

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, June 3, 2025

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for May 20, 2025.

[25 - 229](#)

Attachments: [Draft Minutes May 20, 2025](#)

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

Aye: Malm, Thompson, Heath, Hollingshead, Zwonitzer

Consent Agenda

Approval of the Consent Agenda

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

Aye: Malm, Thompson, Heath, Hollingshead, Zwonitzer

2. Consideration of a subrecipient agreement between Laramie County, WY, and Recover Wyoming for an opioid settlement award in the amount of \$89,085.26 to run through May 31, 2028.

[25 - 225](#)

Attachments: [Subrecipient Agreement, Recover Wyoming](#)

This agenda item was approved.

3. Consideration of a subrecipient agreement between Laramie County, WY, and Stride Learning Center for an opioid settlement award in the amount of \$314,980 to run through May 31, 2028. [25 - 223](#)

Attachments: [Subrecipient Agreement, Stride Learning Center](#)

This agenda item was approved.

4. Consideration of the ratification of a memorandum of understanding between Laramie County, WY, and Cheyenne Housing Authority on senior citizens' services. [25 - 224](#)

Attachments: [MOU, Cheyenne Housing Authority](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and B&W Glass in an amount not to exceed \$9,445.95 to install glass doors and framing on the second floor, also known as the mezzanine, of 2020 Carey Ave. [25 - 217](#)

Attachments: [Agreement, B&W Glass](#)

This agenda item was approved.

6. Consideration of an agreement to change order five between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$7,650 to replace roof system at 2020 Carey Ave. [25 - 219](#)

Attachments: [Agreement to Change Order Five, Capitol Roofing, Inc](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring, Inc, in the amount of \$21,990 to replace carpet in the old courthouse, 4th floor, as described in the attachment A. [25 - 220](#)

Attachments: [Agreement, Carpet One Commercial Flooring, Inc](#)

This agenda item was approved.

8. Consideration of an addendum to the 2025-2026 janitorial services agreement for 2020 Carey Ave between Laramie County, WY, and TFM22, LLC, in the amount of \$10,778 per month to provide and complete the services as fully described in attachment A. [25 - 221](#)

Attachments: [Addendum, TFM22, LLC](#)

This agenda item was approved.

9. Consideration of the following fees collected by various county entities for April 2025: County Clerk, \$136,744.96; Sheriff, \$354,208.46; Clerk of District Court, \$21,566.71; Shooting Sports, \$18,675.19; Planning & Development, \$207,148.99; Circuit Court, \$89,481.00; DUI Court, \$796.00; Drug Court, \$400.00.

[25 - 233](#)

Attachments: [April Fees 2025](#)

This agenda item was approved.

10. Consideration of the following part-time salaries in the amount of \$80,560.56 for May 2025: Planning, \$1,448.85; Shooting Sports, \$8,530.77; Buildings/Maintenance, \$27,231.17; Sheriff Operations, \$2,883.57; Detention, \$35,072.26; Drug/DUI Courts, \$5,393.94.

[25 - 231](#)

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

This agenda item was approved.

Warrants

11. Consideration of warrants in the amount of \$3,710,863.57 for May 2025.

[25 - 232](#)

Attachments: [May Warrants 2025](#)

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Grants

12. Consideration of a resolution authorizing the submission of a grant application to the Cheyenne Community Public Recreation District to request funding for a playground and concrete picnic tables to be located at the Orchard Valley Recreation Area (211 South First Ave) in the amount of \$50,000. Matching funds in the amount of \$5,000 will come from the Laramie County Recreation Planning and Advisory Board.

[25 - 222](#)

Attachments: [Grant Application, CCRD](#)

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, Hollingshead,
Zwonitzer

- 13.** Consideration of an agreement between Laramie County, WY, and Bear Communications (Bearcom), Inc, in an amount not to exceed \$39,807.24 to purchase six Motorola APX8000 Model 2.5 portable radios, accessories and programming.

[25 - 213](#)

Attachments: [Agreement, Bear Communications, Inc](#)

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Contract/Agreement/Leases

- 14.** Consideration of a memorandum of understanding between Laramie County, WY, Laramie County Fire Authority, and Laramie County Fire District #1 to facilitate fire inspections in Laramie County.

