority of the City Council of the City of Laramie. _____ and _____ duly acknowledged that they each had in their official capacities executed the foregoing deed as the act of the corporation for the consideration and purposes mentioned in the deed.

WITNESS my hand and official seal this _____ day of _____, 2026.

My Commission Expires:

Notary Public

	<p>Agenda Item: Licensing</p> <p>Title: LICENSE: Temporary Use of a Laramie County Retail Liquor License within City Limits for DeLancey Enterprises, LLC for the UW Rodeo Gala at the Marian Rochelle Gateway Center on March 7, 2026</p>
---	--

Recommended Council Motion:

I move that the Laramie City Council approve temporary use of a Laramie County Retail Liquor License within city limits for DeLancey Enterprises, LLC for the UW Rodeo Gala at the Marian Rochelle Gateway Center on March 7, 2026.

Administrative or Policy Goal:

To fulfill the legal requirements of the Wyoming State Liquor Laws in Wyoming State Statute 12-4-502(d).

Background:

The City Clerk’s Office received the attached Alcohol Catering Permit application from Delancey Enterprises, LLC requesting to secure permission to temporarily relocate their Laramie County liquor license within city limits. DeLancey Enterprises, LLC will be catering the UW Rodeo Gala at the Marian Rochelle Gateway Center at 222 S 22nd Street on March 7, 2026, from 5:30 pm - 11:00 pm.

The Clerk’s office and city departments have approved the event and alcohol application. The Laramie County Clerk’s office has provided a letter of permission for the temporary use.

Legal/Statutory Authority:

As per Wyoming State Statute 12-4-502(d) “. . . Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction that to which application is made, shall secure the written approval of the licensing authority of the jurisdiction in which the licensed premises are located prior to filing an application for a permit.”

Budget/Fiscal Information:

Revenue: \$100.00

Responsible Staff:

Nancy Bartholomew, City Clerk,
clerk@cityoflaramie.org
(307) 721-5220

Attachments:

CATR-26-01-29-0211 DeLancey Ent. App 2-10-26
Laramie County Letter of Permission- DeLancey 2-17-26



PERMIT SNAPSHOT REPORT CATR-26-01-29-0211 FOR CITY OF LARAMIE

Permit Type: Alcohol Catering Permits	Project:	App Date: 01/29/2026
Work Class: Alcohol Catering Public Property	District: Limited Manufacturing	Exp Date: NOT AVAILABLE
Status: Fees Paid	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Shoefelt, Ryan	Approval Expire Date:
Description: UW Rodeo Gala		

Parcel: 16733430040000	Main Address: 222 S 22Nd St Laramie, WY 82072	Main Zone: B2(Business District) B1(Limited Business District) R3(Multi-Family District)
-------------------------------	---	---

Business/Organization DeLancey Enterprises LLC Cindy DeLancey	Applicant DeLancey Enterprises LLC Cindy DeLancey
Business: [REDACTED]	Business: [REDACTED]

Permit Custom Fields

Late Submission Reason	Event Name UW Rodeo Gala	Event Description Fundraiser for the UW Rodeo Team
Event and Bar Location UW Gateway Center Legacy Hall and Fireplace	Start and End Date/Time for Each Day of the Event 3/7/2026 5:30 - 11:00pm	Date/Cleanup Time for pm Each Day of the Event 3/7/2026 11:30
Number of Days 1	List the dates/times of pm alcohol service. 3/7/2026 5:30-11:00	What types of alcohol will you be serving? Alcoholic Beverages (Wine, Spirits, etc.), Malt Beverages (Beer Wine Coolers)
# of Attendees 500	# of Estimated Vehicles 100	Event Supervisor Name and Phone Number David DeLancey [REDACTED]
Do you need a noise permit? No	Event Sound Equipment No	Will vendors be present at the event? No
Is the Police Department needed at the event? No	If yes, please describe.	Will you have food service? No
Will you have tents or inflatables? No	Tent or Inflatable Dimensions	Property Owner Permission Answer Yes
Who will be attending this event? Ticket Holders Only	How did you publicize this event? Invitation	Will minors be allowed at this event? Yes
Describe preventing minors from consuming alcohol. Handstamps or wristbands for 21+, Minors will not be permitted within service area. , TIPS trained servers will check ids	Do you have TIPS trained servers? Yes	Who will be checking IDs before alcohol service? TIPS trained bartenders
Consumption Area Answer Signs stating "No Alcohol Beyond This Point" , Staff supervising and informing guests	If other, please describe.	Additional Information (Maximum 50 Characters)
Date/Setup Time for Each Day of the Event 3/7/2026 3:30 pm		

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Cindy_DeLancey_1/30/2026.jpg	01/29/2026 21:12	DeLancey, Cindy		Uploaded via CSS
rodeo_v1.pdf	01/30/2026 8:49	Shoefelt, Ryan		

PERMIT SNAPSHOT REPORT (CATR-26-01-29-0211)

3.6.26 Rodeo Gala - Auth(1).pdf	01/30/2026 10:58	Shoefelt, Ryan
CD License_v1.jpg	01/30/2026 10:58	DeLancey, Cindy Available Online

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00006516	CC - Alcohol Catering Permit	\$100.00	\$100.00
Total for Invoice INV-00006516		\$100.00	\$100.00
Grand Total for Permit		\$100.00	\$100.00

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Alcohol Permit Review v.1	Approved	02/04/2026	02/11/2026	02/09/2026	No	Yes

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Clerk	City Clerk		Approved	02/04/2026	02/11/2026	02/04/2026

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Fire Prevention	Fire	Schleicher, Justin	Approved	02/04/2026	02/11/2026	02/05/2026

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Police	Police		Approved	02/04/2026	02/11/2026	02/06/2026

- Comments:** - Check identification. The use of identification wrist bands will be appropriate in some situations.
- Restrict alcohol sales and consumption to a designated location.
 - Limit number of servings per person per purchase to: 2
 - No sales or deliveries to obviously intoxicated individuals.
 - Offer non-alcoholic drinks as prominently as alcoholic drinks.
 - Require alcohol awareness training for all alcohol servers.
 - Restrict age of servers. (21 as per state law)
 - Manager on duty at all times.
 - Employees and security shall not drink on the job.
 - Mandatory staff meeting to explain policies and procedures. (these requirements)
 - Warning signs discouraging underage drinking and drinking and driving must be displayed within the designated area.
 - Permit area to be posted, example "Open Container area" "No Alcohol beyond this point"
 - Final permit as well as these requirements must be prominently posted in permit area.
 - Advise University of Wyoming Police Department of event

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Risk Management	Risk Management	Russell , Patti	Approved	02/04/2026	02/25/2026	02/06/2026

Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
City Managers Office	City Managers Office	Bartholomew, Nancy	Approved	02/06/2026	02/11/2026	02/09/2026

Workflow Step / Action Name	Action Type	Start Date	End Date
Application Completeness Check v.1		01/30/2026 11:03	01/30/2026 11:03
Confirm application complete v.1	Generic Action		01/30/2026 11:03
Invoice Fees v.1		01/30/2026 11:03	02/04/2026 9:52
Issue Invoice v.1	Generic Action		01/30/2026 11:03
Verify Fees Paid v.1	Generic Action		02/04/2026 9:52
Review v.1		02/04/2026 0:00	02/09/2026 14:22
Alcohol Permit Review v.1	Receive Submittal	02/04/2026 0:00	02/09/2026 14:22
	Generic Action		



LARAMIE COUNTY CLERK

Debra K. Lee

Sent via email: Clerk@ci.laramie.wy.us

February 10, 2026

Attn: Deputy Clerk Ryan Shoefelt
City of Laramie
P.O. Box C
Laramie, WY 82070

RE: DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors

Dear Deputy Clerk Shoefelt,

Pursuant to Wyoming Statue 12-4-502 (d), please consider this letter written approval from the Laramie County Clerk's office for a county retail liquor licensee known as DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, 1806 Torrington Rd. Cheyenne, WY, to apply for a city catering permit.

The permits will be used at the following location, and date:

Location of the Events: UW Gateway Center
222 S. 22nd St
Laramie, WY 82070


Dates Event: Saturday, March 7, 2026, from 5:30 pm until 11 pm

Name Event: UW Rodeo Gala

Sincerely,

Steven Dale Davis
Laramie County Chief Deputy

pc: File

	<p>Agenda Item: Licensing</p> <p>Title: LICENSE: Temporary Use of a City of Laramie Retail Liquor License No. 4 for Hensley Property Holdings, LLC dba Roxie’s on Grand in Albany County for the UW Rodeo at the Hanson Arena, April 24-26, 2026</p>
---	--

Recommended Council Motion:

I move that the Laramie City Council approve the temporary use of a City of Laramie Retail Liquor License No. 4 for Hensley Property Holdings, LLC dba Roxie’s on Grand in Albany County for the UW Rodeo at the Hanson Arena, April 24-26, 2026, contingent upon the approval of the Albany County Commissioners.

Administrative or Policy Goal:

To fulfill the legal requirements of the Wyoming State Liquor Laws in Wyoming State Statute 12-4-502(d).

Background:

The City Clerk’s Office received the attached Alcohol Catering Permit application from the Albany County Clerk’s office for a request from Hensley Property Holdings, LLC dba Roxie’s on Grand requesting to secure permission to temporarily relocate their City of Laramie liquor license within Albany County. Hensley Property Holdings, LLC will be catering the UW Rodeo at the Hanson Arena at 470 WY 230 on April 24, 6:30 pm; April 25, 6:30 pm; and April 26, 11:00 am.

The Clerk’s office and city departments have approved the event and alcohol application. The Albany County Commissioners will approve the temporary use on February 17, 2026.

Legal/Statutory Authority:

As per Wyoming State Statute 12-4-502(d) “. . . Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction that to which application is made, shall secure the written approval of the licensing authority of the jurisdiction in which the licensed premises are located prior to filing an application for a permit.”

Budget/Fiscal Information:

Revenue: \$0.00

Responsible Staff:

Nancy Bartholomew, City Clerk,
clerk@cityoflaramie.org
(307) 721-5220

Attachments:

Catering Permit for Roxie's on Grand for the UW Rodeo 2-17-26



24-HOUR/DAILY ALCOHOL BEVERAGE SALES PERMIT

Applicant: Hensley Property Holdings 2026 JUN 29 AM 11:21

Business/Trade Name (DBA): Roxies on Grand

Address: [Redacted] Laramie, WY 82073

Phone: [Redacted] Email Address: [Redacted]

3 Day(s) at \$50 /Day Total Permit Fee: \$ 150.00 (non-refundable)

Event Name/Purpose: UW Rodeo ~~to~~ alcohol sales

Event Date/Time/Location: 4/24 6:30 pm; 4/25 6:30 pm; 4/26 11:00 am; Hansen Arena 470 WY-230 Laramie, WY 82070

<input type="checkbox"/> MALT BEVERAGE PERMIT (W.S. §12-4-502(a)/W.S. §12-2-201(b)) Malt beverage permit applicants receiving anything of value; i.e. money, goods and or services from any industry representative must answer the following: Nonprofit corporation under the laws of Wyoming? <input type="checkbox"/> Yes <input type="checkbox"/> No Tax Exempt Organization under the Internal Revenue Code? <input type="checkbox"/> Yes <input type="checkbox"/> No And has the applicant been in continuous operation for not less than two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> CATERING PERMIT (W.S. §12-4-502(b)) For currently licensed Retail or Resort license holders only	<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE PERMIT (W.S. §12-2-203(g)(iii)) For the sale of the manufacturer's own Wyoming manufactured products only <input type="checkbox"/> MALT BEVERAGE PERMIT FOR MICROBREWERIES (W.S. §12-4-415(e)) For the sale of the microbrewery's own Wyoming brewed products only <input type="checkbox"/> WINERY OFF-PREMISE PERMIT (W.S. §12-4-414(g)) For the sale of the winery's own Wyoming manufactured products only
--	---	---

If licensed within another jurisdiction, I affirm by checking this box that I have secured written approval of the licensing authority of that jurisdiction prior to filing this permit application. (w.s. 12-4-502(d))


By filing this application, the applicant and their representatives agree to sell alcoholic beverages and operate under the requirements of all applicable state and local laws and rules, and submit any required sales tax and reports.

Under penalty of perjury and the possible revocation or cancellation of the permit, I swear the above stated facts are true and accurate.

[Signature]
Applicant Signature

William Hensley
Printed Name

01 / 29 / 2026
Date

	<p>Agenda Item: Memorandum of Understanding</p> <p>Title: Memorandum of Understanding with Albany County for Victim Witness Services</p>
---	--

Recommended Council Motion:

I move to approve the Memorandum of Understanding between the City and Albany County for Victim Witness Services for 2026-2027 and authorize an expenditure of \$50,000 pursuant to the MOU, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Ensuring that victims and witnesses associated with crimes prosecuted through Laramie Municipal Court will continue to receive services from the Crime Victim Witness program.

Background:

This MOU continues the arrangement whereby the County-administered Crime Victim Witness (CVW) program provides services to victims of and witnesses to crimes prosecuted in Municipal Court. CVW assists victims by assisting the Court in assessing just restitution for victims, and keeping victims informed of the status and proceedings in their case. CVW also assists in scheduling and coordinating witness testimony.

These services are mandated by statute, administered by the County (for all courts, not just Municipal Court), and funded primarily by grants from the federal Victim of Crime Act. Some expenses of the program are not covered by grants, and the City has always contributed its share of those uncovered expenses.

The County Commissioners have approved this MOU.

Budget Information:

This MOU requires a \$50,000 contribution from the City. This is the same amount as last year’s MOU.

Responsible Staff:

Robert Southard, City Attorney

Attachments:

FY27 CVW MOU with CoL for Victim Witness Services
FY27 CVW MOU – Attachment A

**MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF
COUNTY COMMISSIONERS OF ALBANY COUNTY, WYOMING, BY AND
THROUGH THE ALBANY COUNTY & PROSECUTING ATTORNEY’S OFFICE, AND
THE CITY OF LARAMIE, WYOMING FOR VICTIM WITNESS SERVICES**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as “MOU”) is made effective the 1st day of July 2026, by and between the Board of Commissioners of the County of Albany, Wyoming, a body corporate and political subdivision of the State of Wyoming (hereinafter referred to as “County”), by and through the Albany County Attorney’s Office (hereinafter referred to as “ACAO”) whose address is 525 Grand Avenue, Suite 100, Laramie, Wyoming 82070 and the City of Laramie, a Wyoming municipal corporation, (hereinafter referred to as “City”) whose address is P.O. Box C, Laramie, Wyoming 82073, and hereinafter collectively referred to as “Parties.”

IN CONSIDERATION of the matters described below and of the mutual benefits and obligations set forth in this MOU the Parties agree as follows:

1. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the Victim Witness Program of the ACAO (“Victim Witness Program”) will provide services to victims and witnesses of all crimes charged in City Municipal Court and prosecuted by the City Prosecutor, pursuant to Wyo. Stat. § 1-40-201 through Wyo. Stat § 1-40-210 (“Services”).

