

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, February 20, 2024

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for Feb 6, 2024.

[24 - 074](#)

Attachments: [Draft Minutes Feb 6, 2024](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

Consent Agenda

Approval of the Consent Agenda

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

2. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Dept of Health Injury and Violence Prevention Program to provide funding to the Coroner's office for suicide prevention materials in the amount of \$1,200.

[24 - 065](#)

Attachments: [Grant Application, WDH Injury and Violence Prevention Program](#)

This agenda item was approved.

3. Consideration of the ratification of an agreement between Laramie County, WY, and Knights of Valour, LLC, for use of the facilities on Feb 12 through 18, 2024 and use of the horse stalls on Feb 12 through 19, 2024, at the Archer Complex.

[24 - 069](#)

Attachments: [Agreement, Knights of Valour, LLC](#)

This agenda item was approved.

4. Consideration of the ratification of a contract between Laramie County, WY, and Delancey Enterprises, LLC, dba Hell on Wheels Package Liquors, to provide malt beverages and wine sales on Feb 10, 2024, at the Archer Complex. [24 - 070](#)

Attachments: [Contract, Hell on Wheels Package Liquors](#)

This agenda item was approved.

5. Consideration of the ratification of a contract between Laramie County, WY, and Hell on Wheels Rodeo Co, LLC, for the use of facilities on Feb 10, 2024, at the Archer Complex. [24 - 071](#)

Attachments: [Contract, Hell on Wheels Rodeo Co, LLC](#)

This agenda item was approved.

6. Consideration of a memorandum of understanding between Laramie County, WY, and WY Dept of Transportation (WYDOT), Geographic Information Systems/Intelligent Transportation Systems Program, to establish the terms and conditions by which the county will provide WYDOT with real-time road closure information. [24 - 067](#)

Attachments: [MOU, WYDOT](#)

This agenda item was approved.

7. Consideration of a master service agreement between Laramie County, WY, and Paydhealth, LLC, to provide healthcare products and services outlined in schedule 1, effective March 1, 2024. [24 - 073](#)

Attachments: [Master Services Agreement, Paydhealth, LLC](#)

This agenda item was approved.

8. Consideration of amendment #1 to the master service agreement (221220-5) between Laramie County, WY, and UPMC Benefit Management Services, Inc, dba Workpartners, to amend the fee summary of statement of work #1, effective Jan 1, 2024. [24 - 072](#)

Attachments: [Amendment, Workpartners](#)

This agenda item was approved.

Resolutions

9. Consideration of a resolution adopting the personnel policy on-call/call-out pay policy. [24 - 077](#)

Attachments: [Resolution, On-call/Call-out Pay Policy](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

Grants

10. Consideration of an agreement between Laramie County, WY, and Kois Brothers Equipment Co, Inc, in an amount not to exceed \$158,398 to purchase a Ford F550 4x4 with service body for Public Works. [24 - 068](#)

Attachments: [Agreement, Kois Brothers Equip Co, Inc](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

Contract/Agreement/Leases

11. Consideration of an addendum to piggyback agreement between Laramie County, WY, and ImageTrend, LLC, to purchase goods and services listed in attachment A. [24 - 075](#)

Attachments: [Addendum, ImageTrend, LLC](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

12. Consideration of an agreement between Laramie County, WY, and Capitol Communications, Inc, in an amount not to exceed \$246,796.82 to migrate the current phone Avaya CM phone system to an Avaya IP office system. [24 - 076](#)

Attachments: [Agreement, Capitol Communications, Inc](#)

A motion was made by Commissioner Heath, seconded by Commissioner

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 13. Consideration of an update to the Laramie County Health and Safety Program. [24 - 079](#)

Attachments: [Laramie County Health and Safety Program](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

Public Hearings/Rules & Reg's

- 14. PUBLIC HEARING regarding amendments to the amended 2019 Laramie County Land Use Regulations. [24 - 078](#)

Attachments: [2019 Laramie County Land Use Regulations Amendments](#)

Justin Arnold, Planning, said the board provided notice of intent to amend the 2019 amended Laramie County Land Use Regulations (LCLUR) on Jan 2, 2024.

Arnold stated legal notice was published in the Wyoming Tribune Eagle on Jan 12, 2024, and an open house was held with feedback from the public regarding the proposed changes on Jan 24, 2024. He said the Planning Commission held a public hearing on the proposed changes Feb 8, 2024, and voted 4-0 to recommend adopting the changes. Arnold noted the amendments are to resolve inconsistencies and clarify vague language until the larger project to overhaul the LCLUR is completed and presented to the board later this year.

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

A motion was made by Commissioner Holmes, seconded by Commissioner Thompson, to adopt the changes to the Laramie County Land Use Regulations as noted in the attached staff report from Jan 2, 2024. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Land Use:Variances/Board App./Plats

15. PUBLIC HEARING regarding board approval for ATR Landscaping, located at Tract 6, Antelope Hills, 1st Filing, Laramie County, WY.

[24 - 080](#)

Attachments: [ATR Landscaping](#)

Justin Arnold, Planning, said Suzy Troncin, on behalf of ATR Landscaping, submitted an application to allow a landscaping business on property located at Tract 6, Antelope Hills, 1st Filing, Laramie County, WY. He said the parcel is situated in the A-1 - Agricultural and Rural Residential Zone District, and under Land Use Regulations § 4-2-101, landscaping businesses require board approval in the A-1 zone district.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with one condition: A site plan with pertinent building permits must be approved by Laramie County Planning & Development before business commences.

Chairman Lovett opened the hearing for PUBLIC COMMENT. Steven Harrington, Al Harris, Chris Marlow, and Robin Vinzant, residents, did not express concerns about the landscaping business but requested the county maintain Highland Rd due to the deteriorating condition of the road and anticipated increased use.

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

Commissioner Malm expressed disappointment that the applicant was not present at the meeting. He asked Molly Bennett, Public Works, about maintenance of surrounding roads in the area. It was noted that the majority of roads in the area are taken care of by the county. Bennett said Highland Rd is publicly dedicated but not maintained. She requested time to do additional research and present her findings at a later meeting. Commissioner Malm said the board would look into the road maintenance issue but could not make any promises.

Arnold recommended the board place an additional condition for the site plan to be returned to the board for review. He said the applicant must bring the road up to county standards for the site plan process.

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to grant board approval with condition one as outlined in the staff report and adopt findings of fact a and b of the staff report; additionally, the applicant must bring the site plan back before the governing body for approval. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

The meeting adjourned at 4:04 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, Feb 20, 2024.

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 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.