

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, August 1, 2023**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

**Present:** Chairman Troy Thompson, Vice Chairman Brian Lovett, Commissioner Linda Heath, Commissioner K. N. Buck Holmes, Commissioner Gunnar Malm

### Minutes

1. Consideration of the Minutes of Proceedings for July 18, 2023.

[23 - 366](#)

**Attachments:** [Draft Minutes July 18, 2023](#)

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

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

### Consent Agenda

#### Approval of the Consent Agenda

A motion was made by Vice Chairman Lovett, seconded by Commissioner Malm, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of an agreement between Laramie County, WY, and Visit Cheyenne in an amount not to exceed \$1,650 to provide transportation across southeast Wyoming for a 2023 congressional staffers tour.

[23 - 369](#)

**Attachments:** [Agreement, Visit Cheyenne](#)

This agenda item was approved.

3. Consideration of the ratification of an addendum between Laramie County, WY, and Little America Hotels & Resorts, Inc, in an amount not to exceed \$6,225 to provide hotel rooms for a 2023 congressional staffers tour as described in attachment A.

[23 - 351](#)

**Attachments:** [Addendum, Little America Hotels & Resorts, Inc](#)

This agenda item was approved.

4. Consideration of the ratification of an agreement between Laramie County, WY, and OpenGov to provide software services for Public Works. [23 - 352](#)

**Attachments:** [Agreement, OpenGov](#)

This agenda item was approved.

5. Consideration of a legal services agreement between Laramie County, WY, and Ruth Ogden to provide legal services for indigent parents in accordance with WS 14-3-422(b) and to comply with the county's obligation pursuant to WS 14-3-434(b) at a rate of \$100 per hour. [23 - 350](#)

**Attachments:** [Legal Services Agreement, Ruth Ogden](#)

This agenda item was approved.

6. Consideration of the third amendment to the e-commerce agreement (200901-39) between Laramie County, WY, and ASC Acquisition, LLC, dba 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. [23 - 300](#)

**Attachments:** [Third Amendment, ArcaSearch, LLC](#)

This agenda item was approved.

7. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Aug 6, 2023 at the Archer Complex. [23 - 359](#)

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquors, Aug 6, 2023](#)

This agenda item was approved.

8. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Aug 9, 2023 at King Ranch located at 10333 Happy Jack Rd. [23 - 358](#)

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquors, Aug 9, 2023](#)

This agenda item was approved.

9. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Aug 12, 2023 at 2886 Horse Creek Rd. [23 - 363](#)

**Attachments:** [24-hour Permit, Vinos Wine and Spirits, Aug 12, 2023](#)

This agenda item was approved.

- 10.** Consideration of the following fees collected by various county entities for June 2023: County Clerk, \$121,426.39; Sheriff, \$244,720.08; Clerk of District Court, \$19,136.50; Shooting Sports, \$11,787.54; Planning & Development, \$108,354.59; Circuit Court, \$50,265.00; DUI Court, \$1,135.00; Drug Court, \$120.00.

[23 - 371](#)

**Attachments:** [June Fees 2023](#)

This agenda item was approved.

- 11.** Consideration of the following part-time salaries in the amount of \$49,263.45 for July 2023: Assessor, \$88.44; Grants, \$328.32; Planning, \$847.02; Shooting Sports, \$6,938.65; Events Dept, \$693.00; Buildings/Maintenance, \$17,645.26; Sheriff Operations, \$6,672.84; Detention, \$14,268.00; District Court, \$489.52; Drug/DUI Courts, \$1,292.40.

[23 - 372](#)

**Attachments:** [July Part-time Salaries 2023](#)

This agenda item was approved.

## Warrants

Chairman Thompson announced he had a conflict of interest with agenda #12

- 12.** Consideration of warrants in the amount of \$5,123,947.73 for July 2023.

[23 - 373](#)

**Attachments:** [July Warrants 2023](#)

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

**Aye:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

## Contract/Agreement/Leases

- 13.** 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.

[23 - 360](#)

**Attachments:** [MOU, Laramie County School District #2, FFA Exhibit A, Fair Book, Rev 6-6-23](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman

Lovett, that this agenda item be approved. The motion carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

### Public Hearings/Rules & Reg's

14. PUBLIC HEARING regarding the 2023 mill levies pursuant to WS 39-13-102(g).

[23 - 312](#)

**Attachments:** [Mill Levy 2023](#)

County Assessor Todd Ernst presented the 2023 mill levies. Mr. Ernst said the mill levies went down mainly due to the ending of a voter-approved Laramie County Community College bond.

