

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, April 7, 2020**

**3:30 PM**

**Commissioners Board Room**

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### Presentation

Chairman Malm explained the process to provide public comment because of the restrictions on public gatherings due to the COVID-19 pandemic.

Chairman Malm introduced and welcomed Commissioner Lovett to the Board and presented former Commissioner Amber Ash with a token of appreciation for her years of service to Laramie County.

### Roll Call/Call to Order

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

### Agenda Priority Item

1. Consideration of a resolution adding and appointing members to the Laramie County Fair Board.

**20 - 134**

**Attachments:** [Resolution Adding and Appointing Members to the Fair Board](#)

County Attorney Mark Voss explained the recent decision by the Wyoming Supreme Court which declared the dissolution of the Fair Board in 2018 is invalid and the Board of County Commissioners did not have the authority to dissolve the Fair Board. Mr. Voss further explained in order to have a County Fair, the County would need to have a Fair Board. Mr. Voss said the purpose of the resolutions was to fill the vacancies and add additional members to the Fair Board.

A motion was made by Commissioner Thompson, seconded by Vice Chairman Holmes, to approve the resolution to increase the board members from five to seven. The motion carried by the following vote:

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

Chairman Malm opened the meeting for PUBLIC COMMENT. Chairman Malm noted the measure works for the continuation and promotion of the County Fair in the future. Vice Chairman Holmes spoke of the success Laramie County had with the 2019 County Fair. Hearing no PUBLIC COMMENT, Chairman Malm closed the public

comment period.

A motion was made by Commissioner Thompson, seconded by Vice Chairman Holmes, to appoint Troy Thompson and Linda Heath to the vacant positions, Buck Homes and Gunnar Malm to the newly created positions on the Fair Board. The motion carried by the following vote:

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

## Minutes

2. Consideration of the Minutes of Proceedings for March 17, 2020. [20 - 128](#)

**Attachments:** [Draft Minutes March 17, 2020](#)

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

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

3. Consideration of the Minutes of Proceedings for the special meeting March 25, 2020. [20 - 129](#)

**Attachments:** [Draft Minutes Special Meeting March 25, 2020](#)

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

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

## Consent Agenda

### Approval of the Consent Agenda

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

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

4. Consideration of a resolution authorizing the ratified submission of a grant application to the WY Office of Homeland Security for the FFY20 State Homeland Security Program to request funds for the Community Emergency Response Team program in the amount of \$10,000. [20 - 111](#)

**Attachments:** [FFY20 CERT Homeland Security Grant Application](#)

This agenda item was approved.

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5. Consideration of a resolution authorizing the ratified submission of a grant application to the WY Office of Homeland Security for the FFY20 State Homeland Security Program to request funds for the Emergency Management Agency in the amount of \$30,000 for the purchase of two portable light towers. [20 - 112](#)

**Attachments:** [EMA Light Tower Homeland Security Grant Application](#)

This agenda item was approved.

6. Consideration of a resolution providing for the imposition of a 911 Emergency Telephone Surcharge Fee. [20 - 113](#)

**Attachments:** [911 Surcharge Fee Resolution](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and the WY Dept. of Family Services, Child Support Program, to delineate the mutual responsibilities. The term of the agreement is July 1, 2020, through June 30, 2022. [20 - 126](#)

**Attachments:** [DFS Cooperative Agreement](#)

This agenda item was approved.

8. Consideration of stipulation and cross conveyance of interest in eight parcels of property. [20 - 117](#)

**Attachments:** [\(1\) Stip. & Cross Conv. of Interest-Lerwick, Cobb, Huston et. al.](#)  
[\(2\) Stip. & Cross Conv. of Interest-Eklund-Hanson](#)  
[\(3\) Stip. & Cross Conv. of Interest-Anderson \(2 acres\)](#)  
[\(4\) Stip. & Cross Conv. of Interest-Anderson \(4 acres\)](#)  
[\(5\) Stip. & Cross Conv. of Interest-Anderson](#)  
[\(6\) Stip. & Cross Conv. of Interest-BOKF, McClintock et. al.](#)  
[\(7\) Stip. & Cross Conv. of Interest-BOKF, McClintock et. al.](#)  
[\(8\) Stip. & Cross Conv. of Interest-VonRiesen, Duffey, Burkett](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring to replace flooring and remodeling of certain areas of the Sheriff's Dept. [20 - 127](#)

**Attachments:** [Carpet One Flooring Agreement Sheriff's Dept.](#)

This agenda item was approved.

