

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, February 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 Don Hollingshead, Commissioner Ty Zwonitzer

Minutes

1. Consideration of the Minutes of Proceedings for Jan 21, 2025.

[25 - 063](#)

Attachments: [Draft Minutes Jan 21, 2025](#)

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, 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 the ratification of a resolution acknowledging conversion from 307 Horse Racing, Inc, to 307 Horse Racing, LLC.

[25 - 048](#)

Attachments: [Resolution, 307 Horse Racing, LLC](#)

This agenda item was approved.

3. Consideration of a legal services agreement between Laramie County, WY, and SAS Legal Group, LLC, to provide representation to indigent parents in accordance with WS 14-3-422(b) and to comply with county's obligation pursuant to WS 14-3-434(b) at a rate of \$100/hour.

[25 - 049](#)

Attachments: [Legal Services Agreement, SAS Legal Group, LLC](#)

This agenda item was approved.

4. Consideration of an addendum to agreement between Laramie County, WY, and Montana Premiere Entertainment, Inc, in the amount of \$16,450 to provide attractions at the 2025 Sportsman's Expo as described in attachment A. [25 - 050](#)

Attachments: [Addendum, Montana Premiere Entertainment, Inc](#)

This agenda item was approved.

5. Consideration of a subgrantee agreement between Laramie County, WY, and the WY Dept of Transportation, Local Government Coordination office, for a FY25 Congestion Mitigation Air Quality (CMAQ) grant award in the amount of \$110,400 with a match of \$27,600 for dust suppression on five miles of County Rd 146 to run through Sept 30, 2027. [25 - 047](#)

Attachments: [FY25 Subrecipient Agreement, WYDOT, CMAQ](#)

This agenda item was approved.

6. Consideration of a subgrantee agreement between Laramie County, WY, and the city of Cheyenne for a FY24 Edward Byrne Memorial Justice Assistance Grant in the amount of \$46,857 to run through Sept 30, 2027. [25 - 051](#)

Attachments: [FY24 Byrne JAG Subgrantee Agreement, City of Cheyenne](#)

This agenda item was approved.

7. Consideration of the ratification of a resolution authorizing submission of a grant application to the US Dept of Transportation for a FY25 Better Utilizing Investments to Leverage Development (BUILD) grant in the amount of \$5,945,744 to request funds for the Division Ave and Wallick Rd Street and Infrastructure Upgrade Project. [25 - 058](#)

Attachments: [Grant Application, US Dept of Transportation, FY25 BUILD](#)

This agenda item was approved.

8. Consideration of the ratification of a memorandum of agreement between the Federal Highway Administration (FHWA), the WY Dept of Transportation (WYDOT), and Laramie County, WY, to outline the terms and conditions by which FHWA, WYDOT, and the county will coordinate removal of structure 48LA3336, structure DLM, Union Pacific Railroad Bridge on County Rd 210 as part of the WYDOT project CN02110, and the parties will mitigate adverse effects of the [25 - 060](#)

bridge removal.

Attachments: [MOA, FHWA, WYDOT](#)

This agenda item was approved.

9. Consideration of amendment four to the agreement (040217-14) between Laramie County, WY, and the WY Dept of Transportation to extend the term to Feb 5, 2026, and amend the county's responsibilities by replacing attachment C with attachment D, for snow removal of portions of S Greeley Hwy and Fox Farm Rd. [25 - 061](#)

Attachments: [Amendment Four, WYDOT](#)

This agenda item was approved.

10. Consideration of a manufacturer's off-premise permit submitted by WMC/PDB, LLC, dba Pine Bluffs Distilling, for an event on Feb 8, 2025, at the Archer Complex. [25 - 052](#)

Attachments: [24-hour Permit, Pine Bluffs Distilling, Feb 10, 2025](#)

This agenda item was approved.

11. Consideration of a two-day manufacturer's off-premise permit submitted by WMC/PBD, LLC, dba Pine Bluffs Distilling, for an event on Feb 15 and 16, 2025, at the Archer Complex. [25 - 053](#)

Attachments: [24-hour Permit, Pine Bluffs Distilling, Feb 15 and 16, 2025](#)

This agenda item was approved.

12. Consideration of the following fees collected by various county entities for Dec 2024: County Clerk, \$116,835.12; Sheriff, \$131,532.30; Clerk of District Court, \$16,886; Shooting Sports, \$17,150.84; Planning & Development, \$142,976.57; Circuit Court, \$41,892; DUI Court, \$460.00; Drug Court, \$75.00. [25 - 064](#)

Attachments: [Dec Fees 2024](#)

This agenda item was approved.

13. Consideration of the following part-time salaries in the amount of \$52,614.10 for Jan 2025: Planning, \$557.25; Shooting Sports, \$6,898.40; Buildings/Maintenance, \$17,603.09; Sheriff Operations, \$5,560.23; Detention, \$18,454.80; Events, \$138.75; Drug/DUI Courts, \$3,401.58. [25 - 066](#)

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

This agenda item was approved.

Warrants

Commissioner Thompson announced he had a conflict of interest with agenda item #14.

