

Board of County Commissioners

Minutes of the Proceedings - Final

2020 Carey Ave
2nd Floor Meeting Room
Cheyenne, WY 82001



Tuesday, March 4, 2025

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

Present: Chairman Gunnar Malm, Vice Chairman Troy Thompson, Commissioner Linda Heath, Commissioner Ty Zwonitzer

Excused: Commissioner Don Hollingshead

Minutes

1. Consideration of the Minutes of Proceedings for Feb 18, 2025.

[25 - 100](#)

Attachments: [Draft Minutes Feb 18, 2025](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

Consent Agenda

County Attorney Mark Voss requested agenda Item #9 be postponed until the next meeting.

Approval of the Consent Agenda

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

2. Consideration of the adoption of the revised Laramie County Grant Policies and Procedures Handbook, updated to conform with the Uniform Guidance changes made in Oct 2024.

[25 - 097](#)

Attachments: [Grant Policies and Procedures Handbook](#)

This agenda item was approved.

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3. Consideration of the ratification of a resolution authorizing submission of a grant application to the Spirit of Blue Foundation in the amount of \$15,000 to request funds for five fingerprint scanners for the Sheriff's office. [25 - 089](#)

Attachments: [Grant Application, Spirit of Blue Foundation](#)

This agenda item was approved.

4. Consideration of an agreement between Laramie County, WY, and Action Entertainment, LLP, to provide laser tag and RC car event at the Laramie County Fair. The county shall pay the amount of \$14,000. [25 - 084](#)

Attachments: [Agreement, Action Entertainment, LLP](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and Alpacaglobo, LLC, to provide balloon-twisting entertainment at the Laramie County Fair. The county shall pay the amount of \$6,120. [25 - 082](#)

Attachments: [Agreement, Alpacaglobo, LLC](#)

This agenda item was approved.

6. Consideration of an agreement between Laramie County, WY, and Barnology, LLC, to provide a petting zoo at the Laramie County Fair. The county shall pay the amount of \$8,400. [25 - 083](#)

Attachments: [Agreement, Barnology, LLC](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and WCC Enterprises, Inc, to provide bubble tower performance at the Laramie County Fair. The county shall pay the amount of \$7,700. [25 - 086](#)

Attachments: [Agreement, WCC Enterprises, Inc](#)

This agenda item was approved.

8. Consideration of an addendum to an agreement between Laramie County, WY, and KCG Entertainment, LLC, to perform magic shows and run a mobile escape room for the Laramie County Fair. The county shall pay the amount of \$14,700. [25 - 087](#)

Attachments: [Addendum, KCG Entertainment, LLC](#)

This agenda item was approved.

9. Consideration of a legal services agreement between Laramie County, WY, and the Law Office of Shelly Kay Flot, PC, to provide representation to indigent parents in accordance with WS 14-3-422(b) [25 - 093](#)

and to comply with county's obligation pursuant to WS 14-3-434(b) at a rate of \$100/hour.

Attachments: [Legal Services Agreement, Shelly Kay Flot, PC](#)

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Heath, that this agenda item be postponed until March 18, 2025. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

10. Consideration of the following fees collected by various county entities for Jan 2025: County Clerk, \$115,590.48; Sheriff, \$277,348.94; Clerk of District Court, \$18,807.82; Shooting Sports, \$16,137.92; Planning & Development, \$101,779.88; Circuit Court, \$51,821.00; DUI Court, \$450.00; Drug Court, \$160.00.

[**25 - 098**](#)

Attachments: [Jan Fees 2024](#)

This agenda item was approved.

11. Consideration of the following part-time salaries in the amount of \$55,260.55 for Feb 2025: Planning, \$661.27; Shooting Sports, \$7,451.60; Buildings/Maintenance, \$17,632.92; Sheriff Operations, \$2,061.18; Detention, \$22,748.35; Events, \$706.20; District Court, \$494.18; Drug/DUI Courts, \$3,504.85.

[**25 - 099**](#)

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

This agenda item was approved.

Warrants

Commissioner Thompson stated he had a conflict of interest with agenda item #12.

12. Consideration of warrants in the amount of \$4,627,504.12 for Feb 2025.

[**25 - 101**](#)

Attachments: [Feb Warrants 2025](#)

A motion was made by Commissioner Heath, seconded by Commissioner Zwonitzer, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Heath, Zwonitzer

Excused: Hollingshead

Recused: Thompson

Report & Public Petitions

13. Presentation of the FY24 audit of Laramie County.

[25 - 096](#)

Attachments: [Laramie County FY24 Financial & Compliance Report](#)

Paul Niedermuller, principal auditor, CliftonLarsonAllen, LLP, presented Laramie County's audit for fiscal year ending June 30, 2024. Niedermuller said the county received a clean audit in all matters, and there were no findings.

Commissioner Malm thanked the auditing firm and acknowledged the work of the clerk's finance office, component units, and staff.

The report was received and filed.

Proclamations

14. Consideration of a resolution proclaiming March 2025 as Red Cross Month.

[25 - 085](#)

Attachments: [Resolution Proclaiming March 2025 as Red Cross Month](#)

Janet Lewis, Executive Director of the Wyoming Chapter, presented and read the proclamation.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

Resolutions

15. Consideration of a resolution designating the Cheyenne America 250 Commission as the official Laramie County America 250 Commission.

25 - 090

Attachments: [Resolution, Cheyenne America 250 Commission](#)

Nathaniel Trelease, chairman of the Cheyenne America 250 Commission, said the resolution will enable the Commission to apply for and secure grant funding from a state appropriation specifically allocated for events and activities celebrating the 250th anniversary of United States Declaration of Independence. He said a number of activities are planned to commemorate the historic milestone.

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

16. PUBLIC HEARING regarding a request for the vacation of Rd 103 described as commencing at the intersection of Rd 239 and running thence north approximately 165 ft through Sect 3, T18N, R70W of the 6th PM and Sects 34, 33, and 28, T19N, R70W of the 6th PM, Laramie County, WY, and terminating at the north line of Sect 28, contiguous to Sect 21, T19N, R70W of the 6th PM, Laramie County, WY.

25 - 092

Attachments: [Resolution, Rd 103, RP#512](#)

Molly Bennett, Public Works, reported that the viewer, Scott Larson, recommended approval of the vacation. She stated that no objections or claims for damages were received during the public notice period. Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

Grants

17. Consideration of an agreement between Laramie County, WY, and Great Western Installation in the amount of \$201,221.53 to provide and install playground equipment at North Clear Creek Park.

25 - 091

Attachments: [Agreement, Great Western Installation](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

License/Permits

18. Consideration of liquor license fees for July 1, 2025, through June 30, 2026.

[25 - 095](#)

Attachments: [Liquor License fees for 2025](#)

County Clerk Debra Lee explained that no new license categories have been added and no increases in fees are proposed.

A motion was made by Commissioner Heath, seconded by Vice Chairman Thompson, that this agenda item be approved. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

Appointments

19. Consideration of a resolution appointing Robert Peete as representative of Laramie County on the Laramie County Community Juvenile Services Joint Powers Board, to complete a three-year term open position, expiring June 30, 2027.

25 - 094

Attachments: [Community Juvenile Services JPB Appointment, Robert Peete](#)

A motion was made by Commissioner Heath, seconded by Vice Chairman Thompson, to appoint Robert Peete. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Zwonitzer

Excused: Hollingshead

The meeting adjourned at 3:54 pm.

CERTIFICATION

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, March 4, 2025.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Gunnar Malm, Chairman,
Board of County Commissioners

Reasonable Accommodations

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