2. **Term of Contract.** The term of this MOU from July 1, 2026 through June 31, 2027 unless this MOU is otherwise terminated pursuant to the terms herein.

3. **Payment.** By September 30, 2026, City agrees to pay County the sum of fifty thousand dollars (\$50,000.00) for services described herein.

4. **Responsibilities of ACAO and City Prosecutor.**

4.1. The Albany County & Prosecuting Attorney shall authorize the Victim Witness Program to assign Victim Witness Coordinators to provide the Services to the City Prosecutor to the extent the request does not entirely deplete the resources of available Victim Witness Coordinators to respond and provide services to victims/witnesses of crimes charged into the Albany County District Court, Albany Circuit Court, and Albany County Juvenile Court of the Second Judicial District unless specifically authorized to do so by the Albany County & Prosecuting Attorney. The Albany County & Prosecuting Attorney agrees to notify the City Prosecutor of any significant staff changes with the Victim Witness Program which results in Victim Witness Coordinators being unavailable to provide Services under this MOU. If the Albany County & Prosecuting Attorney determines that the Victim Witness Program is unable to provide the assigned Victim Witness Coordinators as contemplated herein for a substantial period of time, the Parties shall, in good faith, negotiate a resolution.

4.2. Victim Witness Program shall determine which Victim Witness Coordinators will be assigned to a victim/witness of a crime charged into the City Municipal Court and prosecuted by the City Prosecutor. The City Prosecutor may consult with the Victim Witness Program relating to assignment of the coordinators designated herein, however, the Victim Witness Program shall have absolute discretion to appoint coordinators to a victim/witness of

crime served by the Victim Witness Program, as it determines appropriate. Coordinators with the Victim Witness Program who are assigned and performing duties pursuant to this MOU are subject to the direction and control of Albany County & Prosecuting Attorney. Nothing in this MOU shall be interpreted to authorize any coordinator of the Victim Witness Program to exercise any power that it is not authorized to exercise.

4.3. City Prosecutor or their staff shall communicate with Victim Witness Coordinators on a regular basis to provide information and updates on criminal cases to assist the Victim Witness Coordinators in providing the Services as outlined in Paragraph 5 herein.

4.4. Victim Witness Program, its staff, and Victim Witness Coordinators agree to maintain confidentiality as to law enforcement reports received by Victim Witness Coordinators from L.A.R.C. and any providing agency, except where allowed by law to be disseminated to assist victims of misdemeanor and traffic cases seeking compensation, or in the instance where dissemination of information is detrimental to the investigation, case, or safety of victims and witnesses, as authorized by the City Prosecutor.

4.5. All information or documentation provided to the Victim Witness Program, its staff, and Victim Witness Coordinators by the City Prosecutor relating to victims/witnesses of crimes being served by the Victim Witness Program, and in the prosecution of the underlying criminal case, is confidential and attorney client privileged. This includes all information/documentation, email transmissions, and verbal communications received by Victim Witness Coordinators from the City Prosecutor. Further, the Victim Witness Program shall be responsible for the internal security and safekeeping of such confidential information. Victim Witness Program, its staff, and Victim Witness Coordinators may not discuss or disclose any of this confidential information/documentation in any manner at any time with any person not entitled to have access. This shall include, but not be limited to, family members, spouse, friends, fellow employees not involved in the case, etc. If at any time there are questions about who may have access to such information, the Victim Witness Program, its staff, and Victim Witness Coordinators shall seek clarification from City Attorney.

4.6. The Albany County & Prosecuting Attorney agrees to provide the City Prosecutor and their staff access to the ACAO's case management system, if any, for the purpose of assisting the Victim Witness Program to perform its Services as outlined in Paragraph 5 herein.

4.7. The Victim Witness Program will obtain recent police reports from Laramie Police Department and Albany County Sheriff's Office from Tyler Technologies New World system and reports prior to the 2020 conversion date from the HTE Superion NaviLine System. Police reports from the University of Wyoming Police Department will be obtained from the City Prosecutor.

5. **Services of Victim Witness Program.** Subject to Section 4, the Victim Witness Coordinators of the Victim Witness Program shall provide the City Prosecutor with the Services outlined in Attachment A's Scope of Services.

6. General Provisions

6.1. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

6.2. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Second Judicial District of Albany County, Wyoming.

6.3. Liability. Victim Witness Coordinators acting under this MOU shall be deemed to be acting within the scope of their duties for purposes of the Wyoming Governmental Claims Act and the local government self-insurance program or commercial insurance, Wyo. Stat. §§1-42-101 through 1-42-207. All privileges and immunities from liability, and all pension, disability, worker's compensation and other benefits which normally apply to assigned Victim Witness Coordinators while in the performance of their duties under City and/or Victim Witness Program shall also apply to them when acting pursuant to this MOU.

6.4. Termination. Either party upon thirty (30) day written notice may terminate this MOU, without cause, which notice shall be delivered by hand or by certified mail to the address listed above.

6.5. Indemnification. Each party to this MOU shall assume the risk of liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.

6.6. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

6.7. Sovereign Immunity. The parties and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

6.8. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only party's signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

6.9. Other Interagency MOUs. All partners to this MOU acknowledge that this MOU does not preclude or preempt each of the agencies individually entering into an MOU with

one or more partners to this MOU or other partners outside of this MOU. Such MOUs shall not nullify the force and effect of this MOU.

6.10. Entirety of MOU. This MOU consisting of five (5) pages and Attachment A consisting of two (2) pages, represents the entire and integrated MOU between the parties and supersedes all prior negotiations, representations, and MOUs, whether written or oral, including but not limited to that certain.

[REMAINDER OF THIS PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the County has caused this Agreement to be signed and executed in its behalf by its Chairperson, and duly attested by its County Clerk, and the Laramie City Council has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk the day and year corresponding to their signatures below.

BOARD OF COMMISSIONERS OF THE COUNTY OF ALBANY, WYOMING:

By: _____
Terri Jones, Chairperson

Date

Attest: _____
Kayla White, County Clerk

CITY OF LARAMIE, WYOMING:

By: _____
Sharon Cumbie, Mayor and President of the
City Council

Date

Attest: _____
Nancy Bartholomew, City Clerk

Date

CITY OF LARAMIE ATTORNEY'S OFFICE

Robert Southard, City Attorney

Date

ALBANY COUNTY ATTORNEY'S OFFICE

By: _____
E. Kurt Britzius, Albany County &
Prosecuting Attorney

Date

ATTACHMENT A SCOPE OF SERVICES

As advised by the City Attorney's Office or ordered by the Laramie Municipal Court, prepare victim impact statements, including claim for restitution, if any, on all cases involving victims of crimes charged in City Municipal Court. Victim Witness Program will submit the victim impact statements and claim for restitution to the City Municipal Court giving as much time for review as possible prior to the date of the bench trial, written plea deadline or sentencing. Unless there is an unforeseen circumstance, statements will be submitted no less than five (5) business days before trial or a change of plea hearing. The Victim Witness Program will not release the information to anyone else, other than the victim, if requested.

Victim Witness Program plans to attend Laramie Municipal Court arraignments regularly. The City Prosecutor will notify the Victim Witness Program when their appearance is not needed. Victim Witness Program will appear for Laramie Municipal Court bench trials, jury trials, and sentencings that include a claim for restitution and/or the appearance of a victim. Victim Witness Program will attend court proceedings in person or virtually determined by victim attendance. The City Attorney's Office may also request assistance from the Victim Witness Program for any court setting that involves the appearance of a witness.

On a weekly basis, Victim Witness Program will email the list of currently active Laramie Municipal Court cases, with victim impact statement deadlines and current status of restitution requests, to the City Prosecutor and Legal Assistant.

Schedule and attend all meetings between City Attorney's Office and victims or witnesses of crimes being served by the Victim Witness Program, or at the request of the City Attorney's Office, relating to all matters involving the criminal case.

As advised by the City Attorney's Office, notify victims and witnesses of crimes served by the Victim Witness Program of the prosecution process, and all Court proceedings as well as attend all Court proceedings involving victims and witnesses of crimes served by the Victim Witness Program, or at the request of the City Attorney's Office, to ensure that victims' and witness' rights are upheld.

Serve as the central point of contact for victims and witnesses of crimes served by the Victim Witness Program as to the status of a criminal case and provide orientation to the criminal justice process.

Notify the victims and witnesses being served by the Victim Witness Program of their legal rights under the Victim and Witness Bill of Rights Act as outlined in Wyo. Stat. § 1-40-201 et seq. Specifically, the Victim Witness Program agrees to notify victims and witnesses of crimes served by the Victim Witness Program in writing, on behalf of the City Prosecutor, about those rights as outlined in Wyo. Stat. § 1-40-203(b) and to assist victims witnesses of crimes served by the Victim Witness Program in accordance with applicable Federal and State law, Wyo. Stat. § 1-40-201 et seq., Rules and Regulations of the Division of Victim Services (DVS), and DVS approved Victim Witness Program protocols and policies.


Assist all victims of crimes being served by the Victim Witness Program, when applicable, in applying for the Wyoming Crime Victim Compensation Program.

Advise victims and witnesses of crimes being served by the Victim Witness Program in registering with the Department of Corrections and/or the Albany County Sheriff's Office to be notified of post-conviction status for defendants in their case, in compliance with Wyo. Stat. § 1-40-204.

Refer all victims and witnesses of domestic violence or sexual assault crimes served by the Victim Witness Program to SAFE Project.

As needed, refer victims and witnesses being served by the Victim Witness Program to community and social resources.

Facilitate the return of evidence of a crime to all victims and witnesses being served by the Victim Witness Program.

	<p>Agenda Item: Memorandum of Understanding</p> <p>Title: MOU: Memorandum of Understanding between the City of Laramie, Wyoming, and the Laramie Police Department Foundation.</p>
---	--

Recommended Council Motion:

I move that the Laramie City Council approve the Memorandum of Understanding between the City of Laramie, Wyoming, and the Laramie Police Department Foundation, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Department Objectives: To work collaboratively with the community and the Laramie Police Foundation to enhance youth engagement with Laramie Police officers, fostering trust, transparency, and open communication.

Background:

The Laramie Police Foundation Board was established to support the Laramie Police Department through community partnerships, fundraising, and youth advocacy programs that enhance public safety and officer wellness. Formed by community members with a shared commitment to service, the Board provides a structured way for residents and local businesses to invest directly in initiatives that benefit both officers and the youth of our community.

Legal/Statutory Authority:

Reviewed by the City Attorney.

Responsible Staff:

Brian Browne, Chief of Police
Email: bbrowne@cityoflaramie.org
Phone: 307-721-3552

Attachments:

MOU - LPD LPDF - Final

**MEMORANDUM OF UNDERSTANDING BETWEEN
CITY OF LARAMIE, LARAMIE, WYOMING, AND THE LARAMIE POLICE
DEPARTMENT FOUNDATION**

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made effective upon date of signatures between the City of Laramie, Wyoming, a Wyoming municipal corporation (hereinafter referred to as "City"), whose address is City Hall, 406 Iverson Street, Laramie, Wyoming 82070 and the Laramie Police Department Foundation, a Wyoming nonprofit corporation (hereinafter referred to as "Foundation"), whose address is PO Box 1734, Laramie, WY 82073 and hereinafter collectively referred to as the "Party" or "Parties."

RECITALS

WHEREAS, the Laramie Police Department Foundation (the "Foundation") is a nonprofit organization established to support the mission, programs, and personnel of the Laramie Police Department through charitable fundraising, community partnerships, and public engagement;

WHEREAS, the City of Laramie recognizes the value of public-private partnerships that enhance public safety, officer wellness, training, and community trust, and seeks to encourage supplemental support consistent with City policies and applicable law;

WHEREAS, the City of Laramie and the Laramie Police Department Foundation desire to establish a clear framework for cooperation, transparency, and accountability in support of public safety and community wellbeing.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, it is understood and agreed by and between the parties as follows:

1. Purpose. The purpose of this Memorandum of Understanding is to establish a clear and transparent framework for cooperation between the City of Laramie and the Laramie Police Department Foundation, ensuring that charitable support supplements public safety efforts while preserving the City's exclusive authority over law enforcement operations and maintaining public trust. The Parties acknowledge that, from time to time, they may enter into separate memoranda of understanding or written agreements governing specific events, programs, or initiatives supported by the Foundation (each an "Event-Specific MOU"). In the event of any conflict between this MOU and an Event-Specific MOU, the terms of the applicable Event-Specific MOU shall control with respect to that event or program.

2. Term. This Memorandum of Understanding shall become effective upon execution and shall remain in effect until modified or terminated by mutual written agreement of the parties, or terminated by either party in accordance with the termination provisions of this Agreement.

3. Responsibilities of Parties. The City of Laramie and the Laramie Police Foundation (“Foundation”) agree to cooperate in good faith to support programs, initiatives, equipment, training, and community-focused efforts that enhance public safety and align with the mission of the Laramie Police Department (“LPD”), subject to the terms of this MOU. The Parties agree that the LPD Chief of Police, or designee, will serve as a liaison to the Foundation. The Foundation agrees to designate a Foundation Liaison to coordinate with LPD’s representative. The Parties agree to cooperate and make reasonable efforts to prioritize staff coordination and resources necessary to ensure the effective implementation of activities supported under this MOU.

4. Responsibilities of the City of Laramie. The City of Laramie shall retain sole authority over all law enforcement operations, policies, procedures, and enforcement decisions of the Laramie Police Department. The Chief of Police or designee shall review and approve any proposed Foundation-supported programs, purchases, or initiatives prior to implementation. The City shall manage, deploy, and maintain any equipment, technology, or resources provided by the Foundation in accordance with City policies and applicable law. The City’s designated representative shall provide reasonable updates to the Foundation regarding the status and general outcomes of Foundation-supported initiatives, as appropriate. The City shall retain sole authority over the use of the City of Laramie and Laramie Police Department names, logos, seals, badges, insignia, uniforms, and other identifying marks, and no such names or marks may be used by the Laramie Police Foundation or any third party without the prior consent of the Chief of Police or designee. Notwithstanding the foregoing, the Foundation may reference its support of the LPD in fundraising, donor communications, and public-facing materials, provided such references are accurate and do not imply City endorsement of specific fundraising solicitations unless expressly approved by the Chief of Police or designee.

5. Responsibilities of the Laramie Police Foundation. The Laramie Police Department Foundation Board shall coordinate with LPD, provide input and feedback regarding proposed initiatives, and monitor and report Foundation activities to the Chief of Police or designee. The Foundation shall raise, manage, and disburse funds in a manner consistent with its charitable purpose, applicable law, and the terms of this MOU. The Foundation agrees that all support provided under this MOU shall supplement, and not supplant, municipal funding for the Laramie Police Department. The Foundation understands and agrees that all decisions regarding priorities, operations, implementation, and deployment of any supported initiatives remain solely within the authority of the City and the Laramie Police Department. The Foundation shall comply with all applicable ethical standards, conflict-of-interest requirements, and donation acceptance policies in carrying out its responsibilities under this MOU. Nothing in this MOU shall be construed to restrict the Foundation from supporting other lawful charitable or community partnerships outside of this MOU, provided such activities are consistent with applicable law.