10. Consideration of the deletion of a 2014 Ford Escape and a 2014 Ford F250 from the Sheriff's fixed assets, trade-in to Spradley Barr. [20 - 103](#)

**Attachments:** [Asset Deletions Sheriff 2014 Ford Escape and 2014 Ford F250](#)

This agenda item was approved.

11. Consideration of the deletion of a 2008 Ford F-250 sold to Spradley Ford from Public Works fixed asset inventory. [20 - 125](#)

**Attachments:** [Asset Deletion Public Works a 2008 Ford F-250](#)

This agenda item was approved.

12. Consideration of the deletion of four 2018 Massey Ferguson tractor mowers sold to 4Rivers from Public Works fixed asset inventory. [20 - 108](#)

**Attachments:** [Asset Deletion Public Works Four 2018 Massey Ferguson Tractor Mowers](#)

This agenda item was approved.

13. Consideration of an addendum to the agreement between Laramie County, WY, and Design the World, Inc., to provide design templates to be utilized by the County Clerk's web developers. [20 - 114](#)

**Attachments:** [Design the World, Inc.](#)

This agenda item was approved.

14. Consideration of the ratification of an addendum and proposal between Laramie County, WY, and ArcaSearch, Corp. The purpose is to provide an interim e-commerce solution to access Laramie County's Historical Records. [20 - 115](#)

**Attachments:** [ArcaSearch Corp., Interim e-Commerce Solution](#)

This agenda item was approved.

15. Consideration of the ratification of an agreement between Laramie County, WY, and the WY Secretary of State a) to set forth the responsibilities of the County regarding the purchase, testing, acceptance, safekeeping and ongoing maintenance of voting systems, equipment, and software required and funded by the State, and b) to transfer ownership and risk of loss for the voting systems, equipment, and software from the State to the County. [20 - 105](#)

**Attachments:** [Secretary of State Interagency Agreement - Voting Equipment](#)

This agenda item was approved.

16. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, to cater a private rodeo event at 1806 Torrington Rd. on July 27, 2020. [20 - 118](#)

**Attachments:** [DeLancey Enterprises, LLC, 24-hour Catering Permit July 27, 2020](#)

This agenda item was approved.

17. Consideration of the following fees collected by various County entities for February 2020: County Clerk, \$130,660.58; Sheriff, \$128,871.30; Clerk of District Court, \$14,512.50; Shooting Sports, \$17,331.32; Planning & Development, \$175,177.57; Circuit Court, \$41,235.00; DUI Court, \$400.00; Drug Court, \$920.00. [20 - 130](#)

**Attachments:** [February Fees 2020](#)

This agenda item was approved.

18. Consideration of the following part-time salaries in the amount of \$35,386.70 for March 2020: Coroner, \$2,440.70; Planning, \$550.00; Shooting Sports, \$5,297.00; Events Department, \$1,287.00; Buildings/Maintenance, \$16,861.74; Detention, \$8,096.12; Drug Court, \$854.14. [20 - 131](#)

**Attachments:** [March Part-time Salaries 2020](#)

This agenda item was approved.

19. Consideration of warrants in the amount of \$2,540,267.95 for March 2020. [20 - 132](#)

**Attachments:** [March Warrants 2020](#)

This agenda item was approved.

## Proclamations

20. Consideration of a resolution proclaiming April 7, 2020, as National Service Recognition Day. [20 - 106](#)

**Attachments:** [National Service Recognition Day Proclamation](#)

County Clerk Debra Lee read the resolution into the record.

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

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

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**Report & Public Petitions**

21. PUBLIC HEARING regarding a request for the alteration of the public right-of-way known as Diamond Creek Rd., described as beginning in the E1/2 NW1/4, NW1/4, Sec.4, T.13N., R.67W.; North Range Business Park, 1st Filing (Bk#8, Pg#150), said road approximately 1,391 feet more or less, in Laramie County, WY. [20 - 124](#)

**Attachments:** [Diamond Creek Rd. Alteration Viewer's Report](#)

Dave Bumann, Public Works Director and appointed viewer, recommended approval of the petition to rename Diamond Creek Rd. to Bruns Way.

Chairman Malm opened the hearing for PUBLIC COMMENT. Derrek Jerred thanked the Board for their consideration of the matter. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

The Board of County Commissioners thanked Randy Bruns for his years of service as CEO for Cheyenne LEADS.

