

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, November 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 Oct 21, 2025.

[25 - 520](#)

Attachments: [Draft Minutes Oct 21, 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 an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Laramie County Health Dept, 100 Central Ave.

[25 - 501](#)

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

This agenda item was approved.

3. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at the Archer storage building, 11300 Prairie Center Cir. [25 - 502](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Archer Storage](#)

This agenda item was approved.

4. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$3,113.90 to provide and install CLSS Gateway for monitoring at the Historic Courthouse, 310 W 19th St. [25 - 503](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Historic Courthouse](#)

This agenda item was approved.

5. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Cell Dialer at the Planning Dept, 3966 Archer Pkwy. [25 - 504](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Planning Dept](#)

This agenda item was approved.

6. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at Laramie County Governmental Complex, 309 W 20th St. [25 - 505](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Laramie County Governmental Complex](#)

This agenda item was approved.

7. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at MK Building, 3965 Archer Pkwy. [25 - 506](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, MK Building](#)

This agenda item was approved.

8. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at Public Works, 13797 Prairie Center Cir. [25 - 507](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Public Works](#)

This agenda item was approved.

9. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at the Shooting Sports Complex, 13802 Bullseye Blvd. [25 - 508](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Shooting Sports](#)

This agenda item was approved.

10. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Laramie County Historic Courthouse, 310 W 19th St. [25 - 509](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Historic Courthouse](#)

This agenda item was approved.

11. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Laramie County Governmental Complex, 309 W 20th St. [25 - 510](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Laramie County Governmental Complex](#)

This agenda item was approved.

12. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the County Clerk's Records Center, 2001 Carey Ave. [25 - 511](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Records Center](#)

This agenda item was approved.

13. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at Archer Event Center, 3801 Archer Pkwy. [25 - 512](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Archer Event Center](#)

This agenda item was approved.

14. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Shooting Sports Complex, 13802 Bullseye Blvd. [25 - 513](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Shooting Sports Complex](#)

This agenda item was approved.

15. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Planning Dept, 3966 Archer Pkwy. [25 - 514](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Planning Dept](#)

This agenda item was approved.

16. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at the Archer storage building, 11300 Prairie Center Cir. [25 - 515](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Archer Storage](#)

This agenda item was approved.

17. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at MK Building, 3965 Archer Pkwy. [25 - 516](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, MK Building](#)

This agenda item was approved.

18. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in the amount of \$540 per year to provide alarm monitoring services at Public Works, 13797 Prairie Center Cir. [25 - 517](#)

Attachments: [Addendum, Summit Fire & Security, LLC, Alarm Service, Public Works](#)

This agenda item was approved.

19. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at the County Clerk's Records Center, 2001 Carey Ave. [25 - 518](#)

Attachments: [Addendum, Summit Fire & Security, LLC, CLSS Pathway Cell Dialer, Records Center](#)

This agenda item was approved.

20. Consideration of an addendum between Laramie County, WY, and Summit Fire & Security, LLC, in an amount not to exceed \$878.96 to provide and install CLSS Pathway Cell Dialer at the Archer Event Center, 3801 Archer Parkway. [25 - 519](#)

Attachments: [Addendum, Summit Fire Security, LLC, CLSS Pathway Cell Dialer, Archer Event Center](#)

This agenda item was approved.

21. Consideration of an amendment to Next Generation 911 System agreement between Laramie County, WY, and ConvergeOne, Inc, in the amount of \$37,175.16. [25 - 500](#)

Attachments: [Amendment, CovergeOne, Inc](#)

This agenda item was approved.

22. Consideration of an addendum to the agreement between Laramie County, WY, and The Healthy Dispatcher, LLC, in the amount of \$20,000 to modify the Culture Assessment Proposal, as attachment A, for Laramie County Combined Communications. [25 - 521](#)

Attachments: [Addendum, The Healthy Dispatcher](#)

This agenda item was approved.