6. Legal Status. The Laramie Police Foundation is an independent nonprofit organization organized and existing under the laws of the State of Wyoming and recognized by the Internal Revenue Service as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The Foundation is not a department, agency, or instrumentality of the City of Laramie, and nothing in this Memorandum of Understanding shall be construed to create an employment relationship,

partnership, joint venture, or agency relationship between the parties. The Foundation shall have no authority to bind the City of Laramie or the Laramie Police Department in any manner.

7. Liability: Except as provided in this MOU, neither Party agrees to insure, defend, or indemnify the other Party. By entering into this MOU neither Party waives its governmental immunity under the Wyoming Governmental Claims Act, or other applicable law and each party reserves all immunities and defenses available to them as governmental entities under the laws of the State of Wyoming and the Constitution and laws of the United States.

8. Signatures: Each Party has executed this MOU through its duly authorized representatives on the dates set forth below.

The effective date of this Memorandum of Understanding is the date of the signature last affixed to this page.

Approved by:

Laramie Police Department Foundation

City of Laramie, Wyoming

Brian Pelan
President, Board of Directors
Laramie Police Department Foundation


Sharon Cumbie, Mayor and President of the
City Council

Date

Date

Attest:

Nancy Bartholomew, CMC
City Clerk

	<p>Agenda Item: Resolution</p> <p>Title: Resolution 2026-17, Amending City Council Rules of Procedure</p>
---	---

Recommended Council Motion:

I move that the Laramie City Council approve Resolution 2026-17, amending City Council Rules of Procedure, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

To establish Rules of Procedure including parliamentary procedure for business meetings of City Council.

Background:

During the City Council Retreat on January 23, 2026, members of City Council presented items that they would like to see amended in their Rules of Procedure. These were drafted in the attached resolution to provide Council the opportunity to formally adopt the requested rule changes.

The requested changes included the following:

Article 1: Rules of Procedure

Rule 1. Meetings.

E. ~~5th Tuesday~~ **Quarterly Town Hall** Meetings. Held ~~the quarterly~~ **during the months of March, June, September, and December on a day of the week other than Tuesday** ~~5th Tuesday of the month~~ from 6-7:30 pm in different locations. Meetings will be held in a different ward until all wards have hosted a meeting. The next quarter’s meeting will be held at City Hall. These meetings are compensated in accordance with Laramie Municipal Code 2.04.240.

G. ~~e.~~ **d. Illness or other medical reason.**

H. **d. Vacation no more than twice per year.**

e. Any other reason approved by the majority vote of council.

Rule 4. Order of Business

~~9.~~ **Consent Agenda**

~~9.~~ **10. Mayor Announcements/Acknowledgement of Board and Commission Member Appointments**

~~10.~~ **11. Regular Agenda**

~~11.~~ **12. Public Comment on Non-Agenda Items**

~~12.~~ **13. Consideration of Future Work Session Topics with a Brief Description**

A. ~~13.~~ **14. Adjournment**

2.08 Requesting Work Session Topics

2.08(A). A council member may suggest an item or topic, **including a brief description, to** be presented ~~in~~ **during** a regular work session to acquire **more** information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

2.08(B). **The requesting council member and second must meet with the City Manager or designated staff to discuss the details of the item or topic prior to the scheduling of the requested work session.**

4.02(B) General Rules

8. Council shall take care not to debate issues with members of the public but, if items need to **be** addressed, **Council may request that the Mayor provide** direction ~~can be given~~ to City staff, **invited guests or consultants, or relevant council members to do so** to provide factual clarifying information, or request staff to report back at a subsequent meeting.

Appendix A

BOARDS AND COMMISSION

PROCEDURES FOR ~~VACANCIES~~ **APPOINTING MEMBERS**

10. Emeritus Members.

A. The Emeritus designation is an honorary title given to commission/board members who are recognized for their distinguished service and contributions.

Emeritus status further defined:

i. **Honor and Recognition.** It acknowledges the individual's achievements and long-standing commitment to the City of Laramie.

ii. **Continued Association.** It allows the person to maintain a formal connection without the responsibilities of their previous role. For example, they may still advise on projects, mentor others, and represent the organization in approved capacities.

a. Shall be added to calendar invites for upcoming meetings.

iii. **Preserve Institutional Knowledge.** Emeritus individuals often serve as valuable resources for historical context, expertise, and guidance.

iv. **Symbol of Prestige.** It signals respect and appreciation by showing that the City of Laramie values the contributions made by the individual over time.

B. Process for Selection:

i. **A council liaison to a board/commission may nominate an individual for Emeritus Designation in the event that the individual either retires or is replaced by a new member.**

ii. **A nominee should have served at least two (2) terms or be recognized for distinguished service to the board/commission and be a resident of Laramie.**

iii. **Council liaison will present the nomination to City Council and nomination must be confirmed by resolution and a majority vote of the Council.**

iv. **Nominee will be recognized as Emeritus by Council in a public meeting.**

APPENDIX B

3. When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members should not engage in inter-council discussions. On its own initiative or in response to questions posed by such person, council members may **request that the Mayor provide direction to City staff, invited guests or consultants, or relevant council members to provide factual clarifying information** ~~ask questions for clarification, provide a reference to staff or other resources for factual information,~~ or request staff to report back at a subsequent meeting.

Work Session	January 23, 2026
--------------	------------------

Legal/Statutory Authority:

The Rules of Procedure for City Council is the Council’s parliamentary procedure, where silent then Robert’s Rules of Order the newest edition then applies.

Responsible Staff:

Council
Robert Southard, City Attorney
Nancy Bartholomew, City Clerk, Email: nancyb@cityoflaramie.org, Phone: 307-721-5233

Attachments:

Reso 2026-17 City Council Rules of Procedure 2-17-26
Attachment A Council – Rules of Procedure (Draft) 2-3-26 tf

**CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-17**

A RESOLUTION AMENDING CITY COUNCIL RULES OF PROCEDURE

WHEREAS, City Council last adopted Resolution 2025-71 amending the City Council Rules of Procedure;

WHEREAS, City Council may adopt and amend their Rules of Procedure to reflect best practices or needed changes; and

WHEREAS, during the City Council retreat many requests were received for revisions.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That City Council Rules of Procedure be amended to read as included in Attachment A - City Council Rules of Procedure.

Section 3. This resolution is effective upon passage.

PASSED, APPROVED AND ADOPTED this ____ day of ____ 2026.

Sharon Cumbie, Mayor and President
of the Laramie City Council

Attest:

Nancy Bartholomew, CMC
City Clerk

Duly published in the newspaper, Laramie Boomerang, this ____ day of ____ 2026.

Attachment A

CITY OF LARAMIE

**RULES OF PROCEDURE
OF CITY COUNCIL**

Revised February 17, 2026

TABLE OF CONTENTS

ARTICLE 1: Rules of Procedure	4
Rule 1. Meetings.....	4
Rule 2. Presiding Officer	5
Rule 3. Remarks and Debate	6
Rule 4. Order of Business	7
Rule 5. Motions.....	9
Rule 6. Suspension of Rules.....	11
Rule 7. Ordinances and Resolutions	11
Rule 8. Robert’s Rules of Order.....	11
Rule 9. Amending these Rules	11
ARTICLE 2: Code of Conduct.....	11
CHAPTER 1. Roles and Responsibilities	11
1.01. Whole Council	11
1.02. Mayor & Vice Mayor	12
1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum.....	12
CHAPTER 2. Internal Council Conduct.....	13
2.02. Addressing One Another.....	13
2.03. Recording and Broadcasting Meetings.....	14 14 13
2.04. Council Updates.....	14
2.07. Placing Items on the Business Meeting Agenda	15
2.08. Requesting Work Session Topics	15
2.09. Time Length of Regular Council Meetings	15
2.10. Telephonic Attendance at Meetings.....	16
2.11. Travel Policy & Expenditure Guidelines.....	17 17 16
CHAPTER 3. Council Conduct with City Staff.....	22
3.01. Direction to Staff for Projects	22
3.02. Requests for Information on Non-Agenda Items	22
3.03. Interaction with Staff	22
CHAPTER 4. Council Conduct with the Public.....	23
4.01. Public Meetings	23
4.02. Public Comments.....	23

4.03. Disruption of Public Meetings 24

4.04. Written Public Comment 25

4.05. Unofficial Settings..... 25

APPENDIX A 26

APPENDIX B ~~28~~²⁸²⁷

APPENDIX C 32

ARTICLE 1: Rules of Procedure

Rule 1. Meetings

- A. Pre-Council Meeting. Pre-Council Meetings are held prior to the Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meetings.
- B. Regular Meeting. Regular meetings of the city council shall be held at 6:30 p.m. on the first and third Tuesday of every month in the city council chambers unless otherwise noticed. If the first or third Tuesday falls on a city holiday or Christmas Eve or New Year's Eve, the regular meeting shall be held at 6:30 p.m. on the next business day. When any such meeting falls on a legal holiday, State primary election, general election, or Municipal Special Election, such meeting shall be held on the next succeeding business day according to the current Resolution adopted to set time, date, and location of Council meetings.
- C. Work Session. Work sessions may be scheduled by the city council as needed.
- D. Special Meetings. A special meeting, or any change in the time or location of a regular meeting, shall be called by the city clerk who shall notify each member of the council and notice the meeting pursuant to state and municipal law. Any person or entity requesting that a special meeting be called shall pay to the city an administrative fee in the amount of the city council salaries for council members in attendance at the meeting. This section shall not apply to requests for special meetings from city council members or staff members of the city council.
- E. ~~5th Tuesday~~ Quarterly Town Hall Meetings. Held ~~the quarterly~~ during the months of March, June, September, and December on a day of the week other than Tuesday ~~5th Tuesday of the month~~ from 6-7:30 pm in different locations. Meetings will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall. These meetings are compensated in accordance with Laramie Municipal Code 2.04.240.
- F. Quorum. Five council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by web conferencing in accordance with Rule 1.E shall count towards a quorum.
- G. Web Conference. The City of Laramie shall provide web conference access to council members, city staff, and the public at all business meetings, special meetings, and work sessions. Web conference will be available for Executive Session on an as needed basis. All participants, including members of the City Council, city officials, and members of the public, must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings. The Mayor, as presiding officer, will request the use of cameras before votes or public comments are taken.
 - 1. Exceptions include and must be reported to the City Clerk and Mayor:
 - a. Technical issues

b. Extenuating circumstances such as privacy concerns, technical limitations, or emergencies

c. Telephone attendance via web conferencing.

~~e.~~ d. Illness or other medical reason.

~~G.H.~~ H. Web Conferencing Attendance at Meetings. Any member of council who attends a meeting by web conference are subject to the following conditions.

1. Web conference attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to ensure that the necessary equipment is available for use and a quorum exists
2. The council member must have equipment available to effectively communicate, both for audio and the ability to receive documents in electronic format.
3. The council member must have the agenda packet available to read.
4. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
5. Each council member shall be limited to not more than five (5) times annually during which web conferencing attendance may be utilized unless the reason for attendance via web conferencing has been excused and accepted by the Mayor and City Clerk for recordation or, if not on the list of excused attendances, the majority of council vote to allow additional participation by these means with the possibility of no compensation. Excused absences shall include:
 - a. Travel for work
 - b. Travel for NLC, WAM, or other approved council related conferences
 - c. Attendance via web conferencing due to illness or medical need
 - d. Vacation no more than twice per year.
 - e. Any other reason approved by the majority vote of council.

Rule 2. Presiding Officer

A. Conduct of Meeting. The presiding officer at all meetings of the council shall be the mayor, and, in the mayor's absence, the vice mayor, who shall conduct the business and deliberations of the council under these rules. Specifically, the mayor shall:

1. Preserve order and decorum in the council chambers;
2. Observe and enforce all rules adopted by the council for its government;
3. Decide all questions on order, in accordance with these rules;

4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.
 5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.
- B. Election of Mayor and Vice Mayor. The mayor shall be elected by the whole of the city council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. The vice mayor is elected in the same manner as the mayor.
- C. Duties of the Mayor and Vice Mayor. The mayor serves as the presiding officer of the city council and as the liaison to the city manager, city attorney and city judge. The mayor also regularly attends the agenda meeting to assist city staff in preparing for an upcoming meeting and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The vice mayor may also attend the council agenda meeting and is the presiding officer in the absence of the mayor, or at the mayor's request.
- D. Absence of Mayor and Vice Mayor. In the absence of the mayor and vice mayor the council shall, by motion, appoint one of its members to serve as presiding officer of the council until the return of the mayor or vice mayor.

Rule 3. Remarks and Debate

- A. After a motion is made and seconded, and brought to the floor for discussion the Mayor shall proceed with these steps:
- a. Allow staff and guests consultants/experts to provide the explanation and background information,
 - b. Allow council to ask questions to seek clarifications on the information provided and a follow up comment if it is germane to the question asked ie: clarifying something, adding additional information that council may have, etc.
 - c. Ask for public comment,
 - d. Return to the council for comments and/or questions related to the item on the floor, and
 - e. Call for the vote.
 - f. Speaking to the Motion. No member of the council shall speak more than twice on the same motion except by consent of the majority of the council members present at the time the motion is before the council. Council member remarks are limited to four minutes each time the member speaks for a total of eight minutes. Council members may forfeit their time to speak to another council member, this can be done without a vote. A councilor may

not speak for a second time until all members have been provided an opportunity to speak.

- B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.
- C. Courtesy. Members of the council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.
- D. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
- E. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
- F. City Staff. The city manager and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city manager or designee.
- G. Work session courtesy. During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

Rule 4. Order of Business

- A. Regular Meetings Order of Business. The order of business shall be as follows:
 - 1. Call to Order
 - 2. Pledge of Allegiance
 - 3. Roll Call
 - 4. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)
 - 5. Consideration of Changes in Agenda and Setting the Agenda
 - a. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)
 - b. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)
 - c. MOTION BY ___, seconded by ___, that the following changes to the Agenda be approved:

- d. MOTION BY __, seconded by __, that the Agenda be set as submitted or changed.
- 6. Proclamations/Public Hearings/Notifications
- 7. Disclosures and/or Conflicts of Interest by City Council Members
- 8. Approval of Consent Agenda
- 9. Consent Agenda
- ~~9.~~10. [Mayor Announcements/Acknowledgement of Board and Commission Member Appointments](#)
- ~~10.~~11. Regular Agenda
- ~~11.~~12. Public Comment on Non-Agenda Items
- ~~12.~~13. Consideration of Future Work Session Topics [with a Brief Description](#)
- ~~13.~~14. Adjournment

B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. The following items may be placed on the consent agenda:

- 1. Approval of license applications and bonds;
- 2. Resolutions;
- 3. Approval of payments of contracts under \$100,000;
- 4. Bid and contract awards under \$100,000;
- 5. Third readings of ordinances;

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

- C. 5th Tuesday Open House Meetings. These meetings shall follow the following format:
- 1. **Purpose:** To provide the community an opportunity speak to the Council about City business and receive additional information relevant to current City projects.
 - 2. **Where:** Each quarter's meeting will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall.
 - 3. **When:** The meetings will occur on the 5th Tuesday in months which a 5th Tuesday occurs from 6- 7:30 pm.
 - 4. **Participation:** Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.
 - 5. **Compensation:** Council will be compensated their current wages set forth in Laramie Municipal Code 2.04.240.
 - 6. **Broadcast:** Any structured question and answer portion of the 5th Tuesday meetings will be available in hybrid format to include web conferencing for online participation and viewing.