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

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

**Resolutions**

22. Consideration of a resolution granting an exception to the "201 Agreement" for development of a new shop building to be served by an on-site holding tank located at 7511 Tate Rd., generally within T.14N., R.66W., Sec.36, Laramie County, WY. [20 - 120](#)

**Attachments:** [Resolution Granting 201 Exception - 7511 Tate Rd.](#)

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

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

23. Consideration of a resolution closing Laramie County Government on Friday, April 10, 2020, and Monday, April 13, 2020. [20 - 135](#)

**Attachments:** [Resolution Closing Laramie County Govenment April 10 and 13, 2020](#)

The Board of County Commissioners thanked county employees for stepping up during the unusual times created by the COVID-19 pandemic.

A motion was made by Commissioner Thompson, seconded by Vice

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

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

## Grants

- 24.** PUBLIC HEARING for the FFY21 Temporary Assistance to Needy Families Community Partnership Initiative grant application. [20 - 110](#)

**Attachments:** [FFY21 TANF Public Hearing Notice](#)  
[TANF Public Hearing Written Statements](#)

Sandra Newland, Grants, explained the purpose of the public hearing.

Chairman Malm opened the hearing for PUBLIC COMMENT. Ms. Newland read letters into the record from Big Brothers and Big Sisters, Boys and Girls Club, CLIMB Wyoming, and My Front Door. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

Letters from the entities were received and filed.

## Contract/Agreement/Leases

- 25.** Consideration of an addendum between Laramie County, WY, and Duramacks Structures to build an equipment storage unit for the Public Works Dept. [20 - 097](#)

**Attachments:** [Duramacks Structures Agreement](#)

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

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

- 26.** Consideration of an agreement between Laramie County, WY, and Cartegraph Systems to provide asset management software for the Public Works Dept. [20 - 119](#)

**Attachments:** [Cartegraph Systems Agreement](#)

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

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

**License/Permits**

27. PUBLIC HEARING to consider a seasonal fireworks permit submitted by Jim Landis, dba USA Fireworks, located at 102 W. College Dr. [20 - 107](#)

**Attachments:** [USA Fireworks - 102 W. College Dr.](#)

Matt Butler, County Fire Warden, advised the Board that the required inspections were performed and everything was in order.

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

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

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

28. PUBLIC HEARING to consider a restaurant liquor license application submitted by GMRG ACQ 1, LLC, dba Pizza Hut #035986, located at 1308 S. Greeley Hwy., Unit A. [20 - 133](#)

**Attachments:** [Pizza Hut Restaurant Liquor License Application](#)

County Clerk Debra Lee said the application was in order and it is a new application for a restaurant liquor license.

Chairman Malm opened the hearing for PUBLIC COMMENT. Hearing NO PUBLIC COMMENT, Chairman Malm closed the hearing.

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

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

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

29. Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co. Hwy, pursuant to W.S. 24-3-101 et seq, and Appointment of Viewer". This petition pertains to the dedication of the public right-of-way known as Laramie St., described as beginning at the NE1/4 SE1/4, T.14N., R.66W., Sec.26, of the 6th PM, Laramie County, WY, length of said road approximately 1,425-feet more or less. [20 - 123](#)

**Attachments:** [Resolution for Road Petition & Appt. Viewer Laramie St.](#)

Dave Bumann, or designee, was appointed as the Viewer.



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

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

- 30.** PUBLIC HEARING regarding the Roaring Fork Midstream North Silo High Pressure Crude Oil Pipeline project.

**20 - 122**

**Attachments:** [Roaring Fork Midstream North Silo High Pressure Crude Oil Pipeline Project](#)

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

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

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

- 31.** PUBLIC HEARING regarding a Zone Change to MR - Medium Density Residential and CB - Community Business for Tract 45, except the north 60', Allison Tracts, 1st Filing, to be platted and known as Tracts 1 and 2, Continental Tracts, Laramie County, WY.

**20 - 121**

**Attachments:** [Continental Tracts, Zone Change](#)

Brad Emmons, Planning, said Steil Surveying Services, LLC, on behalf of Continental Estates, LLC, and DBL Holdings, LLC, submitted a Zone Change application for a parcel to be known as Tracts 1 and 2, Continental Tracts, located at 1408 S. Greeley Hwy. The purpose of the application is to formalize the current zone districts of MR - Medium Density Residential and CB - Community Business to the current platted boundaries.

Mr. Emmons said based on evidence provided, staff recommends approval for the zone change with the adoption of findings of fact a, b, and c with no conditions.

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

A motion was made by Commissioner Thompson, seconded by Commissioner Heath, to approve a Zone Change to MR - Medium Density Residential and CB - Community Business for Tracts 1 and 2, Continental Tracts, Laramie County, WY, with no conditions and adopt the findings of fact a, b, and c of the staff report. The motion carried by the following vote:

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

**The meeting adjourned at 4:38 p.m.**

**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.