

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, November 19, 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 Oct 15, 2024.

[24 - 548](#)

Attachments: [Draft Minutes Oct 15, 2024](#)

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: Lovett, Malm, Heath, Holmes, Thompson

Consent Agenda

Approval of the Consent Agenda

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

2. Consideration of a memorandum of understanding between Laramie County, WY, and the city of Cheyenne in an amount not to exceed \$93,000 for the Cheyenne Transit Program to provide public transportation service to Laramie County Community College and an area of Laramie County immediately adjacent to the city of Cheyenne. The MOU shall remain in full force and effect until June 30, 2025.

[24 - 513](#)

Attachments: [MOU, City of Cheyenne Transit Program](#)

This agenda item was approved.

3. Consideration of the official 2025 holiday schedule for Laramie County, WY.

[24 - 525](#)

Attachments: [2025 Holiday Schedule](#)

This agenda item was approved.

4. Consideration of the ratification of a memorandum of understanding to replace MOU (241015-11 previously approved on Oct 15, 2024) between Laramie County, WY, and Laramie County Community Juvenile Services Joint Powers Board in the amount of \$165,000 [24 - 534](#)

Attachments: [MOU, Laramie County Community Juvenile Services Jt Powers Board](#)

This agenda item was approved.

5. Consideration of the ratification of an assignment of services agreement to transfer services from EBenefits Solutions, LLC, to Businessolver.com, Inc. Businessolver will assume the agreement (240702-6) and continue to provide all of the services set forth in the agreement of services, upon the terms and conditions of the agreement to Laramie County, WY. [24 - 524](#)

Attachments: [Assignment of Services Agreement/Notice of Termination, EBenefits Solutions, LLC](#)

This agenda item was approved.

6. Consideration of the ratification of a resolution authorizing submission of a grant application to the Dept of Justice for a FFY24 Edward Byrne Memorial Justice Assistance Grant to be shared between the city of Cheyenne Police Dept and the Sheriff's office in the amount of \$61,863 (City \$46,857 and County \$15,006). [24 - 510](#)

Attachments: [Grant Application, Dept of Justice, FFY24 Byrne JAG](#)

This agenda item was approved.

7. Consideration of the ratification of a subaward agreement between WY Dept of Transportation and Laramie County, WY, for a FFY25 Highway Safety Program Occupant Protection High Visibility Enforcement Overtime grant in the amount of \$13,909.09 to run through Sept 30, 2025. [24 - 531](#)

Attachments: [FFY25 HSP Subaward Agreement, WYDOT, HVE](#)

This agenda item was approved.

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8. Consideration of the ratification of a subaward agreement between WY Dept of Transportation and Laramie County, WY, for a FFY25 Highway Safety Program Impaired Driving High Visibility Enforcement Overtime, Multi-Jurisdictional Enforcement and Video Cameras in the amount of \$42,321.31 to run through Sept 30, 2025. [24 - 533](#)

Attachments: [FFY25 HSP Subaward Agreement, WYDOT, HVE](#)
[Multit-Jurisdictional Enforcement and Video Cameras](#)

This agenda item was approved.

9. Consideration of the ratification of a subaward agreement between WY Dept of Transportation and Laramie County, WY, for a FFY25 Highway Safety Program Advanced Impaired Driving Detection Training and Coordination (DRE) grant in the amount of \$419,060.09 to run through Sept 30, 2025. [24 - 532](#)

Attachments: [FY25 HSP Subaward Agreement, WYDOT, DRE](#)

This agenda item was approved.

10. Consideration of the ratification of a subgrantee agreement between Laramie County, WY, and Boys and Girls Club of Cheyenne for a WY Dept of Family Services TANF grant in the amount of \$60,329.77 to run through Sept 30, 2025. [24 - 511](#)

Attachments: [Subgrantee Agreements, TANF Grant, Boys and Girls Club of Cheyenne](#)

This agenda item was approved.

11. Consideration of four separate agreements between Laramie County, WY, and Corey Dwyer, Erik Elizondo, Caleb Pushcar, and Alexander Stimson, to provide advanced impaired driving detection training throughout the State of Wyoming under the DRE grant. [24 - 519](#)

Attachments: [Agreements, DRE Instructors](#)

This agenda item was approved.

12. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY24 State Homeland Security Program grant in the amount of \$8,000 for Risk Management to purchase door sleeves and ramparts to run through Aug 31, 2026. [24 - 538](#)

Attachments: [FY24 SHSP Grant Award, Risk Management, Active Shooter](#)

This agenda item was approved.

13. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY24 State Homeland Security Program grant in the amount of \$12,385 for the Coroner's office to purchase gurneys and covers to run through Aug 31, 2026. [24 - 541](#)

Attachments: [FY24 SHSP Grant Award, Coroner, Gurneys and Covers](#)

This agenda item was approved.

14. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY24 State Homeland Security Program grant in the amount of \$19,859 for EMA to purchase communication equipment to run through Aug 31, 2026. [24 - 540](#)

Attachments: [FY24 SHSP Grant Award, EMA, Communication Equipment](#)

This agenda item was approved.

15. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY24 State Homeland Security Program grant in the amount of \$39,718 for the Sheriff's office to purchase portable radios to run through Aug 31, 2026. [24 - 537](#)

Attachments: [FY24 SHSP Grant Award, Sheriff, Portable Radios](#)

This agenda item was approved.

16. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY24 State Homeland Security Program grant in the amount of \$54,000 for the Sheriff's office to purchase two throwbots and SWAT shields to run through Aug 31, 2026. [24 - 539](#)

Attachments: [FY24 SHSP Grant Award, Sheriff, Throwbots and SWAT Shields](#)

This agenda item was approved.

17. Consideration of the ratification of an addendum between Laramie County, WY, and TFM22, LLC, to provide irrigation inspection and blowout at 2020 Carey Ave for \$50/hour, not expected to exceed \$1,000, for services as described in attachment A. [24 - 520](#)

Attachments: [Addendum, TFM22, LLC, Irrigation Inspection and Blowout](#)

This agenda item was approved.

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18. Consideration of the ratification of an addendum between Laramie County, WY, and TFM22, LLC, in the amount of \$3,400 to provide fall cleanup services at 2020 Carey Ave as described in attachment A. [24 - 521](#)
- Attachments:** [Addendum, TFM22, LLC, Fall Cleanup Services](#)
- This agenda item was approved.
19. Consideration of the ratification of an addendum between Laramie County, WY, and Western Drywall, Inc, in the amount of \$9,790 for water damage repairs at 2020 Carey Ave as described in attachment A. [24 - 522](#)
- Attachments:** [Addendum, Western Drywall](#)
- This agenda item was approved.
20. Consideration of the ratification of an agreement between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$6,500 to accept change order #1 to replace roof system at 2020 Carey Ave. [24 - 551](#)
- Attachments:** [Agreement, Capitol Roofing, Inc, Change Order #1](#)
- This agenda item was approved.
21. Consideration of the ratification of an agreement between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$6,800 to accept change order #2 to replace roof system at 2020 Carey Ave. [24 - 550](#)
- Attachments:** [Agreement, Capitol Roofing, Inc, Change Order #2](#)
- This agenda item was approved.
22. Consideration of the ratification of an agreement between Laramie County, WY, and Carpet One Commercial Flooring, Inc, in the amount of \$18,960 to install carpet at 2020 Carey Ave as described in attachment A. [24 - 535](#)
- Attachments:** [Agreement, Carpet One Commercial Flooring, Inc](#)
- This agenda item was approved.
23. Consideration of an addendum to billing terms, service terms and conditions between Laramie County, WY, and TimeClock Plus, LLC, in the amount of \$3,661.71 to provide an online scheduling option for Combined Communications. [24 - 536](#)
- Attachments:** [Addendum, TimeClock Plus, LLC](#)
- This agenda item was approved.
24. Consideration of a memorandum of understanding between Laramie County, WY, and Wyoming National Guard Counterdrug Support [24 - 515](#)
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Programs (WYCDSP) to establish the framework for management and use of the WYCDSP.

Attachments: [MOU, WY National Guard](#)

This agenda item was approved.

25. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2014 Ford Expedition and 2015 Ford Taurus to be sold at public auction. [24 - 512](#)

Attachments: [Asset Deletion, Sheriff, 2014 Ford](#)
[Asset Deletion, Sheriff, 2015 Ford](#)

This agenda item was approved.

