

# Boards and Commissions Handbook

*Rev. 3/23/2021*

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# City of Laramie

## BOARDS AND COMMISSIONS HANDBOOK

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**CITY OF LARAMIE**

City Clerk's Office

P.O. Box C

Laramie, Wyoming 82073

## **Overview**

Service on a board or commission provides residents, and elected officials, an opportunity to become involved with our community at an integral, founding level. It also informs key decisions and policymaking of the governing body. The purpose of this handbook is intended to orient incoming and returning appointed, and elected, members regarding City of Laramie Boards and Commissions.

Established by both Wyoming State Statute and local municipal ordinance, boards and commissions are a necessary component of governance of the City of Laramie. Each board or commission operates in a specialized capacity, developing recommendations and gathering information critical to issues of concern to municipal government and the community generally. Some commissions have certain policy-making capacity as well.

The City Council is represented on each board or commission, as well as ad-hoc committees, through an ex-officio or liaison member (or members) appointed during a regular Council meeting. In addition, city staff routinely participate in board and commission proceedings.

If you have questions regarding any board or commission or concerning your appointment, please contact the City Clerk's Office or the Staff liaison listed in each applicable section. Contact information is also available online at: [www.cityoflaramie.org](http://www.cityoflaramie.org), and then navigate:

See: Government ☞ Boards and Commissions ☞ (*name of specific boards, joint powers boards, commission, or ad hoc committee*).

## **CITY GOVERNMENT**

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### **Council-Manager Form of Government**

The City of Laramie utilizes the Council-Manager form of local government. This form of government combines the strong political leadership of elected council members with the professional managerial experience and education of an appointed city manager who manages day-to-day operations. In Laramie, the City Council is the governing body and is made up of nine (9) members who elect a President of Council/Mayor and a Vice-President/Vice-Mayor. All legislative power is retained to the City Council, which acts as the policy-making body by adopting public policy goals and objectives by ordinance and resolution.

### **City Manager**

The City Manager serves as the chief executive officer of the city and is charged with analyzing and recommending public policy to the City Council, and then, upon final decision of the governing body, implementing those public policies. The Manager prepares the budget for the Council's consideration and serves as the Council's chief adviser. The Manager is appointed by City Council to be responsive to the decisions made by the governing body and is prohibited from pursuing objectives or goals of any single member or small group of elected officials.

On a day-to-day basis, the City Manager is charged with directing the services affecting the health, safety and welfare of residents in an equitable and ethically-balanced manner. City Council members and citizens count on the Manager to provide complete and objective information, including both the pros and cons of public policy alternatives, as well as an analysis of long-term consequences.

## **SERVICE ON BOARDS AND COMMISSIONS**

### **Being an Effective Board Member**

The City elected officials and staff understand that boards and commissions are essential to the operation of the City of Laramie, providing valuable citizen contributions of expertise, time, perspective, and professionalism. Laramie residents appointed to serve on a board or commission volunteer their time and make critical decisions and policy-recommendations that will have a lasting effect on the community. Board and commission appointees should always display professionalism, appropriate demeanor, and exercise sound judgment at all times when acting in their official capacity as a municipal government appointee.

### **Attendance and Participation**

Being an effective member of your board or commission begins first and foremost with reliable, regular attendance at all meetings. Participation means not only physically being there, but also offering your input, being prepared for meetings, and making certain you are fully informed on all issues affecting the board. This is especially important when matters arise in which a deciding vote is required.

According to the Wyoming Public Documents and the Open Meetings Acts, (W.S. §16-4-201 *through* -205, Rev. 2013) a member of a board or a commission may not speak for the board individually—except in limited and predetermined cases. Additionally, you are expected to refrain from speaking about business of the board on an individual basis and to avoid offering your individual opinion when speaking about board matters. Members are required to attend training of the Wyoming Public Documents and the Open Meetings Acts on an annual basis, where representation, accountability, and ethics are covered.

### **Accountability**

As a member of a board or commission, you are expected to act within reason and accept responsibility for your actions. However, you are protected by law when acting in your official capacity with limited immunity (WS §16-4-401, *through* 16-4-408).

**QUALIFIED IMMUNITY** – You are granted immunity in most cases if you were acting within the scope of your duties. If this is the case, the city will help with your defense.

**ERODED IMMUNITY** – Unethical actions or wrongful purpose could lead to exposure and personal liability (e.g. intentionally violating due process rights, equal protection or acting contrary to legal advice. Be sure to take all of the possible precautions to avoid these actions.

## **OPEN MEETINGS LAWS**

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### **Regular Meetings**

Wyoming State Statute §16-4-401 *through* 403 requires that all meetings of boards and commissions be open to the public.

**THE DEFINITION OF A "MEETING"** is an assembly of at least a quorum of the governing body which has been called by proper authority of the agency for the purpose of discussion, deliberation, presentation of information or taking action regarding public business.

**THE DEFINITION OF AN "ACTION"** is the transaction of official business of an agency, including a collective decision of a governing body, a collective commitment or promise by the governing body to make a positive or negative decision, or an actual vote by a governing body upon a motion, proposal, resolution, regulation, rule, order or ordinance.

**NO VOTE (OR ANY OFFICIAL ACTION) MAY BE TAKEN** by telephone, e-mail, or at social events unless specifically stated in the board or commission's by-laws and doing so is not in violation of the Open Meetings Act.

**THE OPEN MEETINGS ACT** under Wyoming State Statute §16-4-401 through 408 requires that certain information about each meeting be properly made available to the public. This includes: a public notice of the place, location, and agenda of the meeting. The public in attendance cannot be required to state their name or to sign in, however may be required to state their name and affiliation if they are seeking recognition at the meeting.

**MINUTES OF ALL PROCEEDINGS** must be kept and made available as defined in the **WYOMING PUBLIC RECORDS ACT** – WSS §16-4-201 *through* 205.

