

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, September 2, 2025

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Excused: Vice Chairman Troy Thompson

Minutes

1. Consideration of the Minutes of Proceedings for Aug 19, 2025.

[25 - 395](#)

Attachments: [Draft Minutes Aug 19, 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

Excused: Thompson

Consent Agenda

Approval of the Consent Agenda

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

Aye: Malm, Heath, Hollingshead, Zwonitzer

Excused: Thompson

2. Consideration of the ratification of an agreement between Laramie County, WY, and Cheyenne/Laramie County Economic Development Joint Powers Board in the amount of \$200,000 for FY25-26 to promote and support economic development activities in Laramie County. The term of the agreement is from July 1, 2025, to June 30, 2026.

[25 - 403](#)

Attachments: [Agreement, Cheyenne-Laramie County Econ Dev JPB](#)

This agenda item was approved.

3. Consideration of the ratification of an agreement between Laramie County, WY, and the University of Wyoming, Fay W Whitney School of Nursing, College of Health Sciences, for selected students of the university to be provided quality clinical education experiences at the county's facilities. [25 - 382](#)

Attachments: [Agreement, UW](#)

This agenda item was approved.

4. Consideration of an addendum to service agreement between Laramie County, WY, and Motorola Solutions, Inc, in an amount not to exceed \$91,883.05, for Astro essential service renewal and local infrastructure repair from July 1, 2025, through Feb 28, 2027. [25 - 407](#)

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

This agenda item was approved.

5. Consideration of an addendum to agreement between Laramie County, WY, and TRANE US, Inc, in the amount of \$8,500 to replace chilled water pump on air handling unit at 2020 Carey Ave for services detailed in attachment A. [25 - 383](#)

Attachments: [Addendum, TRANE US, Inc](#)

This agenda item was approved.

6. Consideration of the fifth amendment to the e-commerce agreement (200901-39) between Laramie County, WY, and ArcaSearch, LLC, in an amount not to exceed \$1,799 to renew access to indexes and records for e-commerce solution for a period of one year. [25 - 397](#)

Attachments: [Fifth Amendment, ArcaSearch, LLC](#)

This agenda item was approved.

7. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Sept 20, 2025, at the Archer Complex. [25 - 391](#)

Attachments: [24-hour Permit, Vinos Wine and Spirits, Sept 20, 2025](#)

This agenda item was approved.

8. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Sept 27, 2025, at the Hereford Ranch. [25 - 392](#)

Attachments: [24-hour Permit, Vinos Wine and Spirits, Sept 27, 2025](#)

This agenda item was approved.

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9. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Oct 11, 2025, at the Archer Complex. [25 - 393](#)

Attachments: [24-hour Permit, Vinos Wine and Spirits, Oct 11, 2025](#)

This agenda item was approved.

10. Consideration of a two-day catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Sept 19 and 20, 2025, at the Archer Complex. [25 - 401](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, Sept 19 and 20, 2025](#)

This agenda item was approved.

11. Consideration of the following fees collected by various county entities for July 2025: County Clerk, \$134,821.63; Sheriff, \$190,564.00; Clerk of District Court, \$30,774.46; Shooting Sports, \$13,304.13; Planning & Development, \$151,836.60; Circuit Court, \$64,220.00; DUI Court, \$1,561.00; Drug Court, \$1055.00. [25 - 404](#)

Attachments: [July Fees 2025](#)

This agenda item was approved.

12. Consideration of the following part-time salaries in the amount of \$57,849.74 for Aug 2025: Shooting Sports, \$6,667.81; Buildings/Maintenance, \$19,357.78; Sheriff Operations, \$2,061.18; Detention, \$24,199.60; Events, \$643.20; District Court, \$1,639.44; Drug/DUI Courts, \$3,280.73. [25 - 406](#)

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

This agenda item was approved.

Warrants

13. Consideration of warrants in the amount of \$3,637,538.38 for Aug 2025. [25 - 405](#)

Attachments: [Aug Warrants 2025](#)

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, Heath, Hollingshead, Zwonitzer

Excused: Thompson

Proclamations

14. Consideration of a resolution proclaiming Sept 16, 2025 as Laramie County Voter Registration Day. [25 - 398](#)

Attachments: [Resolution Proclaiming Sept 16 as Voter Registration Day](#)

Mikayla Portz, County Clerk Elections, read the resolution into the record. She spoke about an event at the Laramie County Library on Sept 16, 2025, where citizens can learn about the election process, register to vote, or check their registration status. She also noted there will be a mock election.