7. **Advertised:** These meetings will be advertised as other public meetings of Council.
- D. Work Sessions.
1. Public Comments on non-agenda related items.
 2. Staff or invitees present information related to the set work session topic.
 3. Council questions and comments received throughout the topic presentation and immediately following.
 4. Public Comment on agenda item.
 5. Council final thoughts and questions.

Rule 5. Motions (More information can be found in Robert Rules of Order Newest Edition.)

- A. **Roll Call.** Roll call will be in a randomized order with the Vice-Mayor always second to last and the Mayor last in the order. Majority vote of the Council is more than half of the members in attendance.
- B. **Making a Motion.** For an item to be brought to the floor a councilor shall make a motion. Items shall be brought to the floor in the order of the agenda.
- C. **Seconding a Motion.** All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the mayor will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.
- D. **Amending a Motion.** Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first. (Majority vote.)
- E. **Postpone to a Certain Date.** This motion is used to delay consideration of an item until a specified date. (Majority vote.)
- F. **Postpone Indefinitely.** This motion is used to delay consideration of an item until an unspecified date. (Majority vote.)
- G. **Point of Order.** Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the mayor's ruling to the council, which may affirm or overrule the mayor's ruling by a majority vote of the council members present. A point of order directed to the mayor or council does not require a second and is not subject to amendment. (Chair handles.)
- H. **Reconsideration.** No motion to reconsider a vote shall be in order except by a councilor who voted on the prevailing side. A council member who voted in the majority may move to reconsider an item that council has voted on during the same or next business meeting. Any member of the council shall have the right to change their vote at any time before final action is taken. (Majority vote, must be moved by a member who voted in the majority.)

- I. **Discussion on the Motion.** Council may discuss a pending motion only after the motion has been moved and seconded.
- J. **Voting on the Motion.** After discussion, the mayor or any council member may call a vote on the motion (Calling the “Previous Question”). After voting concludes the mayor will announce the results.
- K. **Approval or Denial.** If a motion is made to approve any application, and the council does not approve the motion, one of the councilors voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.
- L. **Call the Question or Previous Question.** Ends discussion and moves to a vote. If a councilor calls the question, the chair shall allow the councilors that have not spoken to the motion one chance to speak. The chair shall then allow the public to comment, after which a roll call vote shall take place. *(Two-thirds vote)*
- M. **Substitute.** Substitution is handled as an amendment to the main motion, can be done in parts or the whole document. *(Majority vote)*
- N. **Limit or extend debate.** Is a motion by which the group can exercise special control over debate whereby reducing the number and length of speeches allowed, e.g. “I move to limit debate on this topic to one speech for two minutes to each member of council.” *(Two-thirds vote)*
- O. **Lay on the table.** Used to set aside an item on the floor temporarily to address something else of urgent matter before the pending question. Is out of order if the evident intent is to kill or addressing the motion on the floor. *(Majority vote)*
- P. **Commit or refer.** *(Majority vote)*
 - a. The motion should include the number of members and shall report back to council and include a date. An example: I move to refer to an ad hoc committee of 3 council members assigned by the mayor, city staff assigned by city manager if necessary/appropriate and shall report back to council on a date certain.
- Q. **Rescind/Amend Something Previously Adopted.** *(Two-thirds of the membership without notice or majority with notice)*
- R. **Suspend the Rules.** Temporarily suspend the standing rules to allow something otherwise forbidden. Requires a second. *(Two-thirds vote)*
- S. **Appeal from a Decision of the Chair.** Used when a member disagrees with a ruling of the chair. Requires a second. *(Majority vote)*

Precedence of Motions

- A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:

Privileged Motions:

- 1. Fix the Time to Which to Adjourn *(Majority vote)*
- 2. To adjourn. *(Majority vote)*
- 3. Recess *(Majority vote)*

4. Raise a Question of Privilege. *(Chair handles)*
5. Call for the Orders of the Day. *(Chair handles)*

Subsidiary Motions:

1. Lay on the Table (Majority vote)
2. Call the Question or Previous Question (Two-thirds vote)
3. Limit or extend debate. *(Two-thirds vote)*
4. To postpone to a date certain. *(Majority vote)*
5. To commit or refer *(Majority vote)*
6. To amend. (Majority vote)
7. To postpone indefinitely. *(Majority vote)*

Rule 6. Suspension of Rules

No rule shall be suspended except by two thirds vote of the council members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

Rule 7. Ordinances and Resolutions

Reading of ordinances and resolutions shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or purpose of the resolution. Reading the motion shall satisfy this requirement. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

Rule 8. Robert's Rules of Order

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

Rule 9. Amending these Rules

Amendments to these rules shall be made by a resolution and shall require a majority vote by the council members present.

ARTICLE 2: Code of Conduct

CHAPTER 1. Roles and Responsibilities

1.01. Whole Council

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those serving as mayor and vice mayor, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

1.02. Mayor & Vice Mayor

1.02(A). The Mayor serves as the administrative head of the council, addressing a variety of issues that may arise including, but not limited to, conduct among council members, communicating with the media, emergencies, and authorizing by signature a number of documents for the city. Generally, the mayor should not make decisions other than administrative decisions on behalf of the whole council, and should instead work to differentiate which matters need comments from the council and which matters are purely administrative in nature. Matters which concern policy direction should be brought before the council as a whole.

1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum

1.03(A). The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall first, elect the mayor and the vice-mayor and select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

1.03(B). The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be made by a game of chance selected by the mayor. Council members previously appointed to an ad hoc committee by resolution may continue to serve on the ad hoc committee.

1.03(C). The seating of council members at the rostrum shall be by rotation of council members beginning with those council members with the most years of consecutive service as a council member.

1.03(D). A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The

position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

1.03(E). Council members are expected to attend their Boards and Commissions meetings. Should a council member be unable to attend a meeting, the Councilor should try to find another Councilor who can attend. Should the council member be unable to find a substitute, the Councilor should notify both the Chair and City Clerk in writing (email). Should a council member encounter circumstances in which there is a conflict to regular attendance, the Councilor should notify the Mayor and the City Clerk so that either a temporary or permanent replacement can be established.

1.04(F). Guidelines for interviewing and appointing board or commission members as outlined in Appendix A, shall be followed.

CHAPTER 2. Internal Council Conduct

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

2.02. Addressing One Another

2.02(A). During a regular meeting, council members shall address one another in a more formal manner as “Councilor _____ (last name)” or “Council Member _____ (last name).” Council members should also address all responses through the chair, for example: “Mr./Madame/Honorable Mayor, I disagree with the comment made by the previous Council Member or Councilor Smith....” Formality helps to maintain civility during contentious issues. In all instances, council members shall remember that as representatives of the community it is important to keep discussions civil, whether in or out of chambers. Personal attacks will not be tolerated and may subject the councilor to being called by another council member for a breach of order or potential penalty by a majority of the council, such as an apology or a withdrawal of objectionable statement(s) or remark(s).

2.02(B). During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair’s discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

2.03. Recording and Broadcasting Meetings

2.03(A). All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Wyoming Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

2.03(B). In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, an audio recording of each meeting is made available to the public through the city's internet website at www.cityoflarامية.org. Each entire meeting is recorded as hereinafter specified.

2.03(B)(i). Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

2.03(B)(ii). Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

2.03(B)(iii). Executive Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

2.03(B)(iv). Regular business meetings and work sessions will be available to the public via video streaming or audio recording.

2.04. Council Updates

Each work session shall include time for council updates and council comments. Council updates shall be an opportunity for council members to report or discuss issues with the whole council that may have arisen from boards or commissions or other meetings. Council comments shall provide an opportunity to raise matters which are of concern to the council member or members of the public. It may also be a time for city staff to update the council on items council might find relevant, or to request direction on pressing issues.

2.07. Placing Items on the Business Meeting Agenda

2.07(A). Generally, the business agenda for each meeting will be generated by the city manager, with the items being suggested by staff or members of council. The proposed agenda may be reviewed with the mayor at the agenda meeting and subsequently may be submitted to council at a meeting for adoption, with such amendments as may be determined by council.

2.07(B). A council member may request an item be considered on a future agenda by making a written request to the city manager. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten (10) day period all written material for submission to council.

2.07-(C). A member of the public may request a council member sponsor an item on a future agenda by submitting the request in writing to the council member, or to the city clerk's office. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The member of the public shall submit to the clerk within the ten (10) day period all written material for submission to council. Once the issue has been placed on the agenda, the city clerk will notify the requester so that he or she may plan to attend the meeting.

2.08. Requesting Work Session Topics

2.08(A). A council member may suggest an item or topic, [including a brief description, to](#) be presented ~~in~~ [during](#) a regular work session to acquire [more](#) information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

2.08(B). [The requesting council member and second must meet with the City Manager or designated staff to discuss the details of the item or topic prior to the scheduling of the requested work session.](#)

2.09. Time Length of Regular Council Meetings

It is the intent of the city council that no additional agenda item will be introduced at a regular business meeting or special business meeting after the hour of 9:30 p.m. unless the

city council members present vote to extend the meeting by suspending the rules with a 2/3 vote of the members present and continue the meeting until 10:00 p.m. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council shall adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. City council shall reserve time at the end of each regular meeting for public comments regardless of the hour. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda. The intent and purpose of this policy is to encourage a reasonable hour in which the city council business is discussed and to protect against fatigue in discussing and deciding important city issues.

When an Executive Session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 pm.

2.10. Web Conference Attendance at Meetings

2.10(A). It is recognized that there may be circumstances when a council member intends to attend a meeting but is prevented from attending in person and wishes to participate via web conference. In order for that attendance to occur via web conference, there are a number of conditions that must be fulfilled to achieve that attendance. Those conditions include the following, together with such unanticipated circumstances as may arise during the interim:

1. Web conference attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to ensure that the necessary equipment is available for use and a quorum exists
2. The council person must have equipment available to effectively communicate both for audio and the ability to receive documents in electronic format.
3. The council person must have the agenda packet available to read.
4. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
5. Each council member shall be limited to not more than five (5) times annually during which web conferencing attendance may be utilized unless the majority of council vote to allow additional participation by these means with the possibility of no compensation.
6. Council members must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings in accordance with Rule 1.F.

2.11. Travel Policy & Expenditure Guidelines

Council members shall be subject to the following travel policy and shall follow the expenditure guidelines where such are applicable.

2.11(A). All travel by council members for which reimbursement is sought from the city must be directly related to City business and, with the following exceptions, must be pre-approved by the council:

1. Travel to the National League of Cities annual conferences.
2. Travel to the National League of Cities committee meetings when the council member is an appointed member of the committee.
3. Travel to the Wyoming Association of Municipalities (WAM) annual meetings and the committee meetings of which the council member is a member, or other requested WAM activities.
4. Travel to attend the Wyoming legislature, or the committee meetings thereof, to promote the city's position.
5. Council retreats.
6. Other events the majority of Council agrees relates to City business.

2.11(A)(i). In the event that a council member does not file for re-election, or is defeated in an election contest, all travel requested by that member after the date of the decision at any of the three (3) points in time, filing of the petition for candidacy, the primary election or the general election, shall be submitted to the council for approval prior to exercising such travel.

2.11(B). Requests for Pre-Travel Approval

1. Requests for pre-travel approval shall be made by council member on the travel request form located in the city clerk's office.
2. The completed travel request form shall be submitted to the city clerk for inclusion on the consent agenda of the following regular business meeting.
3. The following information must be submitted by the council member on the travel request form:
 - a. Estimated costs of travel, including airline tickets, mileage reimbursement, meals, lodging, taxi service and any associated costs.
 - b. The proposed dates of travel, the method of travel and the proposed destination.
 - c. The purpose of the trip.

4. The request will be placed on the consent agenda for concurrence of the majority of the council, if the request is for other than the approved travel of the council member.

2.11(C). Travel Reports and Reimbursement Procedure

1. Travel arrangements for council members shall be coordinated through the city clerk, who may make arrangements of the following for council members using the city issued credit card at the request of the council member:
 - a. Airline tickets.
 - b. Registration.
 - c. Lodging reservations.
2. Following the approved travel, each council member shall follow the procedure set forth below to complete the travel procedure.
 - a. Submit a completed travel and reimbursement form to the city clerk, together with the receipts for items that have been paid with the city credit card, such as:
 - i. Airline tickets.
 - ii. Lodging.
 - iii. Rental vehicles.
 - iv. Taxi or bus fare.
 - v. Parking fees.
 - vi. Baggage fees.
 - vii. Registration, training and attendance costs.
 - b. Sign the completed travel form certifying attendance at the scheduled event, incurring the expenses on behalf of the city and conforming to the provisions of this policy to the best of the knowledge of the council member.
3. Each council member shall follow the procedure set forth below to obtain reimbursement for the incurred expenses which have been paid by the council member not using the city credit card:
 - a. Submit a completed reimbursement request form to the city clerk, including the receipts for such items as:
 - i. Meals.
 - ii. Private vehicle mileage.
 - iii. Other expenses incurred on behalf of the City business.

- b. Sign the completed reimbursement request form certifying that such expenses were incurred on behalf of the city and such are conforming to the provisions of this policy to the best of the knowledge of the council member.
 - c. Submit the completed form to the city clerk, who will process the request with the finance department.
4. Council Travel Reports. Following travel to out-of-state conferences each Councilor may submit a written report of the significant activities of the conference to the council via the city clerk for inclusion in the agenda packet prepared for council.

2.11(D). City Issued Credit Card Procedures

1. Each council member may, at the option of the council person, be issued a city owned credit card for use by that council member while engaged in the furtherance of city business, but not otherwise.
2. The city issued credit card may be used for the following expenses incurred by that council member, but not otherwise:
 - a. Airline tickets and baggage fees.
 - b. Lodging at the lowest rate available to the council member, but excluding any and all upgrades in accommodations or service.
 - c. Rental vehicles at the lowest rate available, but excluding any and all upgrades in vehicle or service.
 - d. Parking fees.
 - e. Fuel for city owned vehicles operated by the council member.
 - f. Registration, training and attendance fees.
3. The following uses of the city issued credit card are prohibited:
 - a. Meals.
 - b. Alcoholic beverages.
 - c. Upgrades in lodging accommodations or services or rental vehicles.
 - d. Personal expenses.

2.11(E). Meal and Incidental Reimbursement

For any event, each council member may choose either of two methods of reimbursement for the meals and incidentals authorized during travel on city business, with the below described procedures applicable.

1. Per Diem Reimbursement.
 - a. Meals will be reimbursed at the rate approved by the city manager for city employees, within the federal travel regulation guidelines.
 - b. Partial days of travel are addressed within that policy.
 - c. No receipts for meals are used in calculating the meal expense allowance under the per diem method, with the exception of meals consumed during a single day travel, when receipts must be submitted to the city clerk.

