

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, August 5, 2025

3:30 PM

Commissioners Board Room

The meeting was delayed until 4:00 pm in order to set up an additional area for the public to view the meeting.

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 July 15, 2025.

[25 - 365](#)

Attachments: [Draft Minutes July 15, 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, Thompson, Heath, Hollingshead, Zwonitzer

Consent Agenda

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, Hollingshead, Zwonitzer

2. Consideration of a memorandum of understanding between Laramie County, WY, and the city of Cheyenne in an amount not to exceed \$95,790 for the Cheyenne Transit Program to provide public transportation service to Laramie County Community College and an area of Laramie County immediately adjacent to the city of Cheyenne. The MOU shall remain in full force and effect until June 30, 2026.

[25 - 364](#)

Attachments: [MOU, City of Cheyenne Transit Program](#)

This agenda item was approved.

3. Consideration of an appraisal service contract between Laramie County, WY, and Thomas Y Pickett & Co, Inc. [25 - 362](#)

Attachments: [Appraisal Service Contract, T Y Pickett Co, Inc](#)

This agenda item was approved.

4. Consideration of the ratification of an addendum between Laramie County, WY, and Ungerboeck Systems International, LLC, in the amount of \$23,670 to provide event management software for the Events Dept. [25 - 322](#)

Attachments: [Addendum, Ungerboeck Systems International, LLC](#)

This agenda item was approved.

5. Consideration of a memorandum of understanding between Laramie County, WY, and Laramie County School District #2 to permit use of the premises at the Archer Complex for Fair participation and FFA Division shows during the dates of the Fair. [25 - 334](#)

Attachments: [MOU, Laramie County School District #2, FFA](#)

This agenda item was approved.

6. Consideration of an addendum between Laramie County, WY, and Terra GIS, in the amount of \$7,420 to maintain and manage GIS data for the county's use in the web mapping system for a one-year term from Oct 1, 2024, through Sept 30, 2025. [25 - 323](#)

Attachments: [Addendum, Terra GIS](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Servpro of Cheyenne in the amount of \$8,670.50 to furnish labor and material for restoration, service and remodeling of the Events Center at Archer Complex. [25 - 337](#)

Attachments: [Agreement, Servpro of Cheyenne](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$449.94 to replace a horn strobe at Public Works. [25 - 330](#)

Attachments: [Agreement, Summit Fire & Security, LLC, Public Works](#)

This agenda item was approved.

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9. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$569.88 to replace a horn strobe at Planning. [25 - 332](#)

Attachments: [Agreement, Summit Fire & Security, LLC, Planning](#)

This agenda item was approved.

10. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$1,145 to replace heat detectors and relocate smoke detectors at the courthouse. [25 - 331](#)

Attachments: [Agreement, Summit Fire & Security, LLC, Courthouse](#)

This agenda item was approved.

11. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$1,813.02 to replace fire equipment at the Health Dept. [25 - 333](#)

Attachments: [Agreement, Summit Fire & Security, LLC, Health Dept](#)

This agenda item was approved.

12. Consideration of an agreement between Laramie County, WY, and Wyo Window Cleaning, LLC, in the amount of \$8,500 to provide window cleaning services at 2020 Carey Ave. [25 - 329](#)

Attachments: [Agreement, Wyo Window Cleaning, LLC](#)

This agenda item was approved.

13. Consideration of a memorandum of agreement between Laramie County, WY, and National Foundation for the Centers for Disease Control and Prevention, Inc, to assist the Coroner's office in its participation in the Overdose Response Strategy; agreement shall remain in full force and effect until Sept 29, 2025. [25 - 336](#)

Attachments: [Memorandum of Agreement, CDC](#)

This agenda item was approved.

14. Consideration of a grant award contract between Laramie County, WY, and the State of WY, Office of the Attorney General, Division of Criminal Investigation, for a FY23 Project Safe Neighborhoods Grant for the Sheriff's office in the amount of \$23,480 to run through Sept 15, 2026. [25 - 347](#)

Attachments: [FY23 Grant Award Contract, Office of AG, Project Safe Neighborhoods Grant](#)

This agenda item was approved.

15. Consideration of an amendment to the client service agreement and renewal schedule of services and fees between Laramie County, WY, and Novo Benefits, LLC, to provide consulting and management of the self-funded employee benefit plans. [25 - 343](#)

Attachments: [Amendment and Schedule, Novo Benefits, LLC](#)

This agenda item was approved.