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

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

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

### Land Use:Variances/Board App./Plats

15. PUBLIC HEARING regarding a subdivision permit and plat for Zoanea Estates, a subdivision located in the E1/2 of the E1/2 of the NE1/4 of the NE1/4 of Sect 26 and the NW1/4 of the NW1/4 of Sect 25, T14N, R61W of the 6th PM, Laramie County, WY.

[23 - 365](#)

**Attachments:** [Zoanea Estates, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Y2 Consultants, on behalf of Graves Empire, LLC, submitted a subdivision permit and plat application for Zoanea Estates. He said the intent is to subdivide 50 acres into five 10-acre tracts along Road 159, approximately .37 of a mile north of Road 211, which also serves as a frontage road along I-80. The property is west of Pine Bluffs Airport. The land is within the LU - Land Use Zoning District.

Mr. Arnold said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a, b and c.

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

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to adopt the findings of fact a, b and c of the staff report and to approve the subdivision permit and plat for Zoanea

Estates. The motion carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

## Report & Public Petitions

16. PUBLIC HEARING regarding a request for the vacation of a 60-foot public right-of-way known as West Rd, commencing at the intersection of the south lines of Tracts 13 & 14, Hillsdale South Ranchettes, 1st Filing, running north a distance of 657.2 feet more or less.

[23 - 368](#)

**Attachments:** [Road Petition Viewer's Report, West Rd, RP#507](#)

Molly Bennett, appointed viewer, presented her recommendations: To approve the vacation of road referenced in the petition; to return the property to the adjacent landowner; and for the petitioner/applicant to provide an exhibit for recordation.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Jasmine Winslow, resident, expressed concerns about a culvert on her mother's property. Ms. Bennett said the county does not maintain the road and the culvert would not be affected. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the 60-foot right-of-way known as West Rd commencing at the intersection of the south lines of Tracts 13 & 14, Hilldale South Ranchettes, 1st Filing, running north a distance of 657.2 feet more or less and return both sides of the property to the adjacent landowner, and an exhibit shall be provided by the petitioner/applicant for recordation and in accordance with county policy and existing regulations and laws.

Mark Voss, County Attorney, explained if there was no submittal of damages or objections by the date indicated in the resolution, the vacation would take effect without further action. He noted that the action was only to remove an easement, not to remove anyone's property in reference to the culvert which is not located on the section of the road. Ms. Bennett said the county does not maintain the road, the section of the road in question has not been built, and the same landowner owns the surrounding property.

The original motion carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

17. PUBLIC HEARING and consideration of the appraisers' report regarding establishment of a 60-foot public right-of-way, also known as Laramie St, situated in the NE1/4 of the SE1/4 of Sect 26, T14N, R66W, of the 6th PM, Laramie County, WY.

[23 - 356](#)

**Attachments:**    [Staff Report, Laramie St](#)  
                              [Appraisers' Report, Laramie St](#)

Molly Bennett, Public Works, referred to the appraisers' report, the findings of fact and conclusions of law, and provided an update to her original viewer's report. She noted her recommendation to establish the road, project costs of \$28,619.41 incurred by Laramie County as of July 18, 2023, that no damages need to be awarded, and that the county will not maintain the road.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Bruce Asay, Associated Legal Group and agent for the applicant, said they support the appraisers' report showing the road was dedicated because the initial deeds made it a public road. He said establishment of the road should enhance value for the property owners.

Michael Clark, Mark Morris, Pat Jenkins and John Welch, residents, expressed concerns that most property owners do not want the road dedicated and cited disruption of the neighborhood, annexation by the city, cost to hook up to city water and sewer, increased traffic, vandalism, maintenance of the road, and safety concerns.

Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing. A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve pursuant to WS 24-3-118, the establishment of the section of road proposed as a 60-foot wide roadway to be designated as Laramie St. as a public road, and that based on the report and testimony of the appraisers, and the record in this matter, that there be no damages awarded in relation to the establishment of the road.

Commissioners spoke about residents' concerns and empathized with their fears about the future and with those whose easements were not reflected on their deeds. They noted that if the area is annexed by the city of Cheyenne, residents will have an opportunity to address their concerns with that governing body.

Chairman Thompson said that after reading the viewers' report, the road was dedicated when the land was first subdivided, and he would have preferred for the board at that time to have dedicated the road as that would have saved a lot of time and expense.

The original motion carried by the following vote:

**Aye:**                    Thompson, Lovett, Heath, Holmes, Malm

**The meeting adjourned at 4:26 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 [lchr320@laramiecounty.com](mailto:lchr320@laramiecounty.com) 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](http://laramiecountywy.gov).