- 23.** Consideration of a memorandum of understanding between WY Dept of Transportation (WYDOT) and Laramie County, WY, to outline the terms and conditions by which WYDOT will partially fund the contract between the County and Motorola Solutions, Inc, in support of operation of county-owned WyoLink towers. [25 - 525](#)

Attachments: [MOU, WYDOT](#)

This agenda item was approved.

- 24.** Consideration of a memorandum of understanding between Laramie County, WY, and the University of Wyoming Family Medicine regarding billing for, and payment of, funds allocated to the county pursuant to contract (240917-12) between WY Dept of Health, Behavioral Health Division, and the county. [25 - 529](#)

Attachments: [MOU, University of Wyoming Family Medicine](#)

This agenda item was approved.

- 25.** Consideration of the first amendment to the US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund. The amendment extends the term of the nonprofit subaward agreement between Laramie County, WY, and the South Cheyenne Water and Sewer Dist from Dec 31, 2025, to Nov 15, 2026, for the Ave B6 Rehabilitation Project. [25 - 524](#)

Attachments: [First Amendment, South Cheyenne Water and Sewer Dist, ARPA](#)

This agenda item was approved.

- 26.** Consideration of the ratification of a resolution authorizing submission of a grant application to the US Dept of Justice, Bureau of Justice Assistance, for a Paul Coverdell Forensic Science Improvement Grant in the amount of \$21,147 for the County Coroner's office to purchase two portable fingerprint scanner systems to include training and maintenance. [25 - 533](#)

Attachments: [Grant Application, US Dept of Justice, PCFSGP](#)

This agenda item was approved.

- 27.** Consideration of the deletion from Public Works fixed asset inventory of a 2025 Western Star Conventional Tractor to be sold. [25 - 522](#)

Attachments: [Asset Deletion, Public Works, 2025 Western Star](#)

This agenda item was approved.

- 28.** Consideration of a winery off-premise permit submitted by The Blue Stem Wine House, LLC, dba The Blue Stem Wine House, for an event on Nov 7, 2025, at 2800 W Lincolnway.

[25 - 523](#)

Attachments: [24-hour Permit, The Blue Stem Wine House, Nov 7, 2025](#)

This agenda item was approved.

- 29.** Consideration of the following fees collected by various county entities for Sept 2025: County Clerk, \$138,329.83; Sheriff, \$276,057.64; Clerk of District Court, \$19,883.10; Shooting Sports, \$22,638.55; Planning & Development, \$164,065.94; Circuit Court, \$69,479.00; DUI Court, \$405.00; Drug Court, \$120.00.

[25 - 534](#)

Attachments: [Sept Fees 2025](#)

This agenda item was approved.

- 30.** Consideration of the following part-time salaries in the amount of \$93,095.65 for Oct 2025: Planning, \$1,441.42; Shooting Sports, \$9,346.78; Buildings/Maintenance, \$29,394.02; Sheriff Operations, \$3,123.00; Detention, \$39,550.20; Events, \$1,927.80; District Court, \$4,632.36; Drug/DUI Courts, \$3,680.07.

[25 - 535](#)

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

This agenda item was approved.

Warrants

- 33.** Consideration of warrants in the amount of \$4,529,528.41 for Oct 2025.

[25 - 539](#)

Attachments: [Oct Warrants 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, Hollingshead,
Zwonitzer

Contract/Agreement/Leases

31. Consideration of an agreement between Laramie County, WY, and Hopdox, LLC, for electronic recordings in the County Clerk's office. [25 - 532](#)

Attachments: [MOU, Laramie County Hopdox](#)

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

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

32. Consideration of the adoption of bylaws governing the Laramie County Senior Services Board. [25 - 537](#)

Attachments: [Bylaws, Laramie County Senior Services Board](#)
[Bylaws, Laramie County Senior Services Board,](#)
[Revised](#)

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

34. PUBLIC HEARING regarding a new retail liquor license submitted by Riedel Ventures, LLC, dba Bit-O-Wyo Ranch Wedding & Event Venue, located at 470 Happy Jack Rd. [25 - 531](#)

Attachments: [Riedel Ventures, LLC, Retail Liquor License](#)
[Application](#)

Chairman Malm said the public hearing relates only to the awarding of a liquor license, not to the site plan or the requirement that the business be operational.