### **Executive Session**

**MEETINGS HELD IN EXECUTIVE SESSION** are generally closed to the public (WSS §16-4-405).

Meetings of this nature are only permitted in certain situations if certain conditions are met. Some instances where closed executive sessions are permitted are:

- (i) With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies, or other officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access;
- (ii) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions;
- (iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;
- (iv) On matters of national security;
- (v) When the agency is a licensing agency while preparing, administering or grading examinations;
- (vi) When considering and acting upon the determination of the term, parole or release of an individual from a correctional or penal institution;

- (vii) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;
- (viii) To consider acceptance of gifts, donations and bequests which the donor has requested in writing be kept confidential;
- (ix) To consider or receive any information classified as confidential by law;
- (x) To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations;
- (xi) To consider suspensions, expulsions or other disciplinary action in connection with any student as provided by law.

## **MEETING PROCEDURES**

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### **Parliamentary Procedure**

**ROBERTS RULES OF ORDER, REVISED** shall be used to conduct the business of all meetings of Boards and Commissions of the City of Laramie. Parliamentary procedures provided in **ROBERTS RULES OF ORDER** outline how to properly conduct a meeting, with the goal of completing the transaction of business fairly and allowing an opportunity for each board member to be heard.

#### **Quorum**

A “QUORUM” is a majority of the board or commission members. Any official action, such as adopting a motion, requires a quorum of members be present.

### **Voting and How to Make a Motion**

VOTING IS ONE OF THE MAIN METHODS that boards and commissions use to accomplish public business and take official action. The most common approach is to offer a motion for approval or denial.

TO MAKE A MOTION:

1. Ask to be recognized by the chair.
2. Once recognized, make your motion by saying “I move that...” followed by a description of the action to be taken.
3. Next, another member must second the motion by saying, “I second the motion.”
4. The chair will then repeat the motion and call for any discussion on the topic.
5. Once discussion has ceased or if there is no discussion, the chair will “call the question.”
6. Those who are in favor will answer “aye” and those opposed will answer “nay.”
7. The chair will state whether or not the motion “is carried” or “has failed.”

ALWAYS STATE YOUR MOTION in an affirmative manner. In other words, move to take action as opposed to moving not to take action.

## **Conflict of Interest**

AVOIDING A CONFLICT OF INTEREST, or the appearance thereof, is of critical importance to the public accountability of boards and commissions. If you suspect you may have a conflict of interest with an issue before the board, the following questions are helpful to consider:

If you respond “yes” to any of these questions, you may choose to **abstain** from voting.

- Is your interest direct and immediate as opposed to speculative and remote?
- Does your interest provide you a greater benefit or a lesser detriment than it does for a large or substantial group or class of persons who are similarly situated?
- Does your interest give the appearance of impropriety?

## **YOUR ROLE AND RESPONSIBILITIES**

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### **Meeting Attendance**

**MEETING ATTENDANCE** is extremely important for administrative, public relations, and informational purposes. Members are *required* to attend the meetings of the board or commissions to which they are appointed.

If it is absolutely not possible for you to attend on any given meeting date, extend the courtesy to the board or commission Chair and the Staff liaison to let them know you cannot attend. Make arrangements to get the agenda and meeting minutes for the meetings you missed as soon as possible afterwards.

### **Minutes, Agendas and Related Records**

**WYOMING STATE STATUTE** places meeting minutes, agendas, and records related to official minutes agendas in the “Retain Permanently” category for records retention.

### **Boards and Commissions Vacancies Protocol**

When a term expiration comes due, or a member of a board or commission advises they will no longer be able to serve, they shall present a letter of resignation to their staff liaison or to the designee of the City Manager.

The staff liaison notifies the City Clerk’s office of the vacancy, with full information of the circumstances of the individual leaving the office and dates of terms. Partial remaining terms shall have successive appointments made for only the remaining portion of that term. Formal notification of the vacancies is made to the public, including publication of vacancies in the Laramie Boomerang, on the City of Laramie website, and through all available social media outlets.

If a committee member whose term is expiring indicates a desire to continue service to the committee, the individual must also complete the application process with a cover letter noting their intent to continue to serve, complete the interview process, and receive City Council approval to retain their position on the committee. This process is essential to assure an equitable and public process for all boards and commissions

members. In every case applicants are encouraged to submit a resume with their application.

Applications (which are available online or in hardcopy from City Hall) are submitted to the City Clerk's office. After the two-week notification period, the position is closed. Applications must be received prior to the advertised closing date in order to be considered for an interview. Council liaisons are notified, and interviews scheduled. The interview committee is comprised of two City council members and three City Council members for Planning Commission and Parks, Tree, and Recreation Advisory Board. Laramie Regional Airport Board is appointed by one Council member and one County Commissioner for a joint appointment.

The primary Council liaison, along with one fellow representative of their choosing, are provided interview packets of all applicants in a timely fashion prior to the interviews. After interviews, their findings are submitted via Council Resolution for formal appointment.

The staff liaison then submits a City Council Cover Sheet and Resolution in a timely fashion and adds it to the next City Council Gold Sheet under "Regular Agenda" items. The Resolution will be discussed at the City Council meeting and the appointee's name will be added to the resolution by the City Clerk's Office. Once the Mayor and City Clerk sign the Resolution, a copy of the final, signed resolution is sent to the staff liaison. Upon Council approval, the individual may be seated with the committee.

Letters of appointment signed by the Mayor are sent as soon as possible. Letters of regret are also sent and signed by the staff liaison. City of Laramie webpages for each board or commission are updated and the term is set into the record.