14. Consideration of warrants in the amount of \$4,921,664.06 for Jan 2025. [25 - 067](#)

Attachments: [Jan Warrants 2025](#)

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

Aye: Malm, Heath, Hollingshead, Zwonitzer

Recused: Thompson

Contract/Agreement/Leases

15. Consideration of an addendum between Laramie County, WY, and Precision Kiosk Technologies, Inc, for the contractor to provide hardware and software to implement fully automated pretrial, probation and alcohol monitoring for low-risk individuals. The county shall pay the contractor \$1,750 per kiosk per month and other charges detailed in exhibit A of attachment A. [25 - 056](#)

Attachments: [Addendum, Precision Kiosk Technologies, Inc](#)

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, Hollingshead, Zwonitzer

16. Consideration of an intergovernmental agreement between the US Dept of Justice, US Marshals Service (USMS) and Laramie County, WY, to allow the county to maintain custody of selected federal inmates as determined by Laramie County. The adult daily incarceration fee will be \$120 a day and juvenile incarceration fee, \$190 a day. USMS is responsible for federal inmate transportation and medical costs. [25 - 057](#)

Attachments: [Intergovernmental Agreement, USMC](#)

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, Hollingshead, Zwonitzer

- 17. Consideration of a new service agreement and addendum between Laramie County, WY, and High West Energy, Inc, to provide service to power the new billboard sign at the Archer Complex for \$10,000. [25 - 062](#)

Attachments: [Addendum, High West Energy, 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

Land Use:Variances/Board App./Plats

- 18. PUBLIC HEARING regarding a zone change from AR - Agricultural Residential to MU - Mixed Use for Tracts 1, 2, 3, and 5, Gleich Tracts, Laramie County, WY. [25 - 055](#)

Attachments: [Gleich Tracts, Zone Change](#)

Justin Arnold, Planning, said AVI, PC, on behalf of Lance E Gleich and Mindy Grunewald, submitted an application for a zone change for Tracts 1, 2, 3, and 5 Gleich Tracts. He said the application was submitted to change the zoning district from AR - Agricultural Residential to MU - Mixed Use to accommodate the expansion of the water well business and allow the existing residence to remain. Arnold said a concurrent application was also submitted with a site plan for a shop, office, and employee and equipment parking. Arnold said the site plan will address comments from Public Works regarding deed restrictions and easement notes noted on the Gleich Tracts plat, and the site plan will be approved administratively and included in the report for information.

Arnold said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b 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 Heath, to approve the zone change for Tracts 1, 2, 3, and 5, Gleich Tracts, Laramie County, WY, from AR to MU 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

19. PUBLIC HEARING regarding a subdivision permit and plat for Recco Ranch, situated in the NW1/4 of Sect 11, T14N, R65W of the 6th PM, Laramie County, WY.

[25 - 059](#)

Attachments: [Recco Ranch, Subdivision Permit and Plat Proposed Change](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Recco, Inc, submitted a subdivision permit and plat application for property in the SW1/4 of the NW1/4 of Sect 11, T14N, R65W. He said the application was submitted to subdivide 83 acres into 14 residential lots of around six acres each.

Shane Hansen, agent for the applicant, said the applicant would like the third condition removed and to build the remainder of the access easement to a 24-ft wide fire apparatus because it is a family exemption. Commissioner Thompson asked if the access easement could be dedicated as a public road. County Attorney Mark Voss said it would need to go through Title 24, the road petition process.

Arnold said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a, b, c and d with three conditions: 1) A non-adverse Chapter 23 DEQ recommendation is received by the Planning Dept prior to plat recordation; 2) The developer of the subdivision shall build Railway Ln from Railroad Rd as shown on the plat up to the access of the exempt subdivision to the north to county standards and shall build Recco Ranch Rd and Raymond Trl as shown on the plat to county standards; and 3) The developer shall build the remainder of the private access easement duly recorded at Bk 2421, Pg 1003, to county road standards.

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, move to approve the subdivision permit and plat for Recco Ranch with the three conditions outlined in the staff report and adopt findings of fact a, b, c and d of the staff report.

Commissioner Thompson asked about the agent's request not to build the access easement to county standards. He added the entire portion needs to be built to county standards because, at some point, the northern lots will sell.

Chairman Malm asked if the applicant was aware of a proposed change in county road standards that would reduce right-of-way width by approximately 6 ft. He asked if the proposed change, under consideration by the board, was more appealing as a condition to the applicant. Taft Love, applicant, said it would be a great compromise,

saving about six feet of width on the road. Molly Bennett, Public Works, agreed it would be manageable. Voss did not see an issue with the compromise.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to amend conditions #2 and #3 to the proposed local county road standard for rural subdivision (buildout volume less than 350 ADT). The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

The motion carried as amended by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

20. PUBLIC HEARING regarding a zone change from LI - Light Industrial to MU - Mixed Use for Cheyenne Irrigated Gardens, 3rd Filing, of the south 440-ft of Tract 17, Cheyenne Irrigated Gardens, Laramie County, WY.

[25 - 065](#)

Attachments: [Cheyenne Irrigated Gardens, 3rd Filing, Zone Change](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, submitted applications for an administrative plat and zone change for a parcel located at the northwest corner of Avenue D and Persons Rd. He said the applications are to separate the residence from the remainder of the existing towing business, requiring changing the residential zoning from LI - Light Industrial to MU - Mixed Use. Arnold said the business will remain as LI - Light Industrial.

Arnold said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b.

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

A motion was made by Commissioner Heath, seconded by Vice Chairman Thompson, to approve the zone change from LI – Light Industrial to MU – Mixed Use for Tract 2, Cheyenne Irrigated Gardens, 3rd Filing, Laramie County, WY, 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

The meeting adjourned at 4:10 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.