

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, October 15, 2024**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

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

### Minutes

1. Consideration of the Minutes of Proceedings for Oct 1, 2024.

[24 - 493](#)

**Attachments:** [Draft Minutes Oct 1, 2024](#)

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:** Malm, Heath, Holmes, Thompson

**Excused:** Lovett

### Consent Agenda

#### Approval of the Consent Agenda

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

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

**Excused:** Lovett

2. Consideration of a subgrantee agreement between Laramie County, WY, and Wyoming Family Home Ownership Program dba My Front Door for a WY Dept of Family Services TANF grant in the amount of \$8,842.86 to run through Sept 30, 2025.

[24 - 491](#)

**Attachments:** [Subgrantee Agreements, TANF Grant, My Front Door](#)

This agenda item was approved.

3. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2011 Hyundai Tucson to be traded to KGA-Chey, LLC. [24 - 494](#)

**Attachments:** [Asset Deletion, Sheriff, 2011 Hyundai](#)

This agenda item was approved.

4. Consideration of an addendum to service agreement between Laramie County, WY, and Motorola Solutions, Inc, in an amount not to exceed \$52,384.68, for Astro essential service renewal and local infrastructure repair from July 1, 2024, through June 30, 2025. [24 - 495](#)

**Attachments:** [Addendum, Motorola Solutions, Inc, Sheriff](#)

This agenda item was approved.

5. Consideration of an addendum to service agreement between Laramie County, WY, and Motorola Solutions, Inc, in an amount not to exceed \$51,379.08. Term of agreement is from July 1, 2024, through June 30, 2025. [24 - 496](#)

**Attachments:** [Addendum, Motorola Solutions, Inc, Combined Communications](#)

This agenda item was approved.

6. Consideration of the ratification of an addendum and fourth amendment to Granicus Service Agreement between Laramie County, WY, and Granicus, LLC, in the amount of \$29,160.71 to provide a service for the SmartGov product. [24 - 499](#)

**Attachments:** [Addendum, Granicus, LLC](#)

This agenda item was approved.

## Resolutions

7. Consideration of a resolution imposing stage one fire restrictions for Laramie County as a result of extreme fire danger. [24 - 503](#)

**Attachments:** [Resolution, Imposing Stage 1 Fire Restrictions](#)

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:** Malm, Heath, Holmes, Thompson

**Excused:** Lovett

8. Consideration of a resolution establishing a senior citizen center by creation of the Laramie County Senior Services Board and adoption of bylaws governing said board.

[24 - 500](#)

**Attachments:**     [Resolution Establishing the Laramie County Senior Services Board](#)

County Attorney Mark Voss explained the resolution creates a governmental entity under the Board of County Commissioners for maintenance and operations of the Laramie County Senior Center.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, that this agenda item be approved.

Commissioner Holmes credited Commissioner Thompson for getting the new senior center on the 2021 ballot and said he deserves a big thank you.

The motion carried by the following vote:

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

**Excused:**             Lovett

## Appointments

9. Consideration of six resolutions appointing Wendy Curran and Ray Gallegos to a truncated three-year term expiring June 30, 2027, Travis Koch and Julie Malm to a truncated two-year term expiring June 30, 2026, and Chris McRady and Brooke Schaffer to a truncated one-year term, expiring June 30, 2025, to the Laramie County Senior Services Board.

[24 - 501](#)

**Attachments:**     [Laramie County Senior Citizen Board Appointment, Wendy Curran](#)  
                              [Laramie County Senior Citizen Board Appointment, Ray Gallegos](#)  
                              [Laramie County Senior Citizen Board Appointment, Travis Koch](#)  
                              [Laramie County Senior Citizen Board Appointment, Julie Malm](#)  
                              [Laramie County Senior Citizen Board Appointment, Chris McRady](#)  
                              [Laramie County Senior Citizen Board Appointment, Brooke Schaffer](#)

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, Heath, Holmes, Thompson

**Excused:** Lovett

### **Contract/Agreement/Leases**

10. Consideration of an agreement between Laramie County, WY, and Capitol Roofing, Inc, in the amount of \$417,795.13 to replace roof system for 2020 Carey Ave as described in attachment A.

**[24 - 504](#)**

**Attachments:** [Agreement, Capitol Roofing, Inc](#)

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, Heath, Holmes, Thompson

**Excused:** Lovett

11. Consideration of a memorandum of understanding between Laramie County, WY, and Laramie County Community Juvenile Services Joint Powers Board in the amount of \$165,000.

**[24 - 502](#)**

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

County Attorney Mark Voss explained the item will continue a funding stream for the Juvenile Service Center.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, that this agenda item be approved.

Vice Chairman Malm said support for the Juvenile Services Center is money well spent as an investment in youth and in the community.