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, Heath, Hollingshead, Zwonitzer

Excused: Thompson

Grants

15. Consideration of amendment one to contract (240917-12) between WY Dept of Health, Behavioral Health Division, and Laramie County, WY, to increase the total contract to \$349,900 and to extend the term to Oct 20, 2026, for Laramie County Treatment Courts to provide opioid use disorder and stimulant use disorder services. [25 - 396](#)

Attachments: [Amendment One, WY Dept of Health, Court Supervised Treatment Program](#)

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

Aye: Malm, Heath, Hollingshead, Zwonitzer

Excused: Thompson

Land Use:Variances/Board App./Plats

16. PUBLIC HEARING regarding a vacation and administrative plat for Lodgepole Estates, 3rd Filing, Laramie County, WY. [25 - 399](#)

Attachments: [Kercher Vacation and Administrative Plat, Lodgepole Estates, 3rd Filing](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Michael G and Abbey T Kercher, submitted an administrative plat application for Lodgepole Estates, 3rd Filing for Tract 5, Portions of Tract 6 and 7, Lodgepole Estates, Laramie

County, WY. He said the purpose of the application is to combine three parcels, located at 2245 Rainbow Ridge, into one tract for residential use. Arnold said the overall density of the new parcel is 8.09 acres, and there is an existing residence on the parcel.

Arnold said based on evidence provided, staff recommends approval of the vacation and the administrative plat with the 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 Commissioner Zwonitzer, seconded by Commissioner Heath, to approve the administrative plat for Lodgepole Estates, 3rd Filing, with no conditions and adopt the findings of facts a, b and c of the staff report. The motion carried by the following vote:

Aye: Malm, Heath, Hollingshead, Zwonitzer

Excused: Thompson

17. PUBLIC HEARING regarding a vacation of Cowboy Brew, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, administrative plat known as BT II First Subdivision, 2nd Filing, Laramie County, WY.

25 - 400

Attachments: [BT II, LLC, Vacation and Administrative Plat, BT II First Subdivision, 2nd Filing](#)
[BT II, LLC, Vacation and Administrative Plat, BT II First Subdivision, 2nd Filing, Revised](#)

Justin Arnold, Planning, said DeRoan Consulting, LLC, on behalf of the landowner, BT II, LLC, submitted an application for an administrative plat. He said the application is to replat the existing two parcels, totaling 4.7 acres, into a new plat to be known as BT II First Subdivision, 2nd Filing, with the use being for BT Campground.

Arnold said based on evidence provided, staff recommends approval of the vacation and the administrative plat 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 Hollingshead, seconded by Commissioner Zwonitzer, to approve the vacation of Cowboy Brew, 1st Filing, Tract 2, and BT II First Subdivision, Lot 2, Block 1, and approve the administrative plat, BT II First Subdivision, 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, Heath, Hollingshead, Zwonitzer

Excused: Thompson

Further Business

18. Consideration of a resolution to rescind amendment two (250819-15) to the cooperative agreement (200218-02) between Laramie County, WY, and the WY Dept of Transportation County.

[25 - 411](#)

Attachments: [Resolution, Rescinding Amendment Two to the Cooperative Agreement](#)

Molly Cook, Public Works, requested that the board rescind an amendment approved on Aug 19, 2025. She noted WYDOT has not signed it. Cook spoke about a meeting that was held between the county, city of Cheyenne, and WYDOT on Aug 26, 2025. She said an agreement will be brought back at a later date to be signed concurrently with a memorandum of understanding. She said the MOU will consolidate and define reimbursement costs between the county and the city.

A motion was made by Commissioner Zwonitzer, seconded by Commissioner Hollingshead, to rescind the county's approval at this time. The motion carried by the following vote:

Aye: Malm, Heath, Hollingshead, Zwonitzer

Excused: Thompson

19. Consideration of a resolution reappointing Mark T Voss as the Laramie County Attorney in accordance with WS 18-3-301(a) effective Sept 1, 2025.

[25 - 409](#)

Attachments: [Resolution Reappointing County Attorney Mark T Voss](#)

A motion was made by Commissioner Hollingshead, seconded by Commissioner Zwonitzer, to reappoint Mark T Voss. The motion carried by the following vote:

Aye: Malm, Heath, Hollingshead, Zwonitzer

Excused: Thompson

The meeting adjourned at 3:51 pm.

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, Sept 2, 2025.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Troy Thompson, Acting 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.