26. Consideration of the ratification of a six-day and a two-day manufacturer's off-premise permits submitted by WMC-PDB, LLC, dba Pine Bluffs Distilling, for an event on Nov 18 through 23 and Nov 29 and 30, 2024, at the Archer Complex. [24 - 514](#)

Attachments: [24-hour Permit, Pine Bluffs Distilling, Nov 18 - 23 and Nov 29 - 30, 2024](#)

This agenda item was approved.

27. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine And Spirits, for an event on Dec 6, 2024, at LCCC Pathfinder Bldg. [24 - 552](#)

Attachments: [24-hour Permit, Vinos Wine and Spirits, Dec 6, 2024](#)

This agenda item was approved.

28. Consideration of the following fees collected by various county entities for Sept 2024: County Clerk, \$118,725.40; Sheriff, \$135,166.48; Clerk of District Court, \$22,671.00; Shooting Sports, \$17,987.55; Planning & Development, \$191,426.54; Circuit Court, \$58,906.00; DUI Court, \$350.00; Drug Court, \$725.00. [24 - 517](#)

Attachments: [Sept Fees 2024](#)

This agenda item was approved.

29. Consideration of the following part-time salaries in the amount of \$51,522.80 for Oct 2024: Planning, \$1,092.21; Shooting Sports, \$6,725.18; Buildings/Maintenance, \$16,921.94; Sheriff Operations, \$4,019.40; Detention, \$18,757.20; District Court, \$471.65; Drug/DUI Courts, \$3,535.22. [24 - 518](#)

Attachments: [Oct Part-time Salaries 2024](#)

This agenda item was approved.

Warrants

30. Consideration of warrants in the amount of \$8,587,709.10 for Oct 2024. [24 - 516](#)

Attachments: [Oct Warrants 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

Report & Public Petitions

31. Consideration of an amendment to the PlanCheyenne Future Land Use Map for land generally located northeast of the intersection of Morrie Ave and E Lincolnway from Open Space and Parks to Mixed-use Commercial. (For Board of County Commissioners' comment; no action required) [24 - 523](#)

Attachments: [Amendment Memo, PlanCheyenne Future Land Use Map](#)

The memo was received and filed.

32. Presentation of Wyoming Horse Racing "Horse Palace Swan Ranch Master Plan." **24 - 553**

Peter Liguori, Wyoming Horse Racing, gave an update on the project and future expansion of the facility. He said the project which opened in June 2024 has taken two years for planning and construction. Liguori said the tax benefits to the county, city, and state are roughly a million dollars a year. Liguori noted that 70% of the business comes from out of state. Liguori spoke about their philanthropic mission.

Liguori explained about phase two of the project, includes restaurants, a theater, a hotel, and a larger space to accommodate additional historical horse racing machines. The cost would be around \$76 million, and 450 team members would be hired. He noted that the potential financial impact to the county would be around \$2 million a year in revenue.

Liguori said the city has agreed to give a letter of support. Liguori said his organization will go before the gaming commission in January or February, and he requested a resolution from the county before then. Commissioner Malm thanked him for his presentation and investment in the community. He said the next step would be a formal request for a resolution and work with the county attorney's office.

The confidential master and site plans were received and filed.

Contract/Agreement/Leases

- 33. Consideration of an agreement between Laramie County, WY, and Secure Technology Value Solutions, Inc, in an amount not to exceed \$191,000 to provide and install an X-ray body scanner at the Sheriff's office. [24 - 505](#)

Attachments: [Agreement, Secure Technology Value Solutions, Inc](#)

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

Appointments

- 34. Consideration of a resolution appointing Kelsey Prestesater representing Laramie County to the Laramie County Community Juvenile Services Joint Powers Board to complete a three-year term open position, expiring June 30, 2027. [24 - 544](#)

Attachments: [Community Juvenile Services JPB Appointment, Kelsey Prestesater](#)

A motion was made by Commissioner Holmes, seconded by Vice Chairman Malm, to appoint Kelsey Prestesater. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 35. Consideration of a resolution appointing a member to the Laramie County Adult Community Corrections Board to complete a four-year term, expiring Dec 31, 2027. [24 - 545](#)

Attachments: [Adult Community Corrections Board Appointment](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to reappoint Jodi Weppner. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Land Use:Variances/Board App./Plats

36. PUBLIC HEARING regarding a site plan for the Whitt's End Farmstand located in a portion of Sect 30, T14N, R68W of the 6th PM, Laramie County, WY.