*City of Laramie*  
**BOARDS AND COMMISSIONS**  
EFFECTIVE DATE NOVEMBER 1, 2018

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- Albany County Transportation Authority**
- Board of Health**
- Building and Fire Code Board of Appeals**
- Civil Service Commission**
- Downtown Development Authority**
- Environmental Advisory Committee**
- Finance Committee**
- Laramie Advisory Commission on Disabilities**
- Laramie/Albany County Records Communication Advisory Board**
- Laramie Youth Council**
- Local Emergency Planning Committee**
- Monolith Ranch Advisory Committee**
- Parks, Tree, and Recreation Advisory Board**
- Planning/Zoning Commission**
- Traffic Commission**
- Urban Systems Advisory Committee**
- Albany County Tourism Joint Powers Board**
- Laramie Regional Airport Joint Powers Board**

## **ALBANY COUNTY TRANSPORTATION AUTHORITY**

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**Charge or Purpose:** The Board shall have the power to transact business, adopt a budget, and assess transit operating and capital costs to participating cities and entities, enter into contracts, employ staff, review and make applications for relevant State and Federal grant and aid programs on behalf of transit and non-highway transportation programs in Albany County.

**Authority:** WY § 18-14-I01(b)

**Duties/Responsibilities:** The primary responsibility of the Board members shall be overseeing senior management (Executive Director, General Counsel, and Chief Financial Officer, as defined in Article IV) and any Board-appointed committees in the effective and ethical management of ACTA. The members shall understand, review, and monitor the operational decisions of ACTA.

### **Membership:**

**Number of Members-** Nine (9) members: two (2) members shall represent Albany County, three (3) members shall represent the University of Wyoming, two (2) members shall represent the City of Laramie, and two (2) members shall represent the Eppson Center for Seniors. One of the University of Wyoming representatives shall be a current student.

**Term-** This appointee shall represent the same entity as the Board member he/she is replacing. City of Laramie Representative #1- three (3) years and City of Laramie Representative #2- two (2) years.

**Eligibility-** See By-Laws.

**Appointment/Reappointment-** Appointees shall serve a term of three (3) years and may be appointed for one (1) additional term. Terms shall run from May 1<sup>st</sup> through April 30<sup>th</sup>. The BCC shall appoint a person to fill the unexpired term of any vacancy occurring on the ACTA Board of Directors. The representing entities shall have the authority to submit the names for the BCC to appoint.

**Training Requirements-** Each member of the board is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** Shall be held at least quarterly, or more frequently as determined by a majority of members, in an appropriate location selected by the Board. Regular meetings may be adjourned to any place at the will of the majority of the members of the Board.

**Meeting Date/Time/Place:** Meets upon call of chair. Often monthly. (*Currently inactive*)

**City Council Liaison:** No appointment at this time.

**Contact:** Janine Jordan  
Email: [jjordan@cityoflaramie.org](mailto:jjordan@cityoflaramie.org)  
Phone: 307-721-5226

## **BOARD OF HEALTH**

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**Charge or Purpose:** The purpose of the Board of Health is to address issues of concern regarding health and the control of communicable diseases in the Laramie community.

**Authority:** Laramie Municipal Code Chapter 2.20 & Title 8, W.S. § 35-1-101

**Duties/Responsibilities:** To set rules and regulations governing their own affairs, to set the duties of the City of Laramie Health Officer, to manage and control all communicable diseases, as well as to prescribe and fix penalties for violation of prescribed rules and regulations.

**Membership:**

**Number of Members-** The Board of Health shall consist of five (5) members.

**Term-** Each member shall hold office for a five (5) year term.

**Eligibility-** Any qualified elector of the city may apply. One member of the board must possess the degree of Doctor of Medicine and one member must possess the degree of Doctor of Dental Surgery.

**Appointment/Reappointment-** Members may apply to be reappointed to the Board of Health at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The Board of Health is required to meet at least quarterly and may be called to meet at the request of the City Health Officer. Meetings are scheduled for the third Thursday of each month, in the City Hall Annex Conference Room, 405 Grand Avenue.

**Meeting Date/Time/Place:** Meets on the third Thursday of every other month at 6:15 pm in the City Hall Annex Conference Room.

**City Council Liaison:** Sharon Cumbie- [sacumbie@cityoflaramie.org](mailto:sacumbie@cityoflaramie.org)

**Contact:** Janine Jordan, City Manager  
Email: [jjordan@cityoflaramie.org](mailto:jjordan@cityoflaramie.org)  
Phone: 307-721-5226

## **BUILDING AND FIRE CODE BOARD OF APPEALS**

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**Charge or Purpose:** To act as a board of appeals for decisions rendered by the building official.

**Authority:** IBC 2018 § 113, IFC 2018 § 109, ICC 2018 Section 108, IRC 2018 Section R112, Laramie Municipal Code § 1524.000.D.

**Duties/Responsibilities:** “In order to hear and decide appeals of orders, decisions, and determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals.” IBC 2018 Section 113

“In order to hear and decide appeals of orders, decisions or determinations made by the *fire code official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals.” IFC 2018 Section 109

Limitations: IFC 2018 Section 109.2.A. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly, interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The board shall not have authority to waive requirements of this code.”

**Membership:** “The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The *fire code official* shall be an ex officio member of said board but shall not have a vote on any matter before the board.” IFC

**Number of Members-** The Board of Appeals shall consist of five (5) members. Ex officio members: Fire Code Official. Members shall include the following qualifications (experience or training in): 1 member - Plumbing or Mechanical, 1 member- General Contracting, 1 member- Fire Suppression, 1 member – Electrical, and 1 member- General Public with qualifications.

**Term-** Each member shall serve a three (3) year staggered terms. The initial year terms shall be Plumbing, General Contracting, and Electrical shall serve 3 year terms and Fire Suppression and General Public shall serve 2 year terms.

**Qualification-** “The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.” IBC 2018 Section 113

“The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems, and are not employees of the jurisdiction.” IFC 2018 Section 109

**Eligibility-** Members must be a qualified elector of the city.

**Appointment/Reappointment-** Members may apply to be reappointed to the board at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Training will be completed per request of the City Council.

