

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, January 3, 2023

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Agenda Priority Item

1. Election of a new Chairman and Vice Chairman of the Board of County Commissioners for calendar year 2023.

[23 - 1](#)

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, that Troy Thompson be elected Chairman of the Commission for calendar year 2023 and that Brian Lovett be elected Vice Chairman. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Minutes

2. Consideration of the Minutes of Proceedings for Dec 20, 2022.

[23 - 13](#)

Attachments: [Draft Minutes Dec 20, 2022](#)

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

Consent Agenda

Approval of the Consent Agenda

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

3. Consideration of a legal services agreement between Laramie County, WY, and Domonkos & Thorpe, LLC to provide legal services to indigent parents in accordance with WS 14-3-422(b) and comply with County's obligation pursuant to WS 14-3-434(b) at a rate of \$90 per hour. [23 - 2](#)

Attachments: [Legal Services Agreement, Domonkos & Thorpe, LLC](#)

This agenda item was approved.

4. Consideration of a resolution authorizing the submission of a FY24 grant application to the WY Dept of Health in the amount of \$241,755.43 with a cash match of \$36,500 to fund the Drug Court program. [23 - 5](#)

Attachments: [Resolution, FY24 Grant Application, WY Dept of Health, Drug Court](#)

This agenda item was approved.

5. Consideration of a resolution authorizing the submission of a FY24 grant application to the WY Dept of Health in the amount of \$288,528.73 with a cash match of \$28,500 to fund the DUI Court program. [23 - 6](#)

Attachments: [Resolution, FY24 Grant Application, WY Dept of Health, DUI Court](#)

This agenda item was approved.

6. Consideration of the following fees collected by various County entities for Nov 2022: County Clerk, \$118,277.10; Sheriff, \$13,621.34; Clerk of District Court, \$19,350.39; Shooting Sports, \$15,884.99; Planning & Development, \$245,044.04; Circuit Court, \$66,573.00; DUI Court, \$300.00; Drug Court, \$410.00. [23 - 14](#)

Attachments: [Nov Fees 2022](#)

This agenda item was approved.

7. Consideration of the following part-time salaries in the amount of \$55,733.64 for Dec 2022: Grants, \$2,520.73; Planning, \$1,110.78; Shooting Sports, \$6,221.06; Events Dept, \$1,237.00; [23 - 15](#)

Buildings/Maintenance, \$22,408.16; Sheriff Operations, \$4,286.88; Detention, \$14,371.18; District Court, \$1,731.32; Drug/DUI Courts, \$1,846.53.

Attachments: [Dec Part-time Salaries 2022](#)

This agenda item was approved.

Warrants

Chairman Thompson announced he had a conflict of interest with the agenda item.

8. Consideration of warrants in the amount of \$2,421,500.45 for Dec 2022. [23 - 16](#)

Attachments: [Dec Warrants 2022](#)

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

Aye: Lovett, Heath, Holmes, Malm

Recused: Thompson

Contract/Agreement/Leases

9. Consideration of an addendum between Laramie County, WY, and The Public Group, LLC, dba Public Surplus, and PayMac, Inc to access online bid boards and auctions for buying and selling surplus property. [23 - 3](#)

Attachments: [Addendum, The Public Group, LLC and PayMac, Inc](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

10. Consideration of an agreement between Laramie County, WY, and Motorola Solutions in an amount not to exceed \$104,112 to upgrade the PtP microwave link at the Archer Water Tower. [23 - 4](#)

Attachments: [Agreement, Motorola Solutions](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Appointments

11. Consideration of resolutions to appoint members to the Laramie County Weed and Pest Control District Board of Directors for areas 1, 2, 4 and 6. [23 - 12](#)

Attachments: [Memo, Appointment Resolutions, Weed and Pest Board of Directors, Areas 1, 2, 4 and 6](#)

Commissioner Holmes noted there is a vacancy for Area 2, which is the City of Cheyenne, and there will be a potential appointee for the next meeting.