[25 - 227](#)

Attachments: [MOU, LCFA and LCFD1](#)

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

License/Permits

- 15.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Jolly Jacs, LLC, dba Pyro City, located at 3115 W College Dr.

[25 - 226](#)

Attachments: [Permit, Pyro City, 3115 W College Dr](#)
[Permit Conditions](#)

Matt Butler, Fire Warden, said inspections were completed.

Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing.

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Land Use: Variances/Board App./Plats

- 16.** PUBLIC HEARING regarding a subdivision permit and plat for Dea Subdivision for a portion of the E1/2 of Sect 3, T16N, R67W, Laramie County, WY. [25 - 214](#)

Attachments: [Dea Subdivision Permit and Plat](#)

Justin Arnold, Planning, said AVI, PC, on behalf of Robert Dea II and Rebekah Dea, applied for approval of the Dea subdivision permit and plat, located in a portion of the E1/2 of Section 3, T16 N, R67 W. The proposed subdivision will create five residential tracts, averaging seven acres each, from the 35.01 acre parcel. The subject parcel is in the Land Use zone district and is vacant residential land with one residence.

Arnold said based on evidence provided, staff recommends approval with no conditions and adoption of the findings of fact a and b of the staff report.

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 Heath, to approve the subdivision permit and plat for Dea Subdivision with no conditions and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 17.** PUBLIC HEARING regarding board approval and zone change from MR - Medium Density Residential to PUD - Planned Unit Development for Cowboy Brew Subdivision, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, Laramie County, WY. (Two motions required) [25 - 215](#)

Attachments: [Cowboy Brew Subdivision, 1st Filing, and BT II First Subdivision, Zone Change and BT II, LLC, Board Approval](#)

Justin Arnold, Planning, said Deanne Roon of DeRoon Consulting, LLC, on behalf of BT II, LLC, submitted zone change and board approval applications for the property located at 227 S Greeley Hwy. The purpose of the application is to change the zone district from MR - Medium Density Residential to PUD - Planned Unit Development and to seek approval under the Laramie County Land Use Regulations to construct a permanent RV park and campground.

Arnold said based on evidence provided, staff recommends approval of the zone

change from MR - Medium Density Residential to PUD - Planned Unit Development and approval of the use for a permanent RV park and campground with no conditions.

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 Hollingshead, to approve the zone change from MR - Medium Residential to PUD - Planned Unit Development with no conditions and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, to approve the use for a permanent RV park and campground with no conditions and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

18. PUBLIC HEARING regarding board approval for the easement naming of Wilson Acres, Tract 2, Laramie County, WY.

[25 - 216](#)

Attachments: [G&G Enterprises Board Approval](#)

Justin Arnold, Planning, said Steil Surveying Services, on behalf of G & G Enterprises, submitted a board approval application to name the recorded easement of Wilson Acres, Tract 2, to Willow Brook Lane. He noted this was a condition of the subdivision permit as the Geographical Information Specialist advised they were not able to address new parcels from Road 146 and the easement would need to be named to allow for further addresses within Pita Ranch, 2nd Filing.

Arnold said based on evidence provided, staff recommends approval for naming the easement of Wilson Acres, Tract 2, as "Willow Brook Lane" with no conditions.

Chairman Malm opening the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Commissioner Zwonitzer, seconded by Vice Chairman Thompson, to grant Board approval for Wilson Acres, Tract 2, to be named and known as "Willow Brook Lane" and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

19. PUBLIC HEARING regarding an amendment to the Whitt's End Farmstand Site Plan.

25 - 228

Attachments: [Amendment, Whitt's End Site Plan](#)
[Resolution, Amendment, Whitt's End Site Plan,](#)
[Revised](#)

Justin Arnold, Planning, said Sarah Lene Whitt, Augustus Whitt, and Kenneth Ball, submitted a site plan application for Whitt's End Farmstand, located at 1249 Happy Jack Rd. The application was submitted to expand the existing farmstand by 360 square feet, install RV electrical connections, and plans for future livestock shelters. He noted that on Nov 19, 2024, the Board of Commissioners held a public hearing and approved the applicants' site plan with two conditions. He said the applicants are requesting to amend the site plan to reflect the intended use of the property. The revised site plan would remove the south side of the property and use only the north side that is accessible to the public. It would also include a hammerhead turnaround.