Optionally, each member of the board is requested, by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** None specified.

**Meeting Date/Time/Place:** Meet once a year or as needed.

**City Council Liaison:** Bryan Shuster- [bshuster@cityoflaramie.org](mailto:bshuster@cityoflaramie.org)

**Contact:** Clarice Hoff  
Email: [choff@cityoflaramie.org](mailto:choff@cityoflaramie.org)  
Phone: 307-721-5271

## **CIVIL SERVICE COMMISSION**

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**Charge or Purpose:** The Civil Service Commission certifies all promotion and hiring lists in the Police and Fire Departments and is responsible for classifying positions within the Police and Fire Departments. The commission also monitors dismissal from city service and hears grievance appeals from city employees.

**Authority:** W.S. § 15-5-101, W.S. § 16-3-101, Resolution 2017-09

**Duties/Responsibilities:** To certify the names of employees in the service and to adopt and enforce all rules and regulations necessary for the government of their proceedings; to adopt rules for the classification of employment and promotion on the basis of merit, experience and good record; to prepare eligibility lists from which vacancies are to be filled; and to prescribe the procedure for the investigation of breaches of rules and regulations.

**Membership:**

**Number of Members-** The commission shall consist of three (3) member. One member will be the Mayor of Laramie City Council be permanently appointed to the CSC.

**Term-** Members shall hold office for three- (3) year terms and serve until his/her successor is appointed and qualified.

**Eligibility-** Not more than one (1) commissioner may be appointed from the governing body, and no officer or employee in the fire or police department is eligible to serve as a commissioner.

**Appointment/Reappointment-** Members may apply to be reappointed to the commission at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member is required to take an oath of affirmation that in no event will they appoint or remove any person because of his or her political opinions or for any reason other than the person's fitness or unfitness.

**Meeting Requirements:** Meets quarterly on the 2<sup>nd</sup> Wednesday of the month at 3:00 p.m.

**Meeting Date/Time/Place:** Municipal Chambers, City Hall

**City Council Liaison/Voting Member:**

Paul Weaver- [pweaver@cityoflaramie.org](mailto:pweaver@cityoflaramie.org)

**Contact:** Nancy Bartholomew, City Clerk  
Email: [nancyb@cityoflaramie.org](mailto:nancyb@cityoflaramie.org)  
Phone: 307-721-5233

## **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

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**Purpose:** The City of Laramie Downtown Development Authority exists to promote the health, safety, prosperity, security and general welfare of the inhabitants of the central business district, to prevent or halt the deterioration of property values and/or structures within the Laramie central business district, to prevent or halt the growth of blighted areas in the central business district, to assist in the development and redevelopment of the central business district, and to assist in the overall planning to restore and/or provide for the continuance of the health of the central business district.

**Authority:** W.S. § 15-9-203

**Duties/Responsibilities:** To work collaboratively with Laramie Main Street; prepare an analysis of economic changes taking place in the district; study and analyze the impact of metropolitan growth upon the district; to propose plans of development for public facilities and other improvements to public or private property and to implement those plans; develop long range plans designed to carry out the purposes of the DDA; implement education and public relations programs to persuade property owners and business proprietors to implement such plans to the fullest extent possible; make and enter into all contracts necessary or incidental to the exercise of its powers and the performance of its duties; submit an operating budget for the forthcoming fiscal year.

### **Membership:**

**Number of Members-** The DDA shall consist of seven voting members.

**Term-** Members shall hold office for four (4) year terms.

**Eligibility-** A majority of the members shall reside, be a lessee, or owner of property in the Downtown Development District. An officer or director of a corporation having its place of business in the downtown development district shall be eligible for appointment to the board. At least one member of the board shall be a member of the City Council of the City of Laramie, appointed to serve at the pleasure of the City Council.

**Officers-** The officers of the DDA shall be a Chairman, Vice-chairman, Secretary, and a Treasurer. Each shall be elected annually by the directors at the first regularly scheduled meeting following July 1.

**Appointment/Reappointment-** Members may be reappointed at the end of their term by resubmitting an application to the Office of the City Manager and by Resolution of City Council.

**Training Requirements-** Each member of the Authority is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The board meets monthly and also on an otherwise as-needed basis at the call of the Board. Meetings Special meetings can be called upon the call of the Chairman or upon oral or written request of any five (5) directors. All meetings are formally announced to the public prior.

**Meeting Date/Time/Place:** Meets on the first Monday of the month at 4:30 p.m. in the Laramie Main Street Alliance Office, at 207 Grand Avenue.

**City Council Liaison/Voting Member:** Andi Summerville – [asummerville@cityoflaramie.org](mailto:asummerville@cityoflaramie.org)

**Contact:** Sarah Reese  
Email: [sreese@cityoflaramie.org](mailto:sreese@cityoflaramie.org)  
Phone: 307-721-5201

## **ENVIRONMENTAL ADVISORY COMMITTEE**

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**Charge or Purpose:** Using their combined expertise and interest in the environmental field, the environmental advisory committee exists to analyze assigned issues, receive and analyze citizen concerns and complaints, formulate options and advise the City Council and the board of County Commissioners on environmental issues.

**Authority:** Laramie Municipal Code 2.32

**Duties/Responsibilities:** To receive public input concerning environmental problems; to notify the City Council and County Commissioners of environmental problems; to suggest methods of investigation of these problems and recommend specific actions to address them; to suggest environmental policy alternatives for consideration; to examine environmental problems and potential problems as requested by the City Council and board of County Commissioners

### **Membership:**

**Number of Members-** The committee shall be made up of seven (7) members.

**Term-** Initially, two members (2) shall be appointed for one (1) year, two (2) shall be appointed for two (2) years, three (3) shall be appointed for three (3) years. Thereafter, a member should hold office for three (3) years.

