

Board of County Commissioners Meeting

Agenda - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, November 4, 2025

3:30 PM

Commissioners Board Room

To attend the meeting virtually and comment online please visit:
www.laramiecountywy.gov - Commissioner meeting

Any supporting document associated with an agenda item is the document as initially submitted for the agenda and may not include any subsequent proposed amendments or revisions.

Roll Call/Call to Order

Minutes

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

Dept: County Clerk

Agent: Debra Lee

Applicant:

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

Consent Agenda

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

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

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.

Dept: Building Maintenance

Agent: Jason Smallwood

Applicant: Summit Fire & Security, LLC

Attachments: [Addendum to Summit Fire installation of CLSS Cell Dialer at Archer Event Center](#)

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.

Dept: Combined Communications

Agent: Amber Young

Applicant: ConvergeOnce, Inc

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

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.

Dept: Combined Communications

Agent: Amber Young

Applicant: The Healthy Dispatcher, LL

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

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.

Dept: Combined Communications

Agent: Amber Young

Applicant: Motorola Solutions, Inc

Attachments: [MOU, WYDOT](#)

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.

Dept: DUI/Drug Court

Agent: Fernando Muzquiz

Applicant: UW Family Medicine

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

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.

Dept: Grants

Agent: Sandra Bay

Applicant: SCWSD

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

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.

Dept: Grants

Agent: Sandra Bay

Applicant: Coroner's Office

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

27. Consideration of the deletion from Public Works fixed asset inventory of a 2025 Western Star Conventional Tractor to be sold.

Dept: Public Works

Agent: Molly Cook

Applicant:

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

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.

Dept: County Clerk

Agent: Debra Lee

Applicant: The Blue Stem Wine House

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

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.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Sept Fees 2025](#)

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.

Dept: County Clerk

Agent: Debra Lee

Applicant:

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

Warrants

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

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Oct Warrants 2025](#)

Contract/Agreement/Leases

31. Consideration of an agreement between Laramie County, WY, and Hopdox, LLC, for electronic recordings in the County Clerk's office. (Postponed from Oct 21, 2025 meeting)

Dept: County Clerk

Agent: Debra Lee

Applicant: Hopdox, LLC

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

32. Consideration of the adoption of bylaws governing the Laramie County Senior Services Board.

Dept: Commissioners

Agent: Brad Lund

Applicant:

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

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. (Postponed from Oct 21, 2025 meeting).

Dept: County Clerk

Agent: Debra Lee

Applicant: Riedel Ventures, LLC

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

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.

Dept: Planning & Development

Agent: Steil Surveying Services, LLC

Applicant: Atlantis Liberty, LLC

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

- 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.

Dept: Planning & Development

Agent: Steil Surveying Services, LLC

Applicant: Patrick and Robert Blythe

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

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

Dept: Planning & Development

Agent: Steil Surveying Services

Applicant: Shane Hansen

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

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.