

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, May 6, 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 April 15, 2025.

[25 - 195](#)

Attachments: [Draft Minutes April 15, 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, 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 authorizing submission of a grant application to the WY Office of Homeland Security, FFY25 State and Local Cybersecurity Grant Program, to request funds to purchase Darktrace, a security solution that delivers preventive and live threat detection in the amount of \$281,113.98.

[25 - 168](#)

Attachments: [FFY25 SLCGP Grant Application, IT Dept](#)

This agenda item was approved.

3. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY25 State and Local Cybersecurity Grant Program, to request funds for the

[25 - 169](#)

purchase of Silverfort, a cybersecurity software specializing in adaptive multi-factor authentication and identity and access management in the amount of \$55,292.91.

Attachments: [FFY25 SLCGP Grant Application, IT Dept](#)

This agenda item was approved.

4. Consideration of the ratification of a resolution authorizing submission of a grant application to Cheyenne Regional Medical Center, General Community Benefit Grant, to request funds to purchase suicide prevention materials for the Coroner's office in the amount of \$2,500.

25 - 170

Attachments: [General Community Benefit Application, CRMC, Coroner](#)

This agenda item was approved.

5. Consideration of the ratification of a resolution authorizing submission of a grant application to Cheyenne Regional Medical Center, General Community Benefit Grant, to request funds for the Laramie County Law Enforcement Assisted Diversion Program to minimize food insecurity of program participants in the amount of \$1,500.

25 - 171

Attachments: [General Community Benefit Application, CRMC, LEAD Program](#)

This agenda item was approved.

6. Consideration of the ratification of amendment one to the Highway Safety Program FFY25 subaward agreement between Laramie County, WY, and the WY Dept of Transportation to amend deliverables by replacing attachment B with Attachment B-1.

25 - 173

Attachments: [Amendment One, FFY25 HSP Subaward, WYDOT, DRE](#)

This agenda item was approved.

7. Consideration of the ratification of an agreement to change order three between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$7,900 to replace roof system at 2020 Carey.

25 - 193

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

This agenda item was approved.

8. Consideration of an agreement to change order four between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$12,600 to replace roof system at 2020 Carey.

25 - 194

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

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and Dennis Baer to purchase water at a rate of \$9.50 per one thousand gallons. [25 - 167](#)

Attachments: [Water Purchase Agreement, Dennis Baer](#)

This agenda item was approved.

10. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on June 14, 2025, at 7816 Sorrento Ln. [25 - 186](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, June 14, 2025](#)

This agenda item was approved.

11. Consideration of a catering permit submitted by Viper, Inc, dba The Den Gentleman's Club, located at 8 US Hwy 85 for an event on June 21, 2025. [25 - 164](#)

Attachments: [24-Hour Permit, The Den Gentleman's Club, June 21, 2025](#)

This agenda item was approved.

12. Consideration of a nine-day catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, for events on July 18 through 26, 2025, at 312 S Greeley Hwy, lot area. [25 - 163](#)

Attachments: [24-hour Permit, Bullseye Operations, July 18 - 26, 2025](#)

This agenda item was approved.

13. Consideration of the following fees collected by various county entities for March 2025: County Clerk, \$118,816.47; Sheriff, \$92,580.94; Clerk of District Court, \$26,170.43; Shooting Sports, \$19,266.18; Planning & Development, \$159,739.15; Circuit Court, \$85,289.00; DUI Court, \$660.00; Drug Court, \$905.00. [25 - 196](#)

Attachments: [March Fees 2025](#)

This agenda item was approved.

14. Consideration of the following part-time salaries in the amount of \$53,305.14 for April 2025: Planning, \$847.02; Shooting Sports, \$5,671.99; Buildings/Maintenance, \$17,314.78; Sheriff Operations, \$2,029.95; Detention, \$23,324.68; District Court, \$684.77; Drug/DUI [25 - 197](#)

Courts, \$3,431.95.

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

This agenda item was approved.

Warrants

15. Consideration of warrants in the amount of \$2,416,817.62 for April 2025. [25 - 176](#)

Attachments: [April 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

Report & Public Petitions

16. Presentation of the Cheyenne Passenger Rail Station Site Selection Study. [25 - 177](#)

Christopher Yaney, director, Cheyenne Metropolitan Planning Organization, presented the MPO study of potential locations for a future passenger rail station. The study was done in partnership with the city of Cheyenne, with funding from the Wyoming Department of Transportation. The rail service would connect Cheyenne with Fort Collins, Boulder, Denver, Colorado Springs, and beyond. Yaney said the study found the Old Happy Jack Road and Reed Avenue sites can both accommodate a passenger rail station. Continued study and engagement are required.