Arnold said based on evidence provided, staff recommends approval of the amended site plan with three conditions.

Annalisa Miller, agent for the applicants, said the applicants want to modify the initial site plan approved by the Board in November. The amended site plan reflects the applicants' intention to change where the public will access their property on the north side of the property.

Chairman Malm opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Commissioner Hollingshead, seconded by Commissioner Zwonitzer, to approve the amended Whitt's End Farmstand site plan dated May 23, 2025, with three conditions and adopt the findings of fact a and b of the staff report.

A motion was made by Commissioner Hollingshead, seconded by Commissioner Heath, to amend the motion to add the condition that the site plan include the parking area from the second site plan. The motion failed by the following vote:

Nay: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Mark Voss, County attorney, recommended the board provide greater specificity and reference the parking options as additional parameters to the amended site plan. He

proposed the motion include the following: Adoption of the amended site plan which removes the southern half of the property and retains from the prior site plan the event parking options 2-130 and 1-20 and includes the new parking and expansion of the farmstand from the amended site plan.

Chairman Malm asked the board for a motion with a condition to include event parking options 2-130 and 1-20 as additional parameters of the amended site plan as found on Form SK-2 of the staff report.

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Hollingshead, to add the following conditions to the amended site plan: 1) Address use of buildings and facilities on the southern portion as solely for personal use by the applicants and not for use or occupancy for commercial and/or public use and 2) Include the event parking option 2-130 and event parking option 1-20 as additional parameters to the amended site plan, as referenced on Form SK-2 in the staff report. The motion carried by the following vote:

Aye: Malm, Heath, Hollingshead, Zwonitzer

Nay: Thompson

Commissioner Thompson referred to the applicants' website that listed events on the southern, agricultural part of the property. He said this looks like an attempt to skirt rules and regulations, and it was inappropriate to give consideration to this item.

Chairman Malm asked Voss and Arnold about ramifications if there was a complaint about operating a commercial enterprise outside of site plan parameters. Arnold said applicants would typically get a certificate of compliance with the stamped and approved site plan, and Planning can enforce violations of the plan.

Voss noted violations of a site plan are against land use regulations and carry a penalty of \$750 per day. He said additional violations of health and environmental regulations may apply, and penalties from WY Dept of Revenue for sales taxes may be imposed.

Commissioner Zwonitzer said commissioners are trying to find a balance to allow landowners to use their land as they want and to do so safely according to the conditions. He noted the applicants are separating commercial use from residential/agricultural in order to use the land for both purposes.

Commissioner Thompson said the initial site plan allowed the applicants to do what they wanted with their land and the conditions were an effort to protect neighbors and the public. He said the board has a duty to protect the public.

A motion was made by Commissioner Hollingshead, seconded by Commissioner Zwonitzer, that the Amended Whitt's End Farmstand site plan be approved with the following conditions:

1. Change the parameters of the Whitt's End site plan to include only the northern portion of the subject parcel that reflects the actual area used for the commercial operation and remove the southern portion indicated in the previous site plan;
2. Use of buildings and facilities on the southern portion shall be solely for personal use by the applicants, not for use or occupancy for commercial and/or public use;
3. Any construction on the northern portion of the parcel that is accessible to the public and used for the activities of the Whitt's End Farmstand will require a commercial building permit;
4. Relocation of the hammerhead turnaround for emergency vehicle access to the north side of the property, where it will align with the proposed amendment to the site plan;
5. Include the Event Parking Option 2-130 and Event Parking Option 1-20 as additional parameters to the amended site plan. Those references are located on Form SK-2 in the staff report.

The motion carried by the following vote:

Aye: Malm, Heath, Hollingshead, Zwonitzer

Nay: Thompson

The meeting adjourned at 4:32 pm.

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.