**Eligibility-** Members must be qualified electors of the city or county, and shall be appointed by the joint action of City Council and the board of County Commissioners. A minimum of two (2) members shall reside within the corporate limits of the city, and a minimum of two (2) members shall reside in unincorporated Albany County.

**Officers-** The officers of the committee shall be a Chairman, Vice Chairman, and Secretary, elected by the committee within thirty days of each initial appointment.

**Appointment/Reappointment-** Members may apply to be reappointed to the committee at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The committee shall meet the first Thursday of each even-month and also as requested by City Council or the board of County Commissioners.

**Meeting Date/Time/Place:** Meets on the first Thursday of each even month at 6:00 p.m. in the City Hall Annex Conference Room, 405 Grand Avenue.

**City Council Liaison:** Erin O'Doherty- [eodoherty@cityoflaramie.org](mailto:eodoherty@cityoflaramie.org)

**Contact:** Darren Parkin, Water Resources Administrator  
Email: [dparkin@cityoflaramie.org](mailto:dparkin@cityoflaramie.org)  
Phone: 307-721-5213

## **FINANCE COMMITTEE**

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**Charge or Purpose:** To review monthly vouchers for the City of Laramie.

**Authority:** Mandated by WY § that Council review vouchers.

**Duties/Responsibilities:** To review the monthly vouchers and raise any questions that may arise from expenditures during that month.

**Membership:**

**Number of Members:** The Finance Committee consists of three (3) council members, the Administrative Services Director and one other staff member.

**Term-** Council members are assigned every two years.

**Meeting Date/Time/Place:** The first Tuesday of every month at 5:15 p.m. in the office of the Administrative Services Director.

**City Council Liaison:**

Paul Weaver – [pweaver@cityoflaramie.org](mailto:pweaver@cityoflaramie.org)

Bryan Shuster- [bshuster@cityoflaramie.org](mailto:bshuster@cityoflaramie.org)

Jayne Pearce- [jpearce@cityoflaramie.org](mailto:jpearce@cityoflaramie.org)

**Contact:** Malea Brown, Administrative Services Director  
Email: [mbrown@cityoflaramie.org](mailto:mbrown@cityoflaramie.org)  
Phone: 307-721-5223

## **LARAMIE ADVISORY COMMISSION ON DISABILITIES**

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**Charge or Purpose:** To act in an advisory capacity to the City Council on all matters respecting persons who have a disability, and to advise and assist the city administration and City Council on issues regarding persons with disabilities in the community.

**Authority:** Laramie Municipal Code 2.52

**Duties/Responsibilities:** To review accessibility and related problems of individuals with a disability; to recommend how such problems might be resolved; to promote public awareness of services for individuals with a disability; to serve as a grievance board for alleged city discrimination; to work with the coordinator to develop a study to determine any physical barriers, problems with delivery of services, employment practices and other activities and programs offered by the city and to develop a transition plan for any problems identified.

### **Membership:**

**Number of Members-** The commission shall be made up of nine (9) members appointed by the City Council.

**Term-** Commission members shall hold office for three (3) year terms.

**Eligibility-** Members must be qualified electors of the city. At least three members of the commission shall be disabled or related to a person who is disabled or employed to work with persons who have a disability, and three (3) members shall be nondisabled.

**Officers-** The officers of the commission shall be a Chairman and a Vice Chairman, elected by the committee within thirty days of each initial appointment. The city manager or appointee shall serve as city administration coordinator and secretary of the commission.

**Appointment/Reappointment-** Members may apply to be reappointed to the commission at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The commission meets quarterly, and also upon the call of the chairperson, or vice-chairperson and at such other times as the commission may determine.

**Meeting Date/Time/Place:** Meets every “odd month” on the first Thursday, at 5:00 p.m. in the City Council Chambers, 406 Iverson Avenue.

**City Council Liaison:** Sharon Cumbie – [sacumbie@cityoflaramie.org](mailto:sacumbie@cityoflaramie.org)

**Staff Liaison:** Jasmine Parten, Human Resources Specialist  
Email: [jparten@cityoflaramie.org](mailto:jparten@cityoflaramie.org)  
Phone: 307-721-5251

## **LARAMIE/ALBANY COUNTY RECORDS & COMMUNICATIONS ADVISORY BOARD**

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**Charge or Purpose:** The Laramie Albany County Records Communications Center (LARC) Advisory Board provides oversight of the operation of the consolidated dispatch / records operation. The advisory board members all have a vested stake in the operation and budget for LARC and the advisory board provides for input on operational and budget issues for the jointly funded operation.

**Authority:** The LARC Advisory Board Agreement is supported by both the City of Laramie and Albany County governing bodies.

**Duties/Responsibilities:** Advisory Board members provide input to the Chief of Police on operational policies and recommend budgetary items to the City Council. The Board has spending authority for E911 funds.

### **Membership:**

**Number of Members-** The board consists of five (5) members as noted below.

**Term-** Members of the Board shall serve so long as they remain in their respective positions.

**Eligibility-** The Board shall be composed the incumbent Chief of Police of the City of Laramie, the incumbent Fire Chief of the City of Laramie, the incumbent Albany County Sheriff, the incumbent Albany County Attorney, and the incumbent City of Laramie Manager.

**Appointment -** Members are appointed according to professional capacity (*see below representatives*) to the Board through the end of their professional tenure.

**Meeting Requirements:** Meetings are held not less than once every three months (quarterly on an annual basis). Meetings are open to the public.