The motion carried by the following vote:

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

**Excused:** Lovett

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

12. PUBLIC HEARING regarding an administrative plat and a zone change from A1 - Agricultural and Rural Residential to AR - Agricultural Residential for Tract 2, The Horse Creek Ranch, 2nd Filing, Laramie County, WY.

**[24 - 492](#)**

**Attachments:** [The Horse Creek Ranch, 4th Filing, Administrative Plat and Zone Change](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Sundance Kid Properties, LLC, submitted zone change and administrative plat applications for Tract 2, The Horse Creek Ranch, 2nd Filing, situated in a portion of Sect 34, T15N, R67W, of the 6th PM, Laramie County, WY. He said the subject property lies at 3817 Butch Cassidy Trl and the 12-acre parcel will be divided into two tracts, to be known as The Horse Creek Ranch, 4th Filing, and Tract 1 will be a six-acre tract that includes the existing residence and Tract 2 will be six acres for a future residence.

Arnold said both applications were combined into one staff report for ease of presentation and discussion, with separate motions required.

Arnold said based on evidence provided, staff recommends approval of the zone change and administrative plat with the adoption of findings of fact a, b and c, with the condition that the zone change will become effective only with approval of the administrative plat for The Horse Creek Ranch, 4th Filing.

Commissioner Malm opened the hearing for PUBLIC COMMENT. Robert Hoard, resident, expressed concerns about the zone change. Hearing no further PUBLIC COMMENT, Commissioner Malm closed the hearing.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the Zone Change from A-1 to AR for Tract 2, The Horse Creek Ranch, 2nd Filing, with one condition, and adopt the findings of fact a and c of the staff report.

Commissioner Thompson questioned the reason for the zone change. Arnold spoke about the land use regulations and the current subdivision. He said the AR is the proper zoning designation.

The motion carried by the following vote:

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

**Excused:** Lovett

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve a vacation of Tract 2, The Horse Creek Ranch, 2nd Filing, located in a portion of Sect 34, T15N, R67W, of the 6th PM, Laramie County, WY, in order to create the administrative plat known as "The Horse Creek Ranch, 4th Filing", with no conditions, and adopt the findings of fact b of the staff report. The motion carried by the following vote:

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

**Excused:** Lovett

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13. PUBLIC HEARING regarding a rehearing on a revision for a subdivision permit & plat for Open View Ranch, situated at the N1/2 of Sect 7, T14N, R63W, of the 6th PM, Laramie County, WY.

[24 - 497](#)

**Attachments:**     [Open View Ranch, Subdivision Permit and Plat, Revision](#)

Justin Arnold, Planning, said Steil Surveying, on behalf of Whiskey Hill LLC, had the plat for Open View Ranch approved by this body on Jan 2, 2024, on the condition that a nonadverse Chapter 23 recommendation was received by Planning prior to recordation. He said the nonadverse recommendation was received by Planning on or about May 15, and the plat has yet to be recorded due to an issue that arose in the road construction permitting process.

Arnold said during the road construction permitting process, the engineer of record recommended that the plat be modified to include two drainage easements to ensure that specific low points of natural drainage on portions of the plat could not be disturbed by home construction in the area. He said staff and the applicant request to modify the previously approved plat to place the recommended drainage easements on the final plat prior to recordation.

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

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

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the revised subdivision permit and plat for Open View Ranch with no conditions and adopt findings of fact a, b, and c of the staff report. The motion carried by the following vote:

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

**Excused:**             Lovett

14. PUBLIC HEARING regarding a site plan for South Greeley RV Park, situated in the N1/2 of Sect 29, T13N, R66W, of the 6th PM, Laramie County, WY.

[24 - 498](#)

**Attachments:**     [Oh Hail No, LLC, South Greeley RV Park Site Plan](#)

Justin Arnold, Planning, said AVI, PC, on behalf of Oh Hail No, LLC, submitted a site plan application for South Greeley RV Park, located at the corner of Richard Rd and Robert Ave, south of the Cathcart subdivision. He said the board previously approved a rezone for this property only to its own Planned Unit Development (PUD) which mirrors the Cathcart PUD rules but added one allowable use for a campground. Arnold said given the potential impacts to neighboring properties, the Planning

Director deferred the site plan for a board hearing to allow the board to determine the need for any additional conditions to be placed on the plan.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with two conditions: 1) The easement granted to allow portions of this project to be constructed on the neighboring lot is redrafted to allow building construction, or the lift station is moved from that location to another location on the site plan and 2) The final drainage report is stamped by a Wyoming licensed Professional Engineer.

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

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the site plan with conditions one and two as outlined in the staff report and adopt findings of fact a and b of the staff report. The motion carried by the following vote:

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

**Excused:** Lovett

**The meeting adjourned at 4:05 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](mailto: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](http://laramiecountywy.gov).