[24 - 546](#)

Attachments: [Whitt's End Farmstand Site Plan](#)

Justin Arnold, Planning, said Sarah Lene and Augustus Whitt, and Kenneth Ball submitted a site plan application for Whitt's End Farmstand, located at 1249 Happy Jack Rd. He said the application was submitted to expand the existing farm stand with a 360 sq ft addition, install RV electrical connections, and plan future livestock shelters.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b, with the condition that all agency recommendations, including public improvements deemed necessary, are addressed prior to the issuance of a certificate of review.

Commissioner Thompson questioned Arnold about hiring a surveyor to establish the right-of-way. Arnold deferred the question to Lene Whitt, the applicant. Whitt said the right-of-way is still being worked on. Commissioner Thompson further questioned bringing the road on the southern property line to county standards. Molly Bennett, Public Works, said the agency comment refers to the States Rd east of the Whitt property line to the Steiner property line. Bennett noted there is potential to create a hammerhead turnaround or something similar to accommodate emergency services. Commissioner Thompson asked if the condition would include establishing the easement and bringing the road to county standards. Arnold said the condition addresses all agency review comments and incorporates roadway improvements. Commissioner Thompson asked if the farm stand was within the right-of-way. Arnold said they would have to verify the structure and a number of variables would need to be addressed during the building permit process.

In response to Commissioner Thompson's question about running water and the plan for black and gray water from RVs, Whitt stated there is no running water for the farm stand and it is dry camping for sewer. She explained that hand sanitizer and porta-potties are used.

Commissioner Thompson then asked if there is an appropriate ingress and egress for the volume of vehicles planned for the site. Whitt explained the use of T-posts and caution tape to direct vehicles to the parking areas, with possible use of volunteers.

Commissioner Thompson discussed the agricultural exemptions and asked if the condition would address public safety concerns and require construction of buildings appropriate for the volume of people visiting the area. Arnold discussed what constitutes agricultural and commercial use.

Chairman Lovett opened the hearing for PUBLIC COMMENT. Three residents, two of whom were vendors at the farm stand, spoke in favor of the application. Hearing no further PUBLIC COMMENT, Chairman Lovett closed the hearing.

A motion was made by Vice Chairman Malm, seconded by Commissioner Holmes, to approve the Whitt's End Farmstand site plan located in a portion of Sect 30, T14N, R68W, of the 6th PM, Laramie County, WY, with one condition and adopt the findings of fact a and b of the staff report.

Commissioner Thompson said he struggles with agricultural residential property being turned into a commercial venture with four campers, use of water from the property, and tripling the size of the farm stand with 200 parking spaces for events. He expressed concerns that too much is going on with the project and asked about being fair to the neighbors.

Commissioner Holmes also expressed concerns but said he hates to make it more difficult for entrepreneurs. However, he feels there is not enough information about the access and egress, traffic flow, and restrooms.

A motion was made by Commissioner Thompson, seconded by Vice Chairman Malm, to place a second condition that any sort of construction requires a commercial building permit.

Commissioner Thompson wanted it noted for the record that the States Rd will be built to county standards to the southern property line.

The amendment carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Prior to voting on the main motion as amended, Commissioner Thompson reiterated his opposition to the action stating he feels there are many unanswered questions.

Commissioner Holmes asked about county health standards for public places. County Attorney Mark Voss said he would ask the health department about inspections of farm stands. Commissioner Thompson said he has previously received complaints about the farm stand over the years and when he contacted the health department, their response was that a farm stand is under the Department of Agriculture, not the health department.

Whitt said the site is fully licensed, with three different licenses that comply with any health requirements and building licenses that need to be obtained.

The motion as amended carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Nay: Thompson

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37. PUBLIC HEARING regarding a subdivision permit and plat for The Saddle Club, situated in a portion of Sect 34, T14N, R63W of the 6th PM, Laramie County, WY.