The report was received and filed.

Resolutions

17. Consideration of a resolution approving fee changes for various services and inspections pursuant to WS 35-1-305. [25 - 172](#)

Attachments: [Resolution, Health Dept Fees](#)
 [Fee Schedule 2025, Environmental Health](#)

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

18. Consideration of a memorandum of understanding between Laramie County, WY, and the city of Cheyenne to specify financial reimbursement by the county to the city for the shared cost of a contract modification to the Metropolitan Planning Organization Safe Routes to School Plan. [25 - 184](#)

Attachments: [MOU, City of Cheyenne, MPO Safe Routes to School Plan](#)

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

19. Consideration of an agreement between Laramie County, WY, and Top Flight Maintenance to provide mowing, trimming and landscaping maintenance of the county building grounds, parks, and common areas as described in attachment A. [25 - 183](#)

Attachments: [Agreement, Top Flight Maintenance](#)

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

20. Consideration of an addendum to service agreement between Laramie County, WY, and Motorola Solutions, Inc, in the amount of \$236,026.20 to provide services at the Combined Communications Center from July 1, 2025, through June 30, 2030. [25 - 146](#)

Attachments: [Addendum, Motorola Solutions, Inc](#)

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

21. Consideration of an addendum to service order between Laramie County, WY, and ClearGov, Inc, in the amount of \$79,988.33 to provide setup and subscription services. [25 - 175](#)

Attachments: [Addendum, ClearGov, 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

License/Permits

22. PUBLIC HEARING regarding a seasonal fireworks permit submitted by Jolly Jacs, LLC, dba Fireworks Outlet, located at 251 I-25 Service Rd.

25 - 191

Attachments: [Permit, Fireworks Outlet, 251 I-25 Service Rd](#)
[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 Ty Zwonitzer, seconded by Troy Thompson, that this agenda item be approved with conditions. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

23. PUBLIC HEARING regarding a yearly fireworks permit submitted by Jolly Jacs, LLC, dba Pyro City, located at 245 I-25 Service Rd.

25 - 190

Attachments: [Permit, Pyro City, 245 I-25 Service Rd](#)
[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 Ty Zwonitzer, seconded by Linda Heath, that this agenda item be approved with conditions. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

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24. PUBLIC HEARING regarding a yearly fireworks permit submitted by Wholesale Fireworks, Inc, dba Wholesale Fireworks, located at 3229 W College Dr.

[25 - 174](#)

Attachments: [Permit, Wholesale Fireworks, 3229 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 Don Hollingshead, seconded by Ty Zwonitzer, that this agenda item be approved with conditions. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Public Hearings/Rules & Reg's

25. Consideration of a resolution giving public notice of Laramie County's intent to adopt the 2025 Laramie County Land Use Regulations.

[25 - 187](#)

Attachments: [Resolution, Public Notice to adopt the 2025 Laramie](#)
[County Land Use Regulations](#)

Justin Arnold, Planning, said the resolution gives statutory notice of the county's intent to adopt the 2025 Land Use Regulations and a 45-day public comment period on the proposed changes to the regulations. The Board of County Commissioners will consider adopting the proposed regulations on July 1.

Chairman Malm acknowledged members of the public in attendance who wished to comment on the proposed regulations. He opened the meeting for PUBLIC COMMENT.

Bonnie Burlando, Jennifer Stone, Keith Fogg, Benjamin Kramer, and Scott Butler expressed concerns about infringement of property owners' rights, burdensome permitting processes, fees, and zone changes.

Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing. He encouraged residents to review the proposed regulations and said the board could pass them in their entirety, in part, or not at all. The proposed regulations are on the Planning and Development website and persons can submit written comments online, via email to Planning office or to the County Clerk.

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

- 26.** Consideration of a resolution giving public notice of Laramie County's intent to amend the unincorporated Laramie County zone district map.

25 - 188

Attachments: [Resolution, Public Notice to amend the Unincorporated Laramie County Zone District Map](#)

Justin Arnold, Planning, said the resolution gives statutory notice of the county's intent to amend the unincorporated Laramie County Zone district map and a 45-day public comment period on the proposed amendments. He noted that the proposed amendment will eliminate all zoning in unincorporated areas of Laramie County. The Board of County Commissioners will consider adopting the proposed amendments on July 1.