A motion was made by Commissioner Holmes, seconded by Vice Chairman Lovett, to appoint Guy Landers (Area 1), William Bonham (Area 4) and Ryan Farthing (Area 6). The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use: Variances/Board App./Plats

12. PUBLIC HEARING regarding a subdivision permit and plat for JRW Tract, 2nd Filing, Laramie County, WY. [23 - 7](#)

Attachments: [JRW Tract, 2nd Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Bryan Clark submitted an application for a subdivision permit and plat for JRW Tract, 2nd Filing. The project will subdivide Tract 1, JRW, Tract into two tracts of greater than 10 acres each.

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

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 approve the subdivision permit and plat for JRW Tract, 2nd Filing, and adopt the findings of fact a of the staff report.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to amend the original motion to include having the site plan come back before the Commission as a condition of the plat.

Shane Hansen, Steil Surveying Services and agent for the applicant, questioned why the site plan has to come back before the Board of County Commissioners because land use rules do not require it. Chairman Thompson explained there was precedent for the condition and it gives neighbors another opportunity to express any concerns about the site plan. Mr. Hansen said he disagreed with the action.

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

Commissioner Lovett noted the condition to have the site plan brought before the Commission is not required in the rules but provides an option allowing public vetting of the project and opportunity for mitigation.

The amendment carried by the following vote:

Aye: Lovett, Heath, Holmes, Malm

Nay: Thompson

The original motion as amended carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

13. PUBLIC HEARING regarding a subdivision permit and plat for Terry Ranch Business Park, Laramie County, WY.

[23 - 8](#)

Attachments: [Terry Ranch Business Park, Subdivision Permit and Plat](#)

Cate Cundall, Planning, said AVI, PC, on behalf of Swan Ranch, LLC, submitted an application for a subdivision permit and plat for Terry Ranch Business Park. The project will subdivide a parcel of land in the E1/2 Sect 4 and W1/2 Sect 3, T12N, R67W, into four tracts ranging in size from 13.37 acres to 27.68 acres.

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

Chairman Thompson opened the hearing for PUBLIC COMMENT. Sabine McClintock, resident, expressed concerns about the development of casinos and no public notice to residents.

Ms. Cundall explained public notices are sent to owners of adjacent property, a legal ad is placed in the newspaper, and notice is posted on the applicant's property. Brad Emmons, AVI, PC and agent to the applicant, informed that the developer has yet to market the lots and no uses have been determined for the four lots.

Ms. McClintock recommended changes to notices, minutes and hyperlinks to the maps.

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

Commissioner Malm thanked Ms. McClintock for her feedback and said it will be taken under advisement. Chairman Thompson asked Ms. McClintock to share specific recommendations on notifications to the staff. He offered that the assessor or

Planning could assist her with finding information on the county's GIS site.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the subdivision permit and plat for Terry Ranch Business Park and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

14. PUBLIC HEARING regarding a subdivision permit and plat for Bailey Crossing, a subdivision of a portion of Tract A, Faas Tracts, situated in Sect 30, T15N, R67W, of the 6th PM, Laramie County, WY.

[23 - 9](#)

Attachments: [Bailey Crossing, Subdivision Permit and Plat](#)
[Bailey Crossing, Subdivision Permit and Plat - Revised Staff Report](#)

Michael Surface, Planning, said Steil Surveying, on behalf of A J Bailey submitted a subdivision permit and plat application for Bailey Crossing, a subdivision located on the south side of Rd 217, approximately five miles northwest of the Cheyenne city limits. The application proposes four residential tracts at 7.39 acres each. The remaining part of the 51.05-acre property is to remain unplatted.

Commissioner Malm asked the applicant if he was aware of the revised conditions. Shane Hansen, Steil Surveying and agent for the applicant, said they were aware of the revised conditions and noted the first condition had been satisfied. The applicant is in discussion with Public Works.