**Meeting Date/Time/Place:** LARC Conference Room, 420 Iverson Avenue

**City Council Liaison:** n/a

**Representatives:** Janine Jordan, Chairman  
Dale Stalder, Chief of Police  
Dan Johnson, Fire Chief and Secretary  
Peggy Trent, County Attorney  
Dave O'Malley, County Sheriff

**Contact:** Janine Jordan, City Manager  
Email: [jjordan@cityoflaramie.org](mailto:jjordan@cityoflaramie.org)  
Phone: 307-721-5226  
*-or-*

Steve Morgan, PSAP Administrator  
Email: [smorgan@cityoflaramie.org](mailto:smorgan@cityoflaramie.org)  
Phone: 307-721-5376  
*-or-*

Cori Applehans, MSAG Coordinator, LARC Division  
Email: [capplehans@cityoflaramie.org](mailto:capplehans@cityoflaramie.org)  
Phone: 307-721-5308

## LOCAL EMERGENCY PLANNING COMMITTEE

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**Charge or Purpose:** To assist in preparing for emergencies, particularly those concerning hazardous materials.

**Authority:** Environmental Protection Agency – Emergency Planning and Community Right to Know Act.

**Duties/Responsibilities:** To develop an emergency response plan, review the plan at least annually, and provide information about hazardous materials in the community to citizens. Plans are developed by Local Emergency Response Committees with stakeholder participation.

**Membership:** LEPC membership must include at a minimum

- Elected state and local officials
- Police, fire, civil defense, and public health professionals
- Environment, transportation, and hospital officials
- Facility representatives
- Representatives from community groups and the media

**Number of Members:** City Council shall appoint one (1) council member to the LEPC.

**Term:** The (1) Council member shall be appointed for a two-year term.

**Officers:** The officers of the committee shall be a Chairman, a Vice Chairman, and a Secretary elected by the committee.

**Required Elements of the Community Emergency Response Plan Developed by the LEPC:**

- Identification of facilities and transportation routes of extremely hazardous substances
- Description of emergency response procedures, on and off site
- Designation of a community coordinator and facility emergency coordinator(s) to implement the plan
- Outline of emergency notification procedures
- Description of how to determine the probable affected area and population by releases
- Description of local emergency equipment and facilities and the persons responsible for them
- Outline of emergency evacuation plans
- A training program for emergency responders (including schedules)
- Methods and schedules for exercising emergency response plans

**Meeting Date/Time/Place:** Meets on the second Monday of the month, on a quarterly basis, at 12:00 noon, in the Laramie Fire Department Station #3 meeting room. 2374 Jefferson Street

**City Council Liaison and Voting Member:**

Jessica Stalder – [jstalder@cityoflaramie.org](mailto:jstalder@cityoflaramie.org)

**Staff Contacts:**

Dan Johnson, Fire Chief

Email: [djohnson@cityoflaramie.org](mailto:djohnson@cityoflaramie.org)

Phone: 307-721-5302

Albany County EMA

Email: [email@co.albany.wy.us](mailto:email@co.albany.wy.us)

Phone: 307-721-1815

## **MONOLITH RANCH ADVISORY COMMITTEE**

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**Charge or Purpose:** To act in an advisory capacity to the City Council to evaluate current and future uses of the Monolith Ranch for the City of Laramie, Wyoming.

**Authority:** Municipal Resolutions 2009- 14, *rev.* 2010-66, *rev.* 2014-59, *rev.* 2017-32, *rev.* 2017-37

**Duties/Responsibilities:** Sound agricultural practices are necessary to protect and show increased beneficial and consumptive use of the Dowlin Ditch water right for future transfer of agricultural water rights to municipal water rights. The City of Laramie has an unprecedented water supply in the Dowlin Ditch priority water right on the Laramie River.

### **Membership:**

**Number of Members-** The committee shall be made up of seven (7) members appointed by the City Council.

**Term** – One (1) Council member shall be appointed for each two-year term. Following Resolution 2017-37 each of the six (6) appointed members will serve 3-year terms staggering expirations.

**Officers-** The officers of the commission shall be a Chairman and a Vice Chairman, elected by the committee within thirty days of each initial appointment. The Public Works Administrative Assistant shall serve as Staff Liaison to the Committee.

**Appointment/Reappointment-** Members may apply to be reappointed to the commission at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Date/Time/Place:** Meets quarterly on the second Thursday of the month at 1:00 p.m., in the City Hall Annex Conference Room, 405 Grand Avenue.

### **City Council Liaison and Voting Member:**

Jayne Pearce- [jpearce@cityoflaramie.org](mailto:jpearce@cityoflaramie.org)

### **Staff Contacts and Non-Voting Members:**

Brooks Webb, Public Works Director

Email: [bwebb@cityoflaramie.org](mailto:bwebb@cityoflaramie.org)

Phone: 307-721-5241

Darren Parkin, Water Resources Administrator

Email: [dparkin@cityoflaramie.org](mailto:dparkin@cityoflaramie.org)

Phone: 307-721-5213

Cal VanZee, Utility Division Manager

Email: [cvanee@cityoflaramie.org](mailto:cvanee@cityoflaramie.org) Phone: 307-721-5206

Cindy Williams, Staff Liaison, Public Works Department

Email: [cwilliams@cityoflaramie.org](mailto:cwilliams@cityoflaramie.org) Phone: 307-721-5230

## **PARKS, TREE, & RECREATION ADVISORY BOARD**

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**Charge or Purpose:** To serve in an advisory capacity to the City Council concerning park and open space development and to advise the Parks & Recreation Director on recreational programs and activities.

**Authority:** Laramie Municipal Code 2.28

**Duties/Responsibilities:** To develop a comprehensive plan for parks, recreation and open space (PROS) development; to advise the City Council on the acquisition, promotion and development of parks and recreation facilities and on planning and development standards for all PROS areas; to draft rules relating to the use of PROS by the public; to promote public education on tree planting management; to develop written standards and regulations for the care, preservation and removal of trees in public areas; to develop and maintain a list of desirable trees for planting as street trees with suggested spacing and planting distances; to review and make recommendations to the City Council for fees and charges for PROS programs and facility uses; to advise the Parks & Recreation staff concerning existing parks and recreation policies, programs and activities.