2. Actual Expense Reimbursement.
 - a. The council member must submit the receipts for the meals actually eaten, excluding any and all charges for alcoholic beverages.
 - b. Tips, not to exceed 20%, actually given are to be included and reimbursed.

3. No meals will be charged on the city issued credit card.

2.11(F). Lodging Expenses and Procedures

1. Lodging will be paid by city, either directly or as reimbursement, in either of the following cases:
 - a. The federal per diem hotel guideline for the location actually used by the council member, without regard to the actual cost of the lodging.
 - b. The lowest rate available to the council member, with an attempt to secure the lowest government rate available for the actual lodging utilized by the council member, excluding any and all upgrades which have additional expense for the accommodations or the service.

2. Other lodging policies:
 - a. A council member may have the council member's spouse also stay in the room if there is no additional expense to the city, or if any additional expense is paid by the council member and not paid on the city issued credit card.
 - b. Lodging may be paid by the council member and the amount attributed to city business reimbursed by the city.

- c. All receipts for lodging must be submitted to the city, regardless of the payment method.
- d. Only lodging that is actually used by the council member may be paid on the city issued credit card, or reimbursed to the council member.
- e. Council members shall review the receipts for travel to insure that additional charges have not been entered on the account to be charged to the city.
- f. Council members shall make every reasonable attempt to arrange for travel and lodging at times which allow the council member to take advantage of the special lower rates for travel, lodging and registration, where available.

CHAPTER 3. Council Conduct with City Staff

3.01. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the city manager in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the manager, attorney, and judge), are under no obligation to pursue items for only one council person. If a council person wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

Amendments to motions may be presented to staff for review prior to the council meeting for proper placement, wording, grammar, and legality. The staff shall provide professional opinions to the council during the meeting. Notification of request shall be provided to the city manager.

3.02. Requests for Information on Non-Agenda Items

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a council member is asking for information from city staff that will require more than thirty (30) minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

3.02 (A). When a council member wishes to request staff to provide information, that request should be made in writing to the city manager. A response to the written request shall be made by staff in not more than five (5) business days.

3.03. Interaction with Staff

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

CHAPTER 4. Council Conduct with the Public

4.01. Public Meetings

Making the public feel welcome is an important part of the democratic process. Handouts for the public on council meeting procedures, and guidelines for addressing city council, are outlined in Appendix B and C and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

4.02. Public Comments

4.02(A). Time for public comment during meetings. There shall be public comments permitted when members of the public are recognized by the Mayor at the following times:

Regular meetings:

1. During any public hearing on the agenda.
2. Before any substantive action by Council on a regular agenda item, for comments on that agenda item.
3. For comments on matters not on the agenda, as a regular agenda item at or near the beginning, with an aggregate time limit of 30 minutes, and end of the meeting.
4. Public comments on non-agenda related items at the beginning of the meeting may only be taken in person at the physical location of the meeting. All other comments may be emailed to Council at council@cityoflaramie.org or sent in writing to the City Clerk at 406 Ivinson Ave, Laramie, WY.

Work sessions:

1. As a regular agenda item, following the opening of the work session, for comments on matters not on the agenda for a maximum of 30 minutes.
2. As a regular agenda item a public comment period at the end of each work session agenda item.

Special Meetings:

Special meetings may be called from time to time specifically to solicit public comments or for other purposes. The Mayor has the discretion to organize such special meetings to allow public comment and council discussion.

5th Tuesday Open House Meetings:

1. Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.

4.02(B) General rules

General rules involving public comment include:

1. Members of council may not participate as members of the public in public comment periods.

2. Each member of the public may only speak once in any given public comment period, and is limited to three minutes for his/her public comment. In situations where unusually large numbers of people wish to speak, the Mayor has discretion to limit public comments to less than three minutes to insure everyone has a chance to speak.

3. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See rule 1.F.

4. A speaker may not defer the speaker's time to other speakers.

5. When commenting on agenda items, the comments must be germane to the agenda item.

6. When commenting on non-agenda items, the comments must be germane to City business over which Council has control.

7. Without limiting any other guideline, speakers may not use public comment for political campaigning or commercial advertising, nor use threatening, obscene, or defamatory language or make personal attacks.

8. Council shall take care not to debate issues with members of the public but, if items need to be addressed, [Council may request that the Mayor provide direction can be given to City staff, invited guests or consultants, or relevant council members to do so to provide factual clarifying information, or request staff to report back at a subsequent meeting.](#)

9. Council shall not personally attack the public, nor may any member of the public personally attack or insult councilors, City staff, or other members of the public.

4.03. Disruption of Public Meetings

4.03(A). No attendee or speaker at any council meeting may impede the orderly conduct of the meeting by, including but not limited to, making threats, using obscene language, making personal attacks, engaging in indecent or threatening behavior or violent actions, or engaging in loud or disruptive behavior, or violate rules governing council meetings. The mayor may order the expulsion from the meeting of any person engaging in

such behavior, which order may be appealed by any member of Council according to council's normal rules.

4.03(B). To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

4.04. Written Public Comment

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the council has control, or by addressing the city clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence at council@cityofflaramie.org. Written comments are part of public records.

4.05. Unofficial Settings

It is also appropriate that council members recognize that as elected officials their conversations when out in public will be overheard. Members of the council should take care to be aware of what they say in public, and to differentiate between personal opinion and the opinion of council as a whole, whether in private or public conversations. This also pertains to any social media posts made by Council members.

These guidelines shall be modified and adopted by a majority of council as needed.

APPENDIX A

BOARDS AND COMMISSION PROCEDURES FOR ~~VACANCIES~~ APPOINTING MEMBERS

1. City staff liaisons to particular city boards or commissions should notify the City Manager or City Manger's designee ("Designee") when positions on boards and commissions become vacant.

2. Vacant positions of city boards or commissions should be advertised by the Designee for one (1) month unless otherwise specified by council as follows:

Website;
Public Access Channel;
Laramie Daily Boomerang;
Posted at City Hall; and
Other available electronic notification forms.

3. The Designee will notify standing members of city boards or commissions regarding the expiration date of their term at least one (1) month in advance of the expiration of their appointment and inform them of the period during which they may reapply for their position.

4. Applications should be made available to interested applicants from the Designee, or may be downloaded from the city's website, and should be submitted to the Designee.

5. The Designee will refer the names of the applicants to the city clerk to be placed on city council's agenda.

6. A minimum of three (3) members of council will interview applicants or incumbents for the Planning Commission and the Parks, Tree and Recreation Board. A minimum of two (2) members of council will interview applicants or incumbents for the remaining boards and commissions, who will make recommendations to the full council at the next regular meeting. Normally, the interviewing members of council will include the liaison to the board or commission. Incumbents who are reapplying to a city board or commission will not be interviewed unless there are additional applicants for such city board or commission or upon the request of a council member for an interview to re-appoint the incumbent applicant. In such case, all applicants and the incumbent will be interviewed. The entire council will then vote at the regular meeting to select members for city boards or commissions from the list of applicants who have been interviewed.

7. Following appointment by the council, a list of appointees will be forwarded to the Designee who will contact new appointees notifying them of their appointment, meeting times and dates, and contact information for the board's/commission's staff liaison.

8. Positions of leadership on a given city board or commission will be decided within the city board or commission, unless otherwise specified by the city council.

9. During the formation of a city board or commission, council should give that body a written set of expectations and/or goals based upon requirements as outlined in the Laramie Municipal Code.

10. Emeritus Members.

A. The Emeritus designation is an honorary title given to commission/board members who are recognized for their distinguished service and contributions. Emeritus status further defined:

- i. **Honor and Recognition.** It acknowledges the individual's achievements and long-standing commitment to the City of Laramie.
- ii. **Continued Association.** It allows the person to maintain a formal connection without the responsibilities of their previous role. For example, they may still advise on projects, mentor others, and represent the organization in approved capacities.
 - a. Shall be added to calendar invites for upcoming meetings.
- iii. **Preserve Institutional Knowledge.** Emeritus individuals often serve as valuable resources for historical context, expertise, and guidance.
- iv. **Symbol of Prestige.** It signals respect and appreciation by showing that the City of Laramie values the contributions made by the individual over time.

B. Process for Selection:

- i. A council liaison to a board/commission may nominate an individual for Emeritus Designation in the event that the individual either retires or is replaced by a new member.
- ii. A nominee should have served at least two (2) terms or be recognized for distinguished service to the board/commission and be a resident of Laramie.
- iii. Council liaison will present the nomination to City Council and nomination must be confirmed by resolution and a majority vote of the Council.
- iv. Nominee will be recognized as Emeritus by Council in a public meeting.

APPENDIX B

CITY OF LARAMIE, WYOMING COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE LARAMIE CITY COUNCIL

The city council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on each side of the rostrum.

The council meets the first and third Tuesday of each month at 6:30 p.m. in the Council Chambers with a pre-meeting at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meeting, and holds public hearings or work sessions as needed, typically during the second and fourth Tuesday of each month at 6:00 p.m., as well as other meeting dates when required.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be picked up in the city clerk's office without charge or downloaded from the city's website at www.cityoflaramie.org.

COPIES OF AGENDA ITEMS

Agenda items may be downloaded from the city's website at www.cityoflaramie.org. Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

PUBLIC PARTICIPATION

The council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council.

In person: You may stand or raise your hand until recognized by the mayor or presiding officer. Please step to the lectern and microphone when addressing the council.

Via web conference: Press the "raise hand" button or equivalent on the web conference platform during appropriate public comment periods.

IDENTITY OF SPEAKERS

The chair will ask each speaker to write the speaker's name on a sign-up sheet so they are correctly recorded in the minutes. The chair will ask each speaker to state the speaker's first and last name and whether the speaker resides in the city to introduce themselves before speaking.

PROCLAMATIONS

To request a proclamation at a regular City Council meeting requests must be submitted to the City Clerk fourteen (14) days prior to the date of the council meeting you are requesting the presentation. Proclamations must be non-partisan and pertain to local civic causes or issues. A requestor must: submit the proclamation with title fourteen (14) days before the date of the council meeting; state the date requested for the proclamation to be read; format the proclamation as one legal size page in Word; provide the names of attendees at the meeting who will accept the proclamation; and attend the meeting to receive the proclamation. Upon receipt, the City Clerk will email requests to be reviewed by City Council and notice of the date to be read will be emailed to the person submitting the request upon approval of placement on the agenda.

SPECIAL PRESENTATIONS

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a council meeting. Arrangements must be made in advance with the city clerk at least one (1) week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special presentations during the course of a meeting will only be allowed with the prior approval of the council.

WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for the official city records. If any person intends to appear before the council and provide it with written material, it should be delivered to the city clerk's office six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

If written material is provided to the council at the meeting, it may affect the council's consideration of the matter. Therefore, the council will determine whether or not to continue the matter to a later date in order that it will have time to consider the written material.

DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city manager's office at least twenty-four (24) hours in advance of a meeting. The city manager's office may be reached at 721-5226. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable listening device by requesting one from the city clerk. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city clerk's office within seven (7) days prior to the date of the meeting.

MICROPHONES

City council meetings are recorded and/or televised when held in the council chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

TIME LIMIT

Each member of the audience speaking to the council shall limit their presentation to no more than three (3) minutes, unless the time is waived by the council on any specific item. A speaker may not defer the speaker's time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments.

ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

HEARINGS

Any member of the audience may speak on items scheduled for hearing at the time the mayor declares the hearing open to the audience. Council members will disclose any communications with any individual or party in which they were involved prior to any hearing that is quasi-judicial in nature.

REGULAR AGENDA

All items listed under the regular agenda are in the order which require council action at this meeting. The items will be considered in the order set during the meeting. Any person may speak on items listed on the regular agenda if recognized by the chair.

PUBLIC COMMENTS

A member of the general public may address the council at every meeting of the city council.

1. When specific topics have been scheduled for work session discussion, the mayor or presiding officer may specifically request or invite members of the public who may have a special interest, involvement, information or expertise of the topic to address the council.
2. Members of the public may also address council on specific topics scheduled for consideration. The chair will call for comments from the public at the appropriate time as per the established agenda for the meeting.
3. When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members should not engage in inter-council discussions. On its own initiative or in response to questions posed by such

person, council members may [request that the Mayor provide direction to City staff, invited guests or consultants, or relevant council members to provide factual clarifying information](#) ~~ask questions for clarification, provide a reference to staff or other resources for factual information,~~ or request staff to report back at a subsequent meeting.

REPORTS AND COMMUNICATIONS

Staff reports and communication items are being provided to the council primarily for information. Accordingly, these matters will not be discussed unless a member of the council or general public requests such discussion. However, no action shall be taken on these matters unless the matter is included as an action item at a subsequent meeting and included on the posted agenda as such.

EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

TIME LIMIT OF MEETINGS (referenced in 2.09)

No additional agenda item will be introduced at a regular city council meeting after the hour of 9:30 p.m. unless the majority of the city council members present vote to extend the meeting. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council may adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda.

When an executive session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 p.m.


MINUTES

Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website at www.cityoflaramie.org.

APPENDIX C

GUIDELINES FOR ADDRESSING THE COUNCIL

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Presentations concerning agenda items will be heard only upon approval by the chair.
3. An individual wishing to address the council should approach the lectern or raise their hand via web conferencing; wait to be acknowledged by the chair to speak, and clearly state the speaker's name and whether the speaker resides in the city before making general remarks.
4. All remarks should be directed to the chair. The chair may wish to refer any questions to the proper council member or to city staff.
5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.
6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the three (3) minute time limit when speaking. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.
7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give written comments should submit a completed card to the city clerk.
8. To maintain order, applause or other unnecessary disturbances are discouraged.
9. Petitions should be presented to the city clerk.
10. Members of the audience are encouraged to speak before the council but they cannot make motions or otherwise participate in the meeting.

	<p>Agenda Item: Resolution</p> <p>Title: Resolution 2026-18, Formally Waiving the Requirements Set Forth in Wyoming Statute 16-1-1001(I)(B), Wyoming Resident Contractors, for the West Laramie Lift Station Project</p>
---	--

Recommended Council MOTION:

I move to approve Resolution 2026-18, waiving the Wyoming resident contractor participation requirement for the purchase of the Smith & Loveless prefabricated lift station, or equivalent, as part of the West Laramie Lift Station Project, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

City Council Goal: Infrastructure Planning & Investment

Background:

The City of Laramie is working to design and construct the West Laramie Lift Station Project which will replace an existing, aging sewage lift station that has reached the end of its service life. The project is funded through the Clean Water State Revolving Fund and is necessary to maintain reliable sanitary sewer service and protect public health and environmental quality.

Wyoming Statute § 16-6-1001 requires that not less than 70 percent of sub-contract work, in a Construction Manager at Risk contract, be awarded to responsible Wyoming resident contractors, unless the work is specialized or more appropriately performed by out-of-state contractors. A critical element of this project is the installation of a prefabricated lift station unit that must integrate seamlessly with the City’s existing system and meet stringent performance, reliability, and operational requirements.