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

- 27.** Consideration of a resolution giving public notice of Laramie County's intent to adopt updated Planning and Development fee schedule for FY25/26.

25 - 189

Attachments: [Resolution, Public Notice to adopt Planning and Development FY25/26 Fee Schedule](#)

Justin Arnold, Planning, said the resolution gives statutory notice of the county's intent to adopt updated Planning and Development fee schedule for FY25/26 and a 45-day public comment period on the proposed amendments. The Board of County Commissioners will consider adoption of the proposed fees schedule on July 1.

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

28. PUBLIC HEARING regarding a subdivision permit and plat for Frontier Tracts, 4th Filing, Laramie County, WY.

25 - 179

Attachments: [Frontier Tracts, 4th Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Riatta Holdings, LLC, submitted a Subdivision Permit and Plat application for Frontier Tracts, 4th Filing, located at 3330 I-80 Service Road. The application was submitted to subdivide the property into eight (8) commercial use lots.

Arnold presented the staff report and said based on evidence provided, staff recommends approval of the subdivision permit and plat and adoption of the findings of fact a and b of the staff report with one condition: A non-adverse Chapter 23 study recommendation from the Wyoming Department of Environmental Quality must be received prior to recordation.

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 Zwonitzer, to approve the Subdivision Permit and Plat for Frontier Tracts, 4th Filing, Laramie, WY, and adopt the findings of fact a and b with one condition: A non-adverse Chapter 23 study recommendation from the Wyoming Department of Environmental Quality. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
 Zwonitzer

29. PUBLIC HEARING regarding a zone change from MR - Medium Density Residential to CB - Community Business for Terry Homesites, Lot 10, Block 2, Laramie County, WY, and board approval for surface storage use.

25 - 180

Attachments: [Terry Homesites, Zone Change and McHenry, Board Approval](#)

Justin Arnold, Planning, said Bailey McHenry (210 Properties, LLC), landowner, submitted zone change, Board approval, and site plan applications for Terry Homesites: Lot 10, Block 2, located at 210 Williams Street. The purpose of the application is to change the zone district from MR - Medium Density Residential to CB - Community Business to allow for outside surface storage for refrigerated box trucks to park.

Arnold presented the staff report and said Section 4-2-107(b)(viii) of Laramie County Land Use Regulations requires that uses similar to storage facilities have prior Board

approval to operate in the CB - Community Business zone district in accordance with Section 1-2-100 governing Board Approval.

He said based on evidence provided for the zone change, staff recommends approval with no conditions and adoption of findings of fact a and b.

A motion was made by Commissioner Heath, seconded by Commissioner Hollingshead, to approve the zone change from MR - Medium Density Residential to CB - Community Business for Terry Homesites, Lot 10, Block 2, with no conditions and adopt the findings of fact a and b. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

A motion was made by Commissioner Hollingshead, seconded by Commissioner Zwonitzer, to approve the outside surface storage use for Terry Homesites, Lot 10, Block 2, with no conditions and adopt the findings of fact a and b. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 30. PUBLIC HEARING** regarding a subdivision permit and plat for Capitol Tracts, 4th Filing, located at Tract 4, Capitol Tracts, Laramie County, WY.

[25 - 182](#)

Attachments: [Capitol Tracts, 4th Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Marc A. and Jane R. Harrington submitted a Subdivision Permit and Plat application for Capitol Tracts, 4th Filing. The proposed subdivision will create two (2) residential tracts from the 4.13-acre parcel. Originally submitted as an administrative plat action, the project was changed to a subdivision permit and plat since a one-time statutory lot split had occurred on this parcel in 1992. Arnold said Laramie County Land Use Regulations state that any parcel previously created through administrative approval must go through a subdivision permit and plat approval process for any revisions.

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

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 Subdivision Permit and Plat for Capitol Tracts, 4th Filing, with no conditions, and adopt the findings of

fact a, b, and c. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 31.** PUBLIC HEARING regarding a subdivision permit and plat for Skyview Estates, 3rd Filing, Laramie County, WY.

[25 - 185](#)

Attachments: [Skyview Estates, 3rd Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Jones Land Surveying, on behalf of various owners in the Skyview Estates Subdivision, submitted a Subdivision Permit and Plat application to replat portions of the Skyview Estates Subdivision, 2nd Filing, Laramie County, WY. The application was submitted to consolidate many of the small lots, originally created for airplane hangars, to make them larger and more buildable under current County standards.