### **Membership:**

**Number of Members-** The committee shall be made up of nine (9) members appointed by the City Council.

**Term-** Members shall hold office for three (3) year terms.

**Eligibility-** Members must be qualified electors of the city.

**Officers-** The officers of the board shall be a Chairman and Vice Chairman. The Parks and Recreation staff shall serve as Secretary of the board.

**Appointment/Reappointment-** Members may apply to be reappointed to the committee at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The board shall meet six (6) times each year and at the request of the Chairman, Vice-Chairman or City Manager or the City Manager's designated representative. All meetings are announced prior to, and open to, the public.

**Meeting Date/Time/Place:** Meets on second Wednesday of every month at 6:30 p.m. in the Recreation Center Conference Room.

**City Council Liaison:** Pat Gabriel – [pgabriel@cityoflaramie.org](mailto:pgabriel@cityoflaramie.org)

**Contact:** Todd Feezer, Parks and Recreation Director  
Email: [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org)  
Phone: 307.721.5260

Dani Sheppard, Staff Liaison, Administrative Assistant  
Email: [dsheppard@cityoflaramie.org](mailto:dsheppard@cityoflaramie.org)  
Phone: 307.721.3572

## PLANNING COMMISSION

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**Charge or Purpose:** To advise the City Council on urban planning and land use and to hear grievances from citizens on matters relating to the actions of city officials. To also act as the Zoning Board of Adjustments, Board of Appeals and Solar Board of Review and adjust zoning decisions as necessary. *Also known as the Planning and Zoning Commission.*

**Authority:** Laramie Municipal Code 2.36, W.S. § 15-1-605 & 15-1-501

**Duties/Responsibilities:** To advise the City Council concerning urban planning; land use studies, urban renewal plans and other types of planning studies and in connection therewith to perform technical services. To hear and decide appeals of abatement orders and to adjust or reverse the determination of any administrative official if necessary and not injurious or detrimental to the public welfare and to provide decision on Variances and preservation of solar rights.

### Membership:

**Number of Members-** The Planning Commission consists of seven (7) persons, appointed by the City Council for a term of three (3) years. The Planning Commission advises the City Council in urban planning, land use studies, and other types of planning studies.

**Term-** Members shall hold office for three (3) year terms.

**Eligibility-** Five (5) Members must be qualified electors of the city and two (2) whom may be a resident of Albany County residing within five (5) miles of the city limits.

**Officers-** The board shall elect a Chair and Vice-Chair.

**Appointment/Reappointment-** Members may apply to be reappointed to the commission at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The City Council may request a meeting of the Planning Commission at any time. All meetings are announced prior to, and open to, the public.

**Meeting Date/Time/Place:** Meets on the second and fourth Monday of every month at 4:30 p.m. in Municipal Chambers, City Hall, 406 Iverson Avenue. Meetings are scheduled to be action sessions.

**City Council Liaison:** Brian Harrington – [bharrington@cityoflaramie.org](mailto:bharrington@cityoflaramie.org)

**Contact:** Derek Teini, Planning Manager, Planning Division  
Email: [dteini@cityoflaramie.org](mailto:dteini@cityoflaramie.org)  
Phone: 307-721-5245

Nancy Bartholomew, City Clerk  
Email: [nancyb@cityoflaramie.org](mailto:nancyb@cityoflaramie.org)  
Phone: 307-721-5233

## **TRAFFIC COMMISSION**

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**Charge or Purpose:** It shall be the purpose and responsibility of the Traffic Safety Commission to provide advice to City staff on multimodal traffic matters while holding paramount the safety, health and welfare of the public as they utilize municipally-owned and operated rights-of- ways. The Traffic Safety Commission may assist the City Engineer in promulgating standards and policies relating to neighborhood traffic management on local streets and review and comment upon conceptual and preliminary changes to traffic patterns or programs on major roadways. The Traffic Safety Commission may recommend such ways and means for improving traffic conditions and the administration and enforcement of traffic regulations as it determines advisable. The Traffic Safety Commission may make recommendations to City staff for traffic safety related items as may ease traffic congestion and help facilitate transportation throughout the City and review traffic safety concerns from members of the public. The Traffic Safety Commission may make recommendations to City Council on the planning and prioritization of projects for budgeting purposes.

**Authority:** Laramie Municipal Code 10.08

**Duties/Responsibilities:** To advise the City Council of the legislative improvements and changes requisite for the reduction of street traffic accidents and to relieve traffic congestion.

**Membership:**

A Traffic Safety Commission is created and shall consist of eight members, as follows:

- One City Manager’s designee without voting privileges, and
- Seven Laramie residents with demonstrable experience in engineering or planning or interest, knowledge or training in fields closely related to multi-modal transportation, with preference for one member given to an applicant holding a Professional Engineering License with expertise in transportation.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** None specified.

**Meeting Date/Time/Place:** Meets on second Thursday of every month at 7:00 a.m. in the City Hall Council Chambers, 406 Ivinson Ave.

**City Council Liaison:** Erin O’Doherty- [eodoherty@cityoflaramie.org](mailto:eodoherty@cityoflaramie.org)

**Contact:** Brooks Webb, Public Works Director Email: [bwebb@cityoflaramie.org](mailto:bwebb@cityoflaramie.org)

Phone: 307-721-5241

Eric Jaap, City Engineer, Email: [ajaap@cityoflaramie.org](mailto:ajaap@cityoflaramie.org)

Phone: 307-721-5345

Cindy Williams, Staff Liaison, Public Works, [cwilliams@cityoflaramie.org](mailto:cwilliams@cityoflaramie.org)

Phone: 307-721-5230

## **URBAN SYSTEMS ADVISORY COMMITTEE**

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**Charge or Purpose:** The Urban Systems Advisory committee makes recommendations regarding cooperative planning procedures for travel analysis and project selection for the Urban System Program as administered by WYDOT, and addresses the planning and extension of roadways through the Major Street Plan inside and outside the city corporate boundaries. These decisions make the City and County eligible for state and federal funding sources for major roads.