Chairman Malm opened the hearing for PUBLIC COMMENT.

Tania Riedel, applicant, said the lease approval has been completed, and she has been working on the site plan and is ready to proceed with Planning and Development.

John Ysebaert, representative of the Cheyenne Pass HOA; KJ Cullen, representative of Table Mountain Ranches Owners Association; Justin Hesser, counsel for Kelly

Zimmerman and Lisa Losse; Lisa Losse, Jo Zimmerman and Paul Frauendienst, residents; and Kelly Zimmerman, via Zoom, expressed concerns about the issuance of the liquor license. They cited: intoxicated people, road access and maintenance, private easements used for commercial access, safety, lease effective as of May 2026, site plan process has not been completed, access on public lands, increased traffic, and effect on residents.

Jeffrey Boldt, counsel for the applicant, explained a shuttle service will be provided. He said the issues raised are planning-related, and the hearing only concerns the issuance of the liquor license.

Hearing no further 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.

Commissioner Thompson proposed adding a condition that the board must approve a site plan.

A motion was made by Vice Chairman Thompson, seconded by Commissioner Heath, to amend the motion to condition issuance of the license pending approval of a site plan by the board. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

The main motion as amended carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

Land Use:Variances/Board App./Plats

- 35.** PUBLIC HEARING regarding a vacation of tract 1, High Altitude Subdivision and approval of an administrative plat known as High Altitude Subdivision, 2nd Filing, Laramie County, WY.

[25 - 526](#)

Attachments: [Atlantis Liberty, LLC, Board Approval vacation and Administrative Plat, High Altitude Subdivision, 2nd filing](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Atlantis Liberty, LLC, and Jaydenn Bazal, submitted a simple division application for High Altitude Subdivision, 2nd Filing, and for a replat of Tract 1, High Altitude Subdivision. He said the subject property is located at 306 Artesian Rd, and the purpose of the application is to divide the 2.47-acre parcel into two tracts for light industrial use. He said Tract 1 will be 1.67 acres and Tract 2 will be 0.80 acres.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with one condition: The Public Works and County Engineer comments from agency reviews need to be resolved.

County Attorney Mark Voss recommended two motions, one for vacation and the other for approval of the plat.

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, to vacate Tract 1, High Altitude administrative plat. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

A motion was made by Vice Chairman Thompson, seconded by Commissioner Zwonitzer, to approve the modest plat for High Altitude Subdivision, 2nd Filing, with one condition 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

- 36.** PUBLIC HEARING regarding a subdivision permit and plat for The Life subdivision, located at a portion of the S1/2 NW1/4 of Sect 24, T15N, R67W, Laramie County, WY.

[25 - 527](#)

Attachments: [Subdivision Permit and Plat, The Life](#)

Justin Arnold, Planning, requested that the public hearing be postponed.

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Hollingshead, to postpone this item until Dec 16, 2025. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

- 37.** PUBLIC HEARING regarding a subdivision permit and plat for Wildflower Meadows, 2nd Filing, Laramie County, WY.

[25 - 528](#)

Attachments: [Subdivision Permit and Plat for Wildflower Meadows, 2nd Filing](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of landowners, Toni and William Langston, submitted a subdivision permit and plat application for

Wildflower Meadows, 2nd Filing, located at Rd 215 and Rd 140. He said the application was submitted to subdivide the property into two residential lots, with each lot averaging 10.78 acres.

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

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

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Hollingshead, to approve the subdivision permit and plat for Wildflower Meadows, 2nd Filing, Laramie County, WY, and adopt the findings of fact a and b of the staff report with no conditions. The motion carried by the following vote:

Aye: Malm, Thompson, Heath, Hollingshead,
Zwonitzer

The meeting adjourned at 4:28 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.