16. Consideration of an agreement between Laramie County, WY, and Genoa Healthcare, LLC, to provide pharmacy products for Treatment Court participants. [25 - 325](#)

Attachments: [Agreement, Genoa Healthcare, LLC](#)

This agenda item was approved.

17. Consideration of an agreement between Laramie County, WY, and Drug Testing Center of Cheyenne in an amount not to exceed \$10,000 to provide drug and alcohol testing services and other supporting services to DUI Court participants. [25 - 352](#)

Attachments: [FY26 Agreement, Drug Testing Center, DUI Court](#)

This agenda item was approved.

18. Consideration of an agreement between Laramie County, WY, and Drug Testing Center of Cheyenne, in an amount not to exceed \$13,000 to provide drug and alcohol testing and other supporting services to Drug Court participants. [25 - 353](#)

Attachments: [FY26 Agreement, Drug Testing Center, Drug Court](#)

This agenda item was approved.

19. Consideration of an agreement between Laramie County, WY, and Specialty Counseling and Consulting, LLC, in an amount not to exceed \$146,034.30 to provide substance abuse and mental health treatment services, drug testing, and other treatment-related services to DUI Court participants. [25 - 357](#)

Attachments: [FY26 Agreement, Specialty Counseling and Consulting, LLC, DUI Court](#)

This agenda item was approved.

- 20.** Consideration of a contract between Laramie County, WY, and Specialty Counseling and Consulting, LLC, in an amount not to exceed \$162,148 to provide substance abuse and mental health treatment services, drug testing and other treatment-related services to Drug Court participants [25 - 358](#)

Attachments: [FY26 Contract, Specialty Counseling and Consulting, LLC, Drug Court](#)

This agenda item was approved.

- 21.** Consideration of the ratification of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on July 26, 2025, at the Riata Ranch Event Center, 826 Arena Ln, Cheyenne, WY. [25 - 328](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, July 26, 2025](#)

This agenda item was approved.

- 22.** Consideration of the ratification of a five-day catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Aug 2, through Aug 9, 2025, at the Archer Complex. [25 - 351](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, Aug 2 - 9, 2025](#)

This agenda item was approved.

- 23.** Consideration of the following fees collected by various county entities for June 2025: County Clerk, \$133,523.52; Sheriff, \$184,944.50; Clerk of District Court, \$21,896.83; Shooting Sports, \$14,714.71; Planning & Development, \$116,183.11; Circuit Court, \$64,393.00; DUI Court, \$520.00; Drug Court, \$410.00. [25 - 359](#)

Attachments: [June Fees 2025](#)

This agenda item was approved.

- 24.** Consideration of the following part-time salaries in the amount of \$77,838.30 for July 2025: Planning, \$1,075.80; Shooting Sports, \$7,262.60; Buildings/Maintenance, \$26,133.38; Sheriff Operations, \$2,533.68; Detention, \$31,299.69; District Court, \$6,406.63; Drug/DUI Courts, \$3,126.52. [25 - 360](#)

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

This agenda item was approved.

Warrants

25. Consideration of warrants in the amount of \$5,769,192.56 for July 2025. [25 - 366](#)

Attachments: [July Warrants 2025](#)

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

Resolutions

26. Consideration of a resolution to rescind the possession of firearms personnel policy. [25 - 344](#)

Attachments: [Personnel Policy Resolution, Rescind Possession of Firearms](#)

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

Aye: Malm, Thompson, Heath, Hollingshead,
 Zwonitzer

Contract/Agreement/Leases

27. Consideration of an agreement between Laramie County, WY, and Cheyenne Regional Air Service Focus Team (CRAFT) in c/o LEADS. The purpose of the agreement is for the county to pay a portion of the Minimum Revenue Guaranteed funds to CRAFT for payments to SkyWest Airlines to provide scheduled flight service between Cheyenne and Denver. The county shall pay CRAFT up to \$253,571.40 for FY26. The FY26 agreement shall terminate automatically at the exhaustion of the \$253,571.40 or June 30, 2026, the end of the 2026 fiscal year, whichever is earlier. [25 - 335](#)

Attachments: [Agreement, CRAFT, FY26 MRG](#)

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

Public Hearings/Rules & Reg's

28. PUBLIC HEARING regarding the adoption of the 2025 Laramie County Land Use Regulations.

[25 - 348](#)

Attachments: [Adoption of 2025 Laramie County Land Use Regulations](#)
[Adoption of 2025 Laramie County Land Use Regulations, Revised](#)

Chairman Malm announced there would be one Public Hearing for items 28, 29, and 30. He called on Justin Arnold, Planning, to present the staff report.