**Authority:** W. S. § 16-1-101 & § W. S. 15-1-503

**Duties/Responsibilities:** To create a list of community development goals and objectives that relate to the Urban System Program; to review and update the Laramie Area Urban Roadway Functional Classification Map; to identify and prioritize a project sequence list in conjunction with the Laramie Area Urban Roadway Functional Classification Map; to insure the implementation and maintenance of the Laramie Area Major Street Plan map.

### **Membership:**

**Number of Members-** The committee shall be made up of twelve (12) members.

**Term-**A member should hold office for two (2) year terms.

**Eligibility-** Three (3) members shall be appointed by the City Council, two (2) members shall be appointed by the Albany County Board of County Commissioners, two (2) members shall be appointed by the Wyoming Department of Transportation, one (1) member shall be appointed by the University of Wyoming, one (1) member shall be appointed by the Laramie Traffic Commission, one (1) member shall be appointed by the Albany County Planning & Zoning Commission, one (1) member shall be appointed by the Laramie Planning Commission, and one (1) member shall be jointly appointed by the City Council and Board of County Commissioners.

**Appointment/Reappointment-** Members may apply to be reappointed to the committee at the end of their term by resubmitting an application to the City Council.

**Training Requirements-** None specified.

**Meeting Requirements-** None specified. The Urban Systems Advisory committee meets on an as-needed basis. All meetings are announced prior to and open to the public.

**Meeting Date/Time/Place:** Meets as needed (1-2 times a year unless otherwise needed). Upcoming meetings will be posted in Agenda Center on our website.

### **City Council Liaison/Voting Members:**

Brian Harrington – [bharrington@cityoflaramie.org](mailto:bharrington@cityoflaramie.org)

Erin O’Doherty – [odoherty@cityoflaramie.org](mailto:odoherty@cityoflaramie.org)

Jayne Pearce - [jpearce@cityoflaramie.org](mailto:jpearce@cityoflaramie.org)

**Contact:** Derek Teini, Planning Manager, Planning Division  
Email: [dteini@cityoflaramie.org](mailto:dteini@cityoflaramie.org)  
Phone: 307-721-5245

## **ALBANY COUNTY TOURISM JOINT POWERS BOARD**

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**Charge or Purpose:** The purpose of the Albany County Tourism Board is to provide for the promotion of tourism in Albany County and to administer the expenditure and distribution of the lodging sales tax revenue.

**Authority:** W.S. § 39-15-204 & § 16-1-104

**Duties/Responsibilities:** To expend and distribute the lodging sales tax revenues according to Wyoming Lodging State Statutes.

### **Membership:**

**Number of Members-** The Tourism Board shall consist of seven (7) members.

**Term-** Each board member shall hold office for two (2) year terms.

**Eligibility-** Four (4) members of the Board shall be appointed by the City of Laramie Council members and three (3) members appointed by the Albany County Commissioners.

**Officers-** The officers of the board shall be a Chairman, Vice Chairman, Secretary and Treasurer, selected each year at the regular meeting in June. Terms of office are for one (1) year.

**Appointment/Reappointment-** Members may apply to be reappointed to the board at the end of their term by resubmitting an application to the City Council. Directors can serve up to three (3) two (2) year terms for a total of six (6) total consecutive years from the initial date of their election. Fulfilling an incomplete term is not considered part of their term limit.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** Meetings are to be held no less than quarterly.

**Meeting Date/Time/Place:** Meets on the third Monday of each month at 4:00 pm at the Albany County Tourism Building, 210 East Custer Street.

**City Council Liaison:** Andi Summerville – [asummerville@cityoflaramie.org](mailto:asummerville@cityoflaramie.org)

**Contact Person:** Scott Larson, Executive Director  
Albany County Tourism Bureau  
Email: [director@visitlaramie.org](mailto:director@visitlaramie.org)  
Phone: 307-745-4195

## **LARAMIE REGIONAL AIRPORT JOINT POWERS BOARD**

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**Charge or Purpose:** To manage the business, affairs and operation of Laramie Regional Airport.

**Authority:** Laramie Municipal Code 2.24, and W.S. § 16-1-101 *et. seq.*, (1977 as amended), and W.S. § 10-5-202(a), Joint Powers Agreement

**Duties/Responsibilities:** To direct and control the management and operation of Laramie Regional Airport.

### **Membership:**

**Number of Members-** The committee shall be made up of five (5) members.

**Term-** Members shall hold office for five (5) year terms, “in addition to any partial term that a member may have served.”

**Eligibility-** Members must be qualified electors of the county, and shall be appointed by the joint action of City Council and the Board of County Commissioners.

**Officers-** The officers of the board shall be a Chairman, Vice Chairman, Secretary, and Treasurer, elected by the board.

**Appointment/Reappointment-** Members may apply to be reappointed to the committee at the end of their term by resubmitting an application to the City Council. Reappointments are limited to three (3) full terms in addition to any partial term a Board member has served.

**Training Requirements-** Each member of the commission is required by the Office of the City Manager to attend annual training on the Wyoming Public Documents and Open Meetings Acts.

**Meeting Requirements:** The board shall meet no less than quarterly. Any officer or director may call a meeting of the board.

**Meeting Date/Time/Place:** Meets on the third Thursday of every month at 7:30 a.m. at the Business Office of the Laramie Regional Airport, 555 General Brees Road, Laramie, Wyoming.

**City Council Liaison:** Jessica Stalder – [jstalder@cityoflaramie.org](mailto:jstalder@cityoflaramie.org)

**Contact:** Jack Skinner, Director, Laramie Regional Airport  
Email: [skinner@laramieairport.com](mailto:skinner@laramieairport.com)  
Phone: 307-742-4164