Arnold presented the staff report. He said the applicant's intent is to consolidate 26 small lots, originally platted into 11 lots, to support larger hangars that people in the current market wish to build. He noted that the replatted lots would not be permitted septic systems given their small size and a plat note clarifies they cannot be used as residences under the AMEC memo.

Based on evidence provided, Arnold said staff recommends approval of the subdivision permit and plat with no conditions and adoption of the findings of fact a and b.

Chairman Malm opened the hearing for PUBLIC COMMENT. Patrice Gapen, resident, spoke in favor of the item.

Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Commissioner Heath, seconded by Commissioner Hollingshead, to approve the Subdivision Permit and Plat for Skyview Estates, 3rd Filing, with no conditions, and adopt the findings of fact a and b. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 32.** PUBLIC HEARING regarding White Antelope Barn site plan, located at Tract 33, Mountain Shadow, Laramie County, WY.

[25 - 192](#)

Attachments: [White Antelope Barn Site Plan](#)

Justin Arnold, Planning, said BenchMark Engineers, PC, on behalf of the Heidi A. Pulcifer Revocable Trust, submitted a site plan application to allow an event venue on her property located at Tract 33, Mountain Shadow, Laramie County, WY. The subject parcel lies between 1856 and 1882 Mountain Shadow Lane North. The parcel

is situated in the LU - Land Use Zone District. Under Laramie County Land Use Regulations (LCLUR) § 2-2-133(d)(iv), the Planning and Development director may require a site plan to have a public hearing before the Board of County Commissioners if it is determined that the impacts of the proposed use will significantly impact surrounding properties.

Arnold reported that Planning determined the proposed use is a permissible use under LCLUR § 4-2-114(a). The use may not be denied, but commissioners may direct Planning to place conditions upon the site plan to mitigate impacts to surrounding neighbors.

Arnold presented the staff report and said the subject property is a 7.13-acre parcel and current use is vacant residential land. The applicant wishes to construct a barn-like structure, storage building, three cabins, and a parking lot. The project will have two phases.

Based on evidence provided, Arnold said staff recommends approval with one condition and adoption of findings of fact a and b of the staff report.

Chairman Malm opened the hearing for PUBLIC COMMENT. Residents Rick Bell, Dustin Smith, Michael Smith, Brigitte Peters, Eric Wiles, Zakkary Keller, Dennis Peters, Jill Brewer, Doris Carter, Steven Murray, and Thomas Kaetzer were among those speaking in opposition to the project. Bell said of the 74 lots in the subdivision, 54 residents signed a petition opposing the proposed business. Residents' concerns included increased traffic and safety, road deterioration, pollution from traffic, lighting, and noise, the need for fencing to screen the area, water usage, commercial activity in residential neighborhood, impact on sewer system, effect on property values, and emergency response times.

Chairman Malm and Vice Chairman Thompson pointed out that covenants are legal agreements among landowners to protect neighborhoods. However, the county is not a party to the agreements and cannot take action on them.

Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

A motion was made by Vice Chairman Thomson, seconded by Commissioner Hollingshead, to approve the White Antelope Barn Site Plan and to adopt the findings of fact a and b with the condition that all agency comments must be addressed and corrections made to the site plan before a certificate of review is issued.

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Hollingshead, to amend the motion to add the following conditions: 1) North boundary of property is to be fenced 2) A traffic study

is to be conducted 3) A map is to be submitted showing where natural screening will be placed.

Aye: Malm, Heath, Hollingshead, Zwonitzer

Nay: Thompson

Vice Chairman Thompson explained his "no" vote on the additional conditions. He said the conditions were vague. He said the only way to balance property owners and neighbors' interests without being arbitrary and capricious was through land use regulations, and the issue before the board was a use by right matter. He said the board does not have the ability to deny the project but can mitigate the effects on neighbors through the site plan.

Commissioner Zwonitzer explained his intention to vote "no" on the project. He said it is someone's right to do what they want with their property; however, the project will have significant impact on the surrounding residential area.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, to approve the White Antelope Barn Site Plan and adopt the findings of fact a and b with the following conditions: 1) All agency comments must be addressed and corrections made to the site plan before a certificate of review is issued; 2) North boundary of property is to be fenced; 3) A traffic study is to be conducted; 4) A map is to be submitted showing where natural screening will be placed.

The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead

Nay: Zwonitzer

The meeting adjourned at 5:52 p.m.

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, May 6, 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.