Mr. Surface said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a, b, c, and d with three conditions: 1) Prior to recordation, the right-of-way width for Rd 217 shall be shown as 70 feet in front of the four tracts being created, 2) Rd 217, adjacent to the development, shall be brought up to county road standards prior to building permits being issued and 3) No building permit shall be issued until the required upgrade has been determined to be in compliance by Laramie County Public Works.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Ken Lewis and Jess Oyler, residents, expressed their concerns. These included impact on existing homes, density, access, road maintenance, power outages, and nonconformity with the character of the region which has lot sizes of 20 or more acres.

A J Bailey, applicant, stated that Rd 118A was not required to be brought up to county road standards for the Meadowlark Ridge Estates, 2nd Filing, and asked why his project was being singled out. In response to a question from Chairman Thompson, Molly Bennett, Public Works, confirmed that Rd 118A was required to be brought up to standards. Chairman Thompson stated that the matter before the Board concerned Rd 217.

Mr. Hansen spoke to residents' concerns about lot size, noting that the project exceeds the minimum acreage required by the county by two full acres. He also pointed out that covenants are civil matters which are not under consideration by commissioners.

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 subdivision permit and plat for Bailey Crossing and adopt the findings of fact a, b, c, and d, as well as the three conditions of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

15. PUBLIC HEARING regarding a preliminary development plan and a subdivision permit and plat for Lonesome Dove Ranches in the SE1/4 Sect 30, T14N, R63W, of the 6th PM, Laramie County, WY.

[23 - 10](#)

Attachments: [Lonesome Dove Ranches, Preliminary Development Plan and Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, on behalf of Gloria and Kerry Merrill, submitted a preliminary development plan and subdivision permit and plat applications for property located on the northwest corner of the intersection of Rds 210 and 143. The application was submitted to subdivide the 160-acre property into 24 residential lots: 23 lots intended for a single-family residence on each proposed tract, with the remaining tract preserving the existing single-family residential use at 1038 Rd 143.

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

Chairman Thompson opened the hearing for PUBLIC COMMENT. Reba Epler, attorney representing Sooner, LLC, expressed concerns about road easements, questioned the access to the subdivision and requested a continuance. Shane Hansen, Steil Surveying Services and agent for the applicant, said Rd 143 had been a road for as long as anyone can remember and if there was no access from Rd 143, there would be access from Rd 210. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

Mr. Arnold advised Rd 210 dedication to the east is viable and his staff is researching any dedications of Rd 143. Chairman Thompson directed Mr. Arnold to pass on the information to Ms. Epler.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the preliminary development plan and the subdivision permit and plat for Lonesome Dove Ranches and adopt the findings of

fact a and b of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

16. PUBLIC HEARING regarding approval of a vacation (for an administrative plat) for Lots 1, 2, & 3, Block 1, Hope Subdivision, 4th Filing, Laramie County, WY.

[23 - 11](#)

Attachments: [Hope Subdivision, 7th Filing, Subdivision Permit and Plat](#)
[Salinas-Hernandez, Board Approval Vacation - Corrected Resolution](#)

Cate Cundall, Planning, said AVI, PC, on behalf of Yacamerali Salinas-Hernandez submitted an application for board approval seeking a property line adjustment of Lots 1, 2 & 3, Block 1, Hope Subdivision, 4th Filing. The application is a property line adjustment of 15.1 feet between lots 1 and 2 to accommodate a single-family residential structure within the setbacks for lot 1. This adjustment will increase lot 1 to a width of 77 feet, decrease lot 2 to a width of 46.8 feet and lot 3 will have no change.

Ms. Cundall said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a and b.

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 Vice Chairman Lovett, to grant board approval for the vacation of Lots 1, 2 & 3, Block 1, Hope Subdivision, 4th Filing, Laramie County, WY, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:43 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 at least two business days prior to the meeting.