The project’s design is a Smith & Loveless prefabricated lift station selected based on proven compatibility with the city’s system, demonstrated performance in similar applications, and the availability of specialized technical support essential for startup and long-term operation. The prefabricated lift station represents approximately 17 percent of the total project cost. The City has determined that there are no Wyoming-based manufacturers capable of providing this equipment while meeting the project’s technical and service requirements.

Because the manufacture and supply of this equipment is specialized and cannot be reasonably sourced in-state, strict application of the resident-contractor requirement is not practicable. The proposed resolution documents the basis for waiving that requirement solely for procurement of a prefabricated lift station to ensure successful project delivery and long-term system reliability.

Legal/Statutory Authority:

Wyoming Statute § 16-6-1001
Wyoming Statute § 16-6-1001(a)(i)(E)

BUDGET/FISCAL INFORMATION:**EXPENSE**

Included in the Guaranteed Maximum Price (GMP) for the West Laramie Lift Station project.

Responsible Staff:

Brooks Webb, Public Works Director

Eric Jaap, P.E., City Engineer

Mark Hazelett, P.E., Sr. Engineer

Attachments:

Resolution 2026-18

**CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-18**

**A RESOLUTION FORMALLY WAIVING THE REQUIREMENTS SET FORTH IN WYOMING STATUTE
16-1-1001(I)(B), WYOMING RESIDENT CONTRACTORS FOR THE WEST LARAMIE MAIN LIFT
STATION PROJECT**

WHEREAS, the City of Laramie plans to construct the West Laramie Main Lift Station (Project) to replace an existing and aged sewage lift station, funded through the State of Wyoming. Wyoming Statute § 16-6-1001 requires the contractor, construction manager at risk, or design-builder to award responsible resident contractors not less than seventy percent (70%) of the work covered under the contract unless the work to be performed is specialized or of such a scale that can be more suitably performed by out of state contractors; and

WHEREAS, the West Laramie Main Lift Station Project requires installation of a pre-fabricated lift station unit that is fully compatible with the City's existing system and meets stringent performance and reliability requirements necessary for safe and continuous sanitary conveyance and operation; and

WHEREAS, Smith & Loveless, Inc. served as the basis of design based on demonstrated compatibility with the City's existing system, proven performance and reliability in similar installations, and the availability of essential follow-on service and technical support that are critical to successful implementation, startup, and long-term operation of this facility; and

WHEREAS, the purchase of the pre-fabricated lift station represents approximately 17% of the total contract funding for the Project. There are no pre-fabricated lift station manufacturers located in the State of Wyoming capable of providing a pre-fabricated lift station unit, or meeting the Project's technical, performance, and service requirements; and

WHEREAS, the manufacture and supply of this pre-fabricated lift station is specialized work that demands specific design, fabrication, and post-installation technical support. For these reasons, procuring this equipment from an out-of-state manufacturer is unavoidable; and

WHEREAS, based on the above findings, the City of Laramie finds that strict application of the resident-contractor participation requirement of Wyoming Statute § 16-6-1001 is not practicable for the procurement of the pre-fabricated lift station for the West Laramie Main Lift Station Project.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That the Laramie City Council hereby approves and grants a waiver of the resident-contractor participation requirement pursuant to W.S. § 16-6-1001 for the purchase of the Smith & Loveless pre-fabricated lift station, or equivalent, as part of the West Laramie Main Lift Station project. This waiver is necessary to ensure the Project's successful completion, implementation, startup, and reliable long-term operation. This waiver is hereby granted for all items procured from Smith & Loveless, or an equivalent manufacturer, for the West Laramie Main Lift Station Project.

BE IT FUTHER RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:


Section 2. That this resolution shall be provided to the Governor of the State of Wyoming as required by Wyoming Statute 16-6-1001(a)(i)(E) and published on a website maintained by the state construction department, including a statement of the grounds of the waiver.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2026.

Sharon Cumbie, Mayor and President
of the Laramie City Council

Attest:

Nancy Bartholomew, CMC,
City Clerk

	<p>Agenda Item: Resolution</p> <p>Title: Resolution 2026-19, A Resolution Appointing One Member to the Laramie Advisory Commission on Disabilities</p>
---	--

Recommended Council Motion:

I move that Laramie City Council approve Resolution 2026-19, appointing JoCarol Ropp to the Laramie Advisory Commission on Disabilities for term expiring October 31, 2027 and authorize the Mayor and Clerk to sign.

Administrative or Policy Goal:

To benefit from citizen representation on the Laramie Advisory Commission on Disabilities.

Background:

The Laramie Advisory Commission on Disabilities acts in an advisory capacity to the City Council on all matters respecting persons who have a disability, and to advise the city administration and City Council on issues regarding persons with disabilities in the community.

Advertised	Dec. 18, 20, 24, 26; January 3, 7, 9,15, 22, 24, 28, and 30
------------	---

Legal/Statutory Authority:

Laramie Municipal Code 2.52

Responsible Staff:

Patti Russell, Human Resources Director, Email: prussell@cityoflaramie.org, Phone: 307-721-5229

Attachments:

Resolution 2026-19

**CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-19**

**A RESOLUTION APPOINTING ONE MEMBER TO THE
LARAMIE ADVISORY COMMISSION ON DISABILITIES**

WHEREAS, Council for the City of Laramie, Wyoming (City) created the Laramie Advisory Commission on Disabilities (LACD) pursuant to Section 2.52.010 of the Laramie Municipal Code to consist of nine (9) members who are appointed by the City Council for a term of three (3) years; and

WHEREAS, Michelle Blakley has resigned from the Commission, creating one vacancy on LACD; and

WHEREAS, one applicant was successfully interviewed by the LACD Council liaison and one Council Representative; and

WHEREAS, this vacancy exists on the Laramie Advisory Commission on Disabilities, pursuant to Section 2.52.010 of the Laramie Municipal Code, City Council shall fill the vacancy.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2. That, City Council appoints JoCarol Ropp (eligibility requirement no disability) to the Laramie Advisory Commission on Disabilities with a term expiring October 31, 2027.

Section 3. That this resolution is effective upon passage and approval.

PASSED, APPROVED, AND ADOPTED this 17th day of February 2026.

Sharon Cumbie, Mayor and President of the
Laramie City Council

Attest:

Nancy Bartholomew, CMC
City Clerk

	<p>Agenda Item: Contract</p> <p>Title: Award of Contract for the Purchase of Six Hundred (600) Water Meters for the Meter Replacement Program</p>
---	---

Recommended Council MOTION:

I move to Award the Contract for the Purchase of Six Hundred (600) Water Meters for the Meter Replacement Program to Metron Farnier, Inc. for an amount not to exceed two hundred thirty-two thousand two hundred dollars (\$232,200.00) and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Implement cloud-based smart water meters citywide to improve efficiency and reduce labor, shipping, and material costs.

Background:

The Utilities Water Division has approved funding in the FY26 budget for ongoing meter replacement and maintenance programs in the Operations and Maintenance Budget. This program was approved to enrich the meter reading program, improve customer leak response time and enhance performance of the municipal water system. The S30DB ¾” meter with VN-LTE read technology is a smart meter which reads in the Cloud providing up to date customer consumption information, allows staff to detect leaks sooner, and can determine if a meter repair or maintenance needs to be completed. The Cloud-read meters do not require drive-by reading as the older style meters. The change out in the Laramie system is approximately fifty-five percent (55%) Cloud read meters and forty-five percent (45%) drive-by radio read meters, which are read monthly.

The Utilities Meter budget has included this funding for several years. Typically, meters are ordered month-by-month in correlation to meter maintenance and replacement needs which average one hundred (100) ¾-inch meters per month. Each order is shipped from Metron Farnier with shipping fees of \$225.00 on average per month. Staff is requesting to order a six-month supply of ¾-inch meters to continue with the meter change out project and by ordering in bulk, Metron Farnier will deliver the meters with no shipping or delivery charge. Estimated savings will be \$1,350.00 in shipping fees. Having more meters in will allow staff to move forward quicker with meter change outs.

In the future, after the completion of the meter change out to smart meters and the Utility Billing software conversion scheduled for early 2027, customers will be able to access their meter accounts and program criteria receiving notifications, leak detection information and monitoring of their consumptive use. The project will also save 32 staff hours per month on drive-by reads.

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Utility Meter Fund	\$745,000.00	User Fees
Grants for Projects		
Loans on Project		
Other		
Total	\$745,000.00	

EXPENSE

Proposed Project Cost

Project Budget	Amount	Funds
Project Cost	\$232,200.00	Utility Fund- Water Meters 5170300-425610
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$232,200.00	
Contingency 0%	\$0.00	
Total Amount	\$232,200.00	

Amount spent to date (approved and adopted by Council)

Budget	Amount	Funds
Total Budget Allocation	\$745,000.00	Utility Fund- Water Meters 5170300-425610
Less Amount Spent to Date	\$404,573.00	
Remainder of Budget	\$340,427.00	

Responsible Staff:Brooks Webb, Public Works Director, bwebb@cityoflarame.orgShawn Klein, Public Works Deputy Director, sgarcia@cityoflarame.orgScott Palm, Utility Superintendent, spalm@cityoflarame.org

Attachments:

Metron Contract 600 meters

CITY OF LARAMIE, WYOMING

BID FORM/CONTRACT

**AWARD OF CONTRACT FOR THE PURCHASE OF 600 S30DB 3/4 INCH
SMART METERS WITH VN-LTE READ TECHNOLOGY**

Public Works Department

To: The Mayor and City Council
City of Laramie
406 Iverson Avenue
P.O. Box C
Laramie, Wyoming 82073

The undersigned bidder, having examined the Specifications for the materials and/or equipment hereto attached or referenced, together with any and all Addenda thereto, and being acquainted with and fully understanding the requirements, stipulations, provisions, and conditions thereof, proposes and agrees to enter into and perform this Contract and to furnish the materials and/or equipment therein set forth in strict accordance with the Specifications for the following prices shown.

Description: S30DB 3/4 inch smart with VN-LTE read technology	Unit Cost: \$387.00
Total Cost: \$232,200	

AWARD OF CONTRACT FOR 600 S30DB 3/4 INCH SMART METERS WITH VN-LTE READ TECHNOLOGY.....	\$232,200
---	------------------

If awarded the Contract, the undersigned hereby agrees to furnish the necessary performance guarantee within thirty (30) days of receipt of the Notice of Award of said Contract, and to furnish and deliver all items, or render service as required, at the price set opposite each item within 30 calendar days from receipt of order on February 17th, 2026.

The undersigned has checked carefully all the above figures and understands that the City will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned agrees that the City has the right to hold all bids received for a period of thirty (30) days after date of opening thereof.

The City of Laramie reserves the right to reject any and/or all bids; to waive any irregularity in the bids; and, unless otherwise specified by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern.

Name of Bidder: Metron Farnier, Inc.


By: Matt Kosorok

Title: Vice President of Enterprise Solutions

Address: 5665 Airport Blvd.

Boulder, Colorado 80301

Phone: (800) 7-METRON

Signature 

Dated this 30TH day of JANUARY, 2026.

This Bid Form/Contract is hereby accepted and approved by the City of Laramie,
Wyoming.

BY: _____
Sharon Cumbie, Mayor and President of the
Laramie City Council

Attest:

Nancy Bartholomew, City Clerk

Metron-Farnier

Smart Water Meters & Systems



Quotation

Date: 1/30/2026

To: Laramie, WY

Attn:

Phone:

Item	Quantity	Description	Unit	Total
	600	S30DB w/VN 12' Paddle	\$387	\$232,200

10 Year Prepaid Connectivity
Billing Integration included
ZERO hidden fees


Quoted by: Kevin Kosorok

Terms & Conditions:

1. Prices are F.O.B. Boulder, CO
2. State and Local Sales Tax Not Included
3. Payment: Net 30 Days

Address Purchase Order To:

METRON-FARNIER, INC.
5665 Airport Blvd.
Boulder, CO 80301
Phone: (800) 7-METRON
Fax: (303)449-1464

	<p>Agenda Item: Licensing</p> <p>Title: Transfer of Retail Liquor License #12 from AB Laramie LLC to Big D Oil Company dba Big D #27 Located at 2901 Grand Avenue</p>
---	---

Recommended Council Motion:

I move that the Laramie City Council approve the transfer of Retail Liquor License #12 from AB Laramie LLC to Big D Oil Company dba Big D Oil #27 located at 2901 Grand Avenue for a license year of February 18, 2026 to May 7, 2026, contingent upon the completion of sale and will remain non-operational until construction has been completed with issued permits.

Administrative or Policy Goal:

To process liquor license application in accordance with Wyoming State Statutes Title 12 and Laramie Municipal Code 5.09.

Background:

An application to transfer Retail Liquor License #12 from AB Laramie LLC dba Applebee’s to Big D Oil Company dba Big D #27 located at 2901 Grand Avenue, was filed in the City Clerk’s Office on January 21, 2026. The application has been reviewed for completeness by the City Clerk’s Office and appropriate divisions.

The application documentation presented appears to be complete. Advertisement was submitted to the local newspaper for publication. The Wyoming Liquor Division received the application ten days before the review date by Council in accordance with Wyoming State Statutes W.S. 12-4-104(d).

Advertised	January 28, 2026 and February 4, 2026
Public Hearing (PH) Held	February 17, 2026

Legal/Statutory Authority:

Wyoming State Statutes Title 12 and Laramie Municipal Code 5.09.