[24 - 547](#)

Attachments: [The Saddle Club Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying, LLC, on behalf of Sara Smith, submitted a subdivision permit and plat application for property located generally in the NE1/4 of Sect 34, T14N, R66W of the 6th PM, Laramie County, WY. He said the application was submitted to subdivide roughly 20 acres into three residential lots of approximately six and a half acres each.

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

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

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to approve the subdivision permit and plat for The Saddle Club with no conditions and adopt findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

38. PUBLIC HEARING regarding a subdivision permit and plat for Prairie Sage Acres, located at the SW1/4 NW1/4 of Sect 14, T14N, R63W, of the 6th PM, Laramie County, WY.

[24 - 542](#)

Attachments: [Prairie Sage Acres, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Dustin and Sara Smith, submitted a subdivision permit and plat application for Prairie Sage Acres, located at 1253 Rd 146, Burns, WY. He said the purpose of the application is to divide a 40-acre parcel into four residential tracts.

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

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

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to approve the subdivision permit and plat for Prairie Sage Acres, located in the SW1/4 NW1/4 of Sect 14, T14N, R63W, of the 6th PM, Laramie County, WY, with no conditions, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

39. PUBLIC HEARING regarding a subdivision permit and plat for Cowboy Kids at Ridley Ranch, 2nd Filing, located in a portion of Sect 11, T15N, R67W, of the 6th PM, Laramie County, WY.

[24 - 543](#)

Attachments: [Cowboy Kids at Ridley Ranch, 2nd Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said AVI, PC, on behalf of Cowboy Kids Land Co, LLC, submitted a subdivision permit and plat application for Cowboy Kids at Ridley Ranch, 2nd Filing, located southwest of the I-25 and Ridley Rd (Road 220) intersection. He said the purpose of the application is to divide a 283.1 gross acre parcel into 45 tracts. Arnold said the subdivision will have 41 developable lots and four open-space lots. The open-space lots will be owned collectively and controlled by the subdivision's HOA. He said the open space lots can never be developed. Arnold said the proposed subdivision will remain zoned as LU-Land Use, and any commercial development will require a site plan and possible zone change.

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

Chairman Lovett opened the hearing for PUBLIC COMMENT. Cory Isaacson, resident, spoke about preserving the quiet neighborhood and expressed concern about the developer reserving the right to put commercial use there, well water usage, traffic and potential crime. Hearing no further PUBLIC COMMENT, Chairman Lovett closed the hearing.

A motion was made by Commissioner Holmes, seconded by Vice Chairman Malm, to approve the subdivision permit and plat for Cowboy Kids at Ridley Ranch, 2nd Filing, located in a portion of Sect 11, T15N, R67W, of the 6th PM, Laramie County, WY, with no conditions and adopt the findings of fact a and b of the staff report.

Commissioner Malm questioned Arnold whether the subdivision would fall under the new land use rules and regulations. He noted the possibility that the outbound lots, which are larger and dedicated for residential use, may in the future become commercial. Arnold said multiple guardrails would be in place governing that situation - a zone change application and a conditional use permit to act as a new zoning with conditions placed by the pertinent body. Arnold noted the area has a major interchange and commercial development is a likely possibility.

Commissioner Thompson spoke about placing a note on the plat prohibiting further subdivision. He said he was concerned about preventing future subdivision of the property and pointed to the tracts greater than 5.2 acres. He referred to the AMEC memo and the goal of protecting the aquifer.

Commissioner Holmes asked County Attorney Mark Voss about placing a note on the plat. Voss advised the board has the authority to place a note on the plat, and a request to remove the note could be made through a replat at a future time.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to add a note to the plat: "No further subdivision of any of the lots within this subdivision will take place."

Commissioner Malm asked for input from the developer. Mark Christensen, AVI, PC, and agent for the applicant, pointed out the plat contains a note designating that no further subdivision of the open space shall be permitted.

The amended motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Christensen requested the board consider more flexible language on the plat to allow for future changes in regulations and technology. Commissioner Malm noted that plats are routinely amended. Commissioner Thompson said he was not in favor of Christensen's request.

The motion as amended carried by the following vote

Aye: Lovett, Malm, Heath, Holmes, Thompson

The meeting adjourned at 5:01 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.