Arnold stated he wanted to correct misinformation that the regulations were a land grab. He informed that the process of updating the regulations began two and a half years ago and explained his professional background and qualifications working on land use regulations for 15 years. He said the proposed changes deregulate Home Occupations and streamline the approval process for businesses, saving thousands of dollars for startups and expanding enterprises. He said the regulations were written in-house by an experienced planner with decades of experience in writing regulations.

Arnold noted 75,000 acres were deregulated for home occupations. He detailed what was changed to make the regulations more effective and to spur economic and business growth. He said the good neighbor policy under the proposed regulations allows home occupations, including light industrial. Existing businesses would be grandfathered in. The county would enforce nuisance statutes.

He said under current regulations, RV living was restricted. The proposed regulations would allow RV living on a person's property provided sanitation and health requirements were met. A property owner would also be allowed to put in a secondary residence, or accessory dwelling, with a building permit. He outlined other measures that he said would save property owners time and money.

Arnold also noted that persons whose applications are denied would have seven days in which to request the board reconsider its decision. He said District Court is the only option under current regulations.

Arnold said fairness and flexibility were the hallmarks of the proposed regulations.

Chairman Malm opened the meeting for PUBLIC COMMENT.

Some 37 residents representing various home occupations offered comments opposing the proposed regulations. The majority stated that they did not want government telling them what to do with their property. Resident Julie Formby said a county HOA was not needed, and the regulations represented government overreach. Resident Joseph Kibler said that the few complaints the county received about home businesses indicated the issue was not a problem requiring enforcement.

The Board recessed at 5:29 pm and reconvened at 5:38 pm.

Chairman Malm and County Attorney Voss clarified that agricultural use of property was not related to zoning, and the proposed regulations would not affect taxation.

Chairman Malm noted that none of the regulations interferes with Wyoming's Food Freedom Act.

Several residents described themselves as political refugees from other states and said the county was becoming like the states they chose to leave.

Sue Wilson, former legislator, suggested amendments to delete portions of the regulations requiring a permit for home occupations and to restore "use by right" language.

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

A motion as made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to adopt the 2025 Laramie County Land Use Regulations with the modifications provided in the staff report.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, that this agenda item be amended to strike I (i) a, i and j, and renumber accordingly. 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 further amend the item to change "permitted use" to "use by right" as it pertains to home occupations. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Commissioner Thompson said the board had two options - toss the proposed land use regulations or update them. He said the regulations are needed to have a functioning society and the improvements are pro-small business with less burdensome requirements. He thanked Arnold and the planning staff for their efforts to improve regulations and for their work in public engagement and transparency. He expressed appreciation to those who offered comment on the proposed regulations, noting that the board can always modify the regulations. He described the regulations

as a living, breathing document.

Commissioner Heath echoed Commissioner Thompson's comments and underscored the need for rules and regulations and said they were a good step forward in protecting small business.

Commissioner Hollingshead spoke about the need for guardrails to enforce and ensure the safety of the community as a whole.

Commissioner Zwonitzer said the regulation update was a great step in the right direction.

Chairman Malm applauded the Planning staff and praised director Arnold. He said small businesses had been paying \$30,000 - \$60,000 for a site business plan and the new regulations enable them to save thousands of dollars in expenses.

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 29.** PUBLIC HEARING to amend the unincorporated Laramie County zone district map.

25 - 349

Attachments: [Adoption of the Unincorporated Laramie County Zone District Map](#)

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

- 30.** PUBLIC HEARING regarding a resolution adopting Laramie County Planning and Development FY25/26 fee schedule.

25 - 350

Attachments: [Planning and Development FY25/26 Fee Schedule](#)
[Planning and Development FY25/26 Fee Schedule, Revised](#)

A motion was made by Vice Chairman Thompson, seconded by Commissioner Hollingshead, that this agenda item be approved.

A motion was made by Commissioner Hollingshead, seconded by Vice

Chairman Thompson, that this agenda item be amended to eliminate the \$100 fee for home businesses. 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, that this agenda item be approved as amended. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

The meeting adjourned at 8:29 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, Aug 5, 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.