Responsible Staff:

Nancy Bartholomew, City Clerk, Email: nancyb@cityoflaramie.org, Phone: 307-721-5233

Attachments:

12 Big D Oil Company LL App 2-17-26

NEW OR RENEWAL LIQUOR LICENSE OR PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Transf. from:		
1 st Reviewer:		/ /
2 nd Reviewer:		/ /

CLERK SECTION: Completed by City / Town / County Clerk		Local License # <u>12</u>
Filing In Jurisdiction: <input checked="" type="checkbox"/> CITY or TOWN OF: <u>Laramie</u> <input type="checkbox"/> COUNTY OF: _____		Date filed with clerk: <u>1, 21, 26</u> Advertising Dates: (Minimum 2 Consecutive Weeks Prior to Hearing) <u>1, 29, 26 & 2, 3, 26</u> Public Hearing Date: <u>2, 17, 26</u> Publishing Fee: \$ <u>billed by paper</u> Publishing Fee Direct Billed to Applicant: <input type="checkbox"/>
Fees Annual License Fee: \$ <u>15</u> Prorated License Fee: \$ _____ Transfer Fee: \$ <u>100.00</u>		License Term: <u>02, 18, 26</u> Through <u>05, 07, 26</u> <small>Month Day Year Month Day Year</small>
LICENSING AUTHORITY CLERK: BEGIN ADVERTISING PROMPTLY! PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHEMENTS TO THE DIVISION. NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.		
SECTION 1: APPLICANT & LOCATION INFORMATION		
Applicant (Business Name): <u>Big D Oil Company</u> Doing Business As (DBA) / Trade Name: <u>Big D #27</u> Building to be licensed / Building Address: <u>2901 E Grand Ave</u> <small>(Address Number, and Suite or Unit Number, and Street or Road Name)</small> <u>Laramie WY 82070 Albany</u> <small>City State Zip County</small> Local Mailing Address: <u>PO Box 1378</u> <small>(Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)</small> <u>Rapid City SD 57709 Pennington</u> <small>City State Zip County</small> Business Telephone Number: <u>(605) 342-6777</u> Fax Number: _____ Business E-Mail Address: <u>bigdchevyane1@gmail.com</u> Business Primary Contact: <u>Clyde Meade</u> <small>First Name Last Name</small>		
SECTION 2: FILING AS (CHOOSE ONLY ONE)		
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> LLLP <input type="checkbox"/> LLC <input type="checkbox"/> LC <input checked="" type="checkbox"/> CORPORATION (INC) <input type="checkbox"/> NON-PROFIT CORPORATION (NCORP) <input type="checkbox"/> POLITICAL SUBDIVISION <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____		
SECTION 3: FILING FOR (CHOOSE ONLY ONE)		
<input checked="" type="checkbox"/> NEW LICENSE OR PERMIT <input type="checkbox"/> RENEWAL OF LICENSE OR PERMIT <input checked="" type="checkbox"/> TRANSFER OF LOCATION <input type="checkbox"/> TRANSFER OF OWNERSHIP* <input checked="" type="checkbox"/> TRANSFER OF OWNERSHIP* and LOCATION *For a Transfer of Ownership: Attach a Form of Assignment Formerly Held by: <u>AB Laramie WY LLC</u>		
SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)		
(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales <input checked="" type="checkbox"/> RETAIL LIQUOR LICENSE <input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT <input type="checkbox"/> MICROBREWERY PERMIT <input type="checkbox"/> WINERY PERMIT <input type="checkbox"/> WINERY SATELLITE PERMIT <input type="checkbox"/> MANUFACTURER SATELLITE PERMIT (i) Primary Business Type (CHOOSE ONLY ONE) (W.S. 12-6-101(c)(vi)) <input type="checkbox"/> ON-PREMISE: BAR <input checked="" type="checkbox"/> OFF-PREMISE: PACKAGE STORE <input type="checkbox"/> ON & OFF PREMISE: BAR & PACKAGE STORE (b) Licenses and Permits Authorized for ONLY On-Premise Sales <input type="checkbox"/> RESTAURANT LIQUOR LICENSE <input type="checkbox"/> BAR AND GRILL LIQUOR LICENSE <input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT <input type="checkbox"/> RESORT LIQUOR LICENSE <input type="checkbox"/> RESORT HOTEL LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE-SKI RESORT LIMITED RETAIL LIQUOR LICENSE (CLUB) <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> SOCIAL CLUB		
SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)		
<input type="checkbox"/> COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) <input type="checkbox"/> GOLF CLUB (W.S. 12-5-201(f)) <input type="checkbox"/> GUEST RANCH (W.S. 12-5-201(f)) <input type="checkbox"/> Other: _____		
SECTION 6: OPERATIONAL STATUS (W.S. 12-1-101(a)(iii) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspections		
<input type="checkbox"/> SEASONAL MONTHS OF OPERATION: from <u>6am</u> to <u>10pm</u> <input checked="" type="checkbox"/> All Year (Jan-Dec) <input type="checkbox"/> NON-OPERATIONAL / PARKED DAYS OF WEEK OF OPERATION: from <u>6am</u> to <u>10pm</u> <input checked="" type="checkbox"/> Every Day (Mon-Sun) HOURS OF OPERATION: from <u>6am</u> to <u>10pm</u> <input type="checkbox"/> 24 Hours a Day		

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant OWNS the licensed building. YES (own)
- (b) The Applicant LEASES the licensed building. YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i) The lease term expiration date is: ____/____/____; or, Does not expire / Automatically Renews.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit.

- (ii) The lease term information is located on page(s) _____ paragraph(s) _____.
- (iii) Sales provision for alcoholic or malt beverages: located, on page(s) _____ paragraph(s) _____.

Note: The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES**.

- (c) RENEWAL ONLY: The lease is current and on file with the Licensing Authority. YES NO
- (i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO
- (b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection therewith.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-4-401, 12-4-402, 12-4-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was YES to any of the above questions, attach a written explanation and copies of any documents in connection therewith.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE

4. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- (i) If YES, is a copy of the food and beverage contract or lease attached? YES NO
- (ii) RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority. YES NO
- (iii) If NO to (a) (i), attach a copy of the current contract or subcontract.

5. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

6. RESTAURANT LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-407(a) / W.S. 12-4-408

- | | | | |
|---|------------------------|----------|---------|
| (a) Gross sales figures and percentages of income derived from: | (Line 1) Liquor Sales: | \$ _____ | (____)% |
| | (Line 2) Food Sales: | \$ _____ | (____)% |
| (Line 1 + Line 2 must = Line 3) | (Line 3) Gross Sales: | \$ _____ | (____)% |

7. BAR AND GRILL LICENSE LIQUOR LICENSE-RENEWAL ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(b)(i)(b)

- | | | | |
|---|-------------------------------|----------|---------|
| (a) Gross sales figures and percentages of income derived from: | (Line 1) Liquor Sales: | \$ _____ | (____)% |
| | (Line 2) Food Sales: | \$ _____ | (____)% |
| | (Line 3) Entertainment Sales: | \$ _____ | (____)% |
| (Line 1 + Line 2 + Line 3 must = Line 4) | (Line 4) Gross Sales: | \$ _____ | (____)% |

8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- (f) If YES to (e), attach a copy of the contract or subcontract.
- (ii) RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority. YES NO
- (iii) If NO to (e) (ii), attach a copy of the current contract or subcontract.

9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405

Does the resort hotel:

- (a) Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i) YES NO
- (b) Include a full-service restaurant? W.S. 12-4-416(b)(ii) YES NO
- (c) Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii) YES NO
- (d) Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv) YES NO
- (e) Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v) YES NO
- (f) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- (g) If YES to (f), attach a copy of the contract or subcontract.
- (ii) RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority. YES NO
- (iii) If NO to (f) (ii), attach a copy of the current contract or subcontract.

10. MICROBREWERY PERMIT:

WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler? YES NO
If YES to (a); contact the Wyoming Liquor Division for further information.
- RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(ix)(x)
- (b) Malt Beverage Production
Minimum barrel production required for the current license term: 50.00
(i) Barrels produced to date for the current license term: _____
(ii) Variance: _____
- (c) Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) by the end of the current license term as required by law? YES NO
- (d) If NO to (c), attach a written explanation.

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(ii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
- (i) Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
- (ii) If YES, is a copy of the food and beverage contract or lease attached? YES NO
- (iii) RENEWAL ONLY: The contract or subcontract is current and on file with the Licensing Authority. YES NO
- (iv) If NO to (c) (iii), attach a copy of the current contract or subcontract.

14. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(i)(E) / W.S. 12-4-301(b)

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
 - (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
 - (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
 - (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
 - (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
 - (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
 - (g) Is a true copy of the club bylaws attached to this application? YES NO
 - (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO
- (i) If YES to (h), attach a copy of the Petition(s).

15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(i) & (ii)

Each individual, partner or officer (as applicable) listed below must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)

- (a) Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws? YES NO NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member listed below must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
Donald Policky				32	100%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED ATTACHMENTS:

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- If Filing For a Transfer of Ownership: Attach a form of assignment from the current licensee assigning the current license or permit to the new Applicant. W.S. 12-4-601(b).
- A copy of any lease agreement(s). W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- If filing for a Limited Retail Liquor License, operating as a Golf Club or Social Club, attach a copy of the club's bylaws including membership criteria. W.S. 12-4-301(c)
- If filing for a Microbrewery Permit or Winery Permit: Attach a copy of the approved Federal TTB Permit.
- If a current licensee is filing for a new, different license or permit: Attach a statement indicating the status of the current license or permit if the new license or permit is approved.

FILING FOR: RENEWAL

- A copy of any new or updated lease agreement(s) if not currently on file with the Licensing Authority. W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: Attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement if the agreement on file with the Licensing Authority is not current. W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)

OATH OR VERIFICATION W.S. 12-4-102(b)

Requires signatures by:

ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or ONE (1) Officer or Director, or Member of an Organization or Association.

Any individual who signs the application must also be listed on Question 15 or Question 16 as applicable or additional documentation must be provided confirming legal authority to sign the application on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF SOUTH DAKOTA)
 COUNTY OF Pennington)) ss

Signed and sworn to before me on this 9th day of January, 2026 that the facts alleged in the foregoing instrument are true by the following

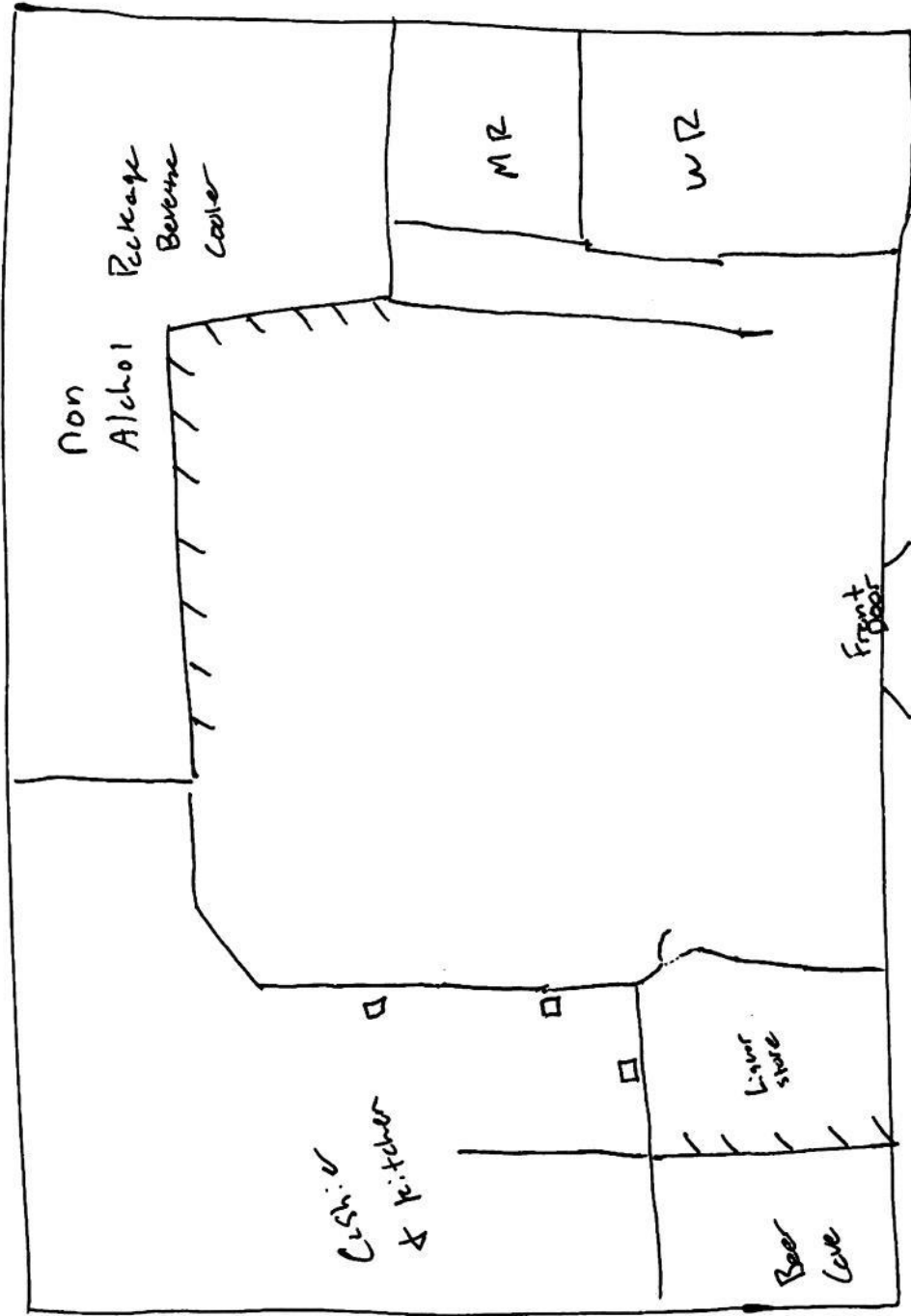
1)	<u>[Signature]</u> (Signature)	<u>Don Polidky</u> (Printed Name)	<u>President</u> Title
2)	_____ (Signature)	_____ (Printed Name)	_____ Title
3)	_____ (Signature)	_____ (Printed Name)	_____ Title
4)	_____ (Signature)	_____ (Printed Name)	_____ Title
5)	_____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal: [Signature]
 Signature of Notary Public

(SEAL)



My commission expires 12/4/29



- Remove car wash, Expand Building interior
- ~~the~~ Liquor Store to have dedicated interior Entrance + dedicated POS.
- Similar to Big D in wright, cheyenne, casper, Gillette



KRS
KRS DESIGN GROUP
1000 N. 10TH ST. SUITE 100
CASPERS, WY 82401
406.231.1234

CLIENT / PROJECT
BIG D OIL — CASPER, WY — INTERIOR DESIGN

RSB — ENTRY TO LEFT OF STORE

02.28.2024 09

December 9, 2025

Re: AB Laramie WY, LLC dba Applebee's Neighborhood Grill & Bar


Dear City Council:

I Craig Hannay, Managing Member/President of AB Laramie WY, LLC dba Applebee's Neighborhood Grill & Bar authorize the transfer of liquor license #RTL-12 from AB Laramie WY, LLC dba Applebee's Neighborhood Grill & Bar to Big D Oil Company dba Big D #27 upon the approval of your Council.

Thank you in advance,

A handwritten signature in black ink, appearing to read 'Craig Hannay', written over a horizontal line.

Craig Hannay, Managing Member
AB Gillette WY, LLC

	<p>Agenda Item: Resolution</p> <p>Title: Resolution 2026-20, Supporting the Submittal of an Application to the Wyoming Department of Agriculture for a 2026 Emergency Insect Management Program Grant</p>
---	---

Recommended Council MOTION:

I move that the City Council approve Resolution 2026-20, supporting the submittal of an application to the Wyoming Department of Agriculture for a 2026 Emergency Insect Management Program Grant in the amount of \$45,940.00 to support the City of Laramie’s Mosquito Control, and authorize the Mayor and Clerk to sign.

Administrative or Policy Goal:

Departmental Goals: Community Safety, Implementation of West Nile Virus Prevention Plan, Additional Fiscal Stability of the Mosquito Control Program.

Background:

Annually, the Wyoming Dept. of Agriculture provides for Emergency Insect Management Program Grants to mitigate the effects of West Nile Virus in Wyoming. This grant requires a 50/50 match from the City. The Wyoming Department of Agriculture allows use of the approved budget for Mosquito control operations as the match for this grant. Funding is restricted to items that are directly tied to the control of vector mosquitoes for the prevention of disease.

2026 Emergency Insect Management Funding Request

- 1. Supplies-** Grant funding will be used to conduct West Nile Virus testing in lab via RAMP testing. Based on last year’s numbers, we are requesting two kits. **Total RAMP Testing Kits = \$4,000**
- 2. Pesticides -** Grant funding will be used to purchase Zenivex E4 insecticide for late season residential fogging. to purchase Controlled Release Granular BTI Larvicide for late season. **Total Chemicals = \$41,940**

Legal/Statutory Authority:

N/A

Budget Information:

The required \$45,940.00 matching funds are already included in the Mosquito Control budget, so if awarded, there is no additional budget impact.

Responsible Staff:

Scott Hunter, Parks Manager- 721-5257, Shunter@cityoflaramie.org
Michael Bork, Parks, Recreation, and Public Services Director – 721-5260, mbork@cityoflaramie.org

Attachments:

Resolution 2026-20 EIMG Grant Submission

**CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-20**

**A RESOLUTION SUPPORTING THE SUBMITTAL OF AN APPLICATION
TO THE WYOMING DEPARTMENT OF AGRICULTURE FOR A
2026 EMERGENCY INSECT MANAGEMENT PROGRAM GRANT**

WHEREAS, the 2003 Wyoming State Legislature passed the *Emergency Insect Management Program Act* to provide supplemental funding to state agencies and cities, towns, counties, weed and pest districts, and other special districts to help manage emergency outbreaks of insect pests and insect vectors of disease for the protection of human health and safety, animal health including livestock and wildlife, and agriculture and natural resources; and

WHEREAS, the City of Laramie, through its Mosquito Control Program and its West Nile Prevention Plan, will support the goals of the Emergency Management Program locally; and

WHEREAS, grant funds are needed for safety supplies, aerial application, surveillance supplies, and chemicals so that the City of Laramie can provide essential mosquito monitoring and control services in the local control area; and

WHEREAS, funding received through this grant has significantly reduced the risk of mosquito vectored illnesses for Laramie citizens; and

WHEREAS, matching funds totaling \$45,940.00 will be provided through the Mosquito Control budget.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

SECTION 1. That foregoing all recitals are incorporated in and made part of this resolution by this reference.

SECTION 2. That the City Council supports the filing of an application to the Wyoming Department of Agriculture for a 2026 Emergency Insect Management Program Grant in an amount not to exceed **\$45,940.00** for the support of the City of Laramie's Mosquito Control Program and implementation of the City of Laramie West Nile Virus Prevention Plan.

PASSED, APPROVED, AND ADOPTED this 17th day of February 2026.

Sharon Cumbie Mayor and President
of the Laramie City Council

Attest:

Nancy Bartholomew, CMC
City Clerk

	<p>Agenda Item: Resolution</p> <p>Title: Resolution 2026-21, Designating Recreation Project Request Priorities to the Albany County Recreation Board for Funding Consideration in Fiscal Year 2027</p>
---	--

Recommended Council MOTION:

I move that the Laramie City Council approve Resolution 2026-21 designating recreation project request priorities to the Albany County Recreation Board for funding consideration in the amount of \$372,273.45 for Fiscal Year 2027 and authorize the Mayor and Clerk to sign.

Administrative or Policy Goal:

Department Objectives: Provide quality parks and recreation opportunities for residents and visitors to the City. Develop infrastructure to enhance existing parks, recreational facilities, programs and amenities for the residents and visitors to the City.

Background:

The Albany County Recreation Board (ACRB) consists of five members appointed by the Albany County School District. The Board’s primary source of funding is the one mill recreation levy imposed by the School District. As specified in the by-laws, the ACRB will receive proposals for recreation projects, which may include facilities, construction, programs, maintenance and operation, and equipment, to be funded by the ACRB. The ACRB will only receive proposals from the City of Laramie, Albany County, Town of Rock River, and Albany County School District. The ACRB will not allocate funds to non-governmental organizations.

The School Board has discretion whether to levy the recreation mill each year. The ACRB cannot obligate recreation mill funds beyond the current fiscal year. Proposals concerning capital projects with expenditures beyond one fiscal year may be funded if the sponsor shows the ACRB that the sponsor has made provision to finance the projects if the mill levy is not renewed and/or the following fiscal year’s expenditure is not subsequently approved by the ACRB.

The City prepared an online grant application process along with a legal notice in the Laramie Boomerang to solicit grant requests from non-profit community recreation organizations and clubs that provide recreation programs and facilities in partnerships with the City of Laramie.

This year there were eighteen (18) ACRB grant request proposals received from community recreation providers/organizations, with a total of \$414,650.45. After deliberation, the Parks, Tree, and Recreation Advisory Board recommend funding fifteen (15) requests, at a funding level of \$372,273.45.

Resolution 2026-21 lists the ACRB grant requests in order of funding priority based upon the presentations by organization representatives to the Parks, Tree & Recreation Advisory Board at the Regular Meeting held on January 14, 2026 and a priority/allocation list developed by the same board at a Special Meeting held on February 11, 2026.

Per our agreement, the grant requests must be submitted to the Albany County Recreation Board by March 1, 2026, for funding consideration for fiscal year 2027.

Legal/Statutory Authority:

N/A

Budget Information:

If all the recommended projects are approved by the Albany County Recreation Board, the total award amount would be added to individual projects as indicated. Should adjustments be made to the awards list, only those projects funded at the approved amounts would have projects created.

Responsible Staff:

Michael Bork, Parks, Recreation, and Public Services Director, mbork@cityoflaramie.org, 307-721-8408

Attachments:

Resolution 2026-21 – ACRB Recommendations

**CITY OF LARAMIE, WYOMING
CITY COUNCIL: RESOLUTION 2026-21**

**A RESOLUTION DESIGNATING RECREATION PROJECT REQUEST PRIORITIES
TO THE ALBANY COUNTY RECREATION BOARD
FOR FUNDING CONSIDERATION IN FISCAL YEAR 2027**

WHEREAS, the City of Laramie, Wyoming on February 3, 2004, entered into a Memorandum of Understanding with the Albany County Recreation Board and the Friends of Community Recreation Board whereby to the extent that it may lawfully do so agrees to a commitment of a portion of the 1-mill recreation property tax up to \$100,000 in any given year for four years in exchange for the City constructing the 8-lane pool; and

WHEREAS, the Board further provided the City with a letter of consideration on November 5, 2003, to provide the City annually with \$50,000 to be used toward the maintenance and operational cost of the 8-lane pool, and the request would receive high priority for funding; and

WHEREAS, the City on September 2, 2008, approved the 5th Amendment to the Facility Use Agreement with the Albany County School District to waive the facility rental fees and admission fees for City's recreation facilities if the Albany County Recreation Board commits to pay the City \$100,000 annually to assist with the operation and maintenance costs of the City's recreation center; and

WHEREAS, the Board has requested the City to provide a recommended list of community recreation projects in order of priority for consideration of funding in Fiscal Year 2027 by March 1, 2026; and

WHEREAS, the Parks, Tree, and Recreation Advisory Board on January 14, 2026, heard presentations related to proposals requesting funding from the Albany County Recreation Board and on February 11, 2026, approved the following recreation project request priorities for consideration by the City Council for funding in fiscal year 2027.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

SECTION 1: That the foregoing recitals are incorporated in and made part of this resolution by this reference.

SECTION 2: That the City Council submits the following recreation project priorities to the Albany County Recreation Board for funding consideration in the fiscal year 2027, with a total dollar amount of \$372,273.45.

Order	Sponsor	Description	Requested Amount	Recommended Amount
1	City of Laramie	Rec Center (Cost Recovery)	\$175,000.00	\$175,000.00
2	City of Laramie	Rec Programs (Soccer Goals)	\$6,865.00	\$6,865.00
3	Downtown Clinic	Rec Center Passes	\$3,500.00	\$3,500.00
4	Youth Baseball	Balls, Hitting Nets, Screen	\$9,947.45	\$9,947.45
5	Cathedral Home	Coaches Who Care Training	\$4,129.00	\$4,129.00
6	Legion Baseball	Field Usage Fees	\$8,000.00	\$8,000.00


7	City of Laramie	Recreation Center (Cardio Equipment)	\$30,775.00	\$30,775.00
8	Skate Laramie	Capital Project Support	\$50,000.00	\$50,000.00
9	Naughty Pines Roller Derby	Safety Gear, Rental	\$7,445.00	\$7,445.00
10	Youth Football	Helmets, Pants, Pads	\$16,000.00	\$13,904.00
11	Girls Softball	Facility Fees/Equipment	\$8,108.00	\$8,108.00
12	Cowboy Kids Wrestling Club	Wrestling Mat	\$10,000.00	\$8,789.00
13	Soccer Club	Safety Padding	\$6,818.00	\$6,818.00
14	Big Brothers Big Sisters	Youth Rec Activities/Fees	\$15,000.00	\$15,000.00
15	Relative Theatrics	Play Production Expenses	\$37,486.00	\$23,993.00
16	City of Laramie	Rec Program (Adv. Kids Trailer)	\$8,077.00	\$0.00
17	Floorball Club	Facility Fees/Equipment	\$10,000.00	\$0.00
18	Fearless 6 Foundation	Outdoor Ice Rink	\$7,500.00	\$0.00
Total Requested from Albany County Recreation Board			\$414,650.45	\$372,273.45

PASSED, APPROVED, AND ADOPTED this 17th Day of February 2026.

Sharon Cumbie, Mayor and President
of the Laramie City Council

ATTEST:

Nancy Bartholomew, CMC
City Clerk

	<p>Agenda Item: Original Ordinance, First Reading</p> <p>Title: Original Ordinance No. 2117, Amending Laramie Municipal Code Chapter 2.10 Related to Board and Commission Members</p>
---	---

Recommended Council Motion:

I move that the Laramie City Council approve Original Ordinance No. 2117 on introduction and first reading, amending Laramie Municipal Code Chapter 2.10 related to board and commission members.

Administrative or Policy Goal:

To review Laramie Municipal Code to keep it current and up to date with best practices.

Background:

In reviewing Laramie Municipal Code related to the terms of board and commission members it became that no code revisions have been made to this chapter since 1986. Since 1986 the City Council has adopted many versions of creating ordinances and bylaws for new and existing boards and commissions. Some of the current terms do not align with this chapter of code. This amendment would bring language up to date with current practices and ensure that we do not have conflicts in code.

Chapter 2.10 BOARD AND COMMISSION MEMBERS

Sections:

2.10.010 Term of office—Generally.

All board and commission members appointed by the Laramie City Council shall serve terms **in accordance with the ordinance creating, and any bylaws of, the board or commission.**

Section 2. To repeal Laramie Municipal Code Section 2.10.020.

Legal/Statutory Authority:

Laramie Municipal Code Chapter 2.10 – Board and Commission Members

Responsible Staff:

Nancy Bartholomew, City Clerk, Email: nancyb@cityoflaramie.org, Phone: 307-721-5233

Attachments:

002117 LMC 2.10 Board_Commission Members

ORIGINAL ORDINANCE NO.: 2117
ENROLLED ORDINANCE NO.: ____

INTRODUCED BY: _____

AN ORDINANCE AMENDING LARAMIE MUNICIPAL CODE CHAPTER 2.10 RELATED TO BOARD AND COMMISSION MEMBERS

WHEREAS, the last revision to Laramie Municipal Code Chapter 2.10 related to board and commission members was adopted in 1986; and

WHEREAS, the city has added and removed boards and commissions since 1986; and

WHEREAS, a revision to this chapter is needed to ensure that the city is not in conflict with the new enacting legislation and bylaws for each of the existing boards and commissions.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF LARAMIE, WYOMING:

Section 1. To amend Laramie Municipal Code Chapter 2.10 to read as follows:

Chapter 2.10 BOARD AND COMMISSION MEMBERS

Sections:

2.10.010 Term of office—Generally.

~~Except for the board of health and the airport board, A~~all board and commission members appointed by the Laramie ~~C~~city ~~C~~council shall ~~henceforth~~ serve terms **in accordance with the ordinance creating, and any bylaws of, the board or commission.** ~~commencing on November 1- and ending October 31 of each year. Except for the board of health and airport board, each member's term of service shall be three years and there shall be no limit to the number of terms served except by the city council's pleasure. (Ord. 861 § 1, 1986)~~

Section 2. To repeal Laramie Municipal Code Section 2.10.020 as follows:

~~2.10.020 Term of office—Exception.~~

~~Persons serving terms on any city board or commission at the time of the adoption of the ordinance codified in this chapter shall continue to serve for their appointed term until the October 31 date immediately following the expiration of their current term, unless sooner removed by the city council.~~

Section 3. To make this ordinance effective after passage, approval, and publication of this ordinance.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2026.

Sharon Cumbie, Mayor and President of the
City Council

Attest:

Nancy Bartholomew, CMC
City Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____
Third Reading and Final Action: _____

Duly published in the *Laramie Boomerang* this ____ day of ____ 2026.

FUTURE CITY COUNCIL WORK SESSIONS 2/17/2026

Requested by Council Formal Action:

- * Redevelopment Codes (Cumbie/Newman) (March 10th)
- Establishing an Emergency Fund (Richardson/Bowling) (possibly joint with Albany County)
- * Downtown Parking with Public Input (Lockhart/Cumbie) (April 28th)

Requested by Staff:

- * Airport Operations (Amy Terrell, LRA Director) (March 10th)

* Scheduled, not held.

UPCOMING COUNCIL MEETINGS February 17, 2026

All meetings at City Hall, 406 Iverson Ave, unless noted.

February 17, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

February 24, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** Auditor's Report to City Council and FY25 Financial Summary
- 6:00 p.m. - Work Session:** Civic Cents *(tentative)*
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

March 3, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

March 10, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** Airport Operations
- 6:00 p.m. - Work Session:** Development 101
- 6:00 p.m. - Work Session:** Civic Cents *(tentative)*
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

March 16-18, 2026 - National League of Cities (NLC), Washington DC

March 17, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

March 24, 2026 - Joint Meeting with Albany County Board of Commissioners

- 5:30 p.m. - Work Session:** Public Comments on non-agenda items
- 5:30 p.m. - Work Session:** Community Partner Applications *(tentative)*
- 5:30 p.m. - Work Session:** Civic Cents *(tentative)*
- 5:30 p.m. - Work Session:** City Council Updates/Council Comments
- 5:30 p.m. - Work Session:** Agenda Review

March 31, 2026 - 5th Tuesday Open House (Location TBD)

April 7, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

April 14, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** Nedlog Property Update *(tentative)*
- 6:00 p.m. - Work Session:** Construction Season Update *(tentative)*
- 6:00 p.m. - Work Session:** Civic Cents *(tentative)*
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

UPCOMING COUNCIL MEETINGS February 17, 2026

All meetings at City Hall, 406 Iverson Ave, unless noted.

April 21, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

April 28, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** City-wide Parking Taskforce Development *(tentative)*
- 6:00 p.m. - Work Session:** Civic Cents *(tentative)*
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

May 5, 2026 - Special Election (Regular Meeting Rescheduled to May 6, 2026)

May 6, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

May 12, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

May 19, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

May 26, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** Fee for Service Agreements *(tentative)*
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

June 2, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

June 9, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review

June 16, 2026

- 6:15 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

June 23, 2026

- 6:00 p.m. - Work Session:** Public Comments on non-agenda items
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review