

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, February 6, 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 Jan 16, 2024.

[24 - 058](#)

Attachments: [Draft Minutes Jan 16, 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 Vice Chairman Malm, 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 resolution designating Laramie County, WY, financial institutions as depositories and authorizing the placement of investments. It is further resolved that Tammy Deisch, Laramie County Treasurer, shall have the authority to place investments on behalf of Laramie County, WY, after review by the County Attorney.

[24 - 049](#)

Attachments: [Resolution Designating Institutions as Depositories and Authority to Place Investments](#)

This agenda item was approved.

3. Consideration of division orders from Samson Exploration, LLC, for royalty interest for Sect 2, T14N, R66W, of the 6th PM, Laramie County, WY.

[24 - 035](#)

Attachments: [Division Orders #1, Samson Exploration, LLC](#)
[Division Orders #2, Samson Exploration, LLC](#)

This agenda item was approved.

4. Consideration of a memorandum of understanding between Laramie County, WY, and Wyoming National Guard Counterdrug Support Programs (WYCDSP) to establish the framework for management and use of the WYCDSP. [24 - 039](#)

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

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and Ram Trucking, Inc, to transport, destroy and dispose of vehicles set for destruction by the Sheriff's office. [24 - 038](#)

Attachments: [Agreement, Ram Trucking, Inc](#)

This agenda item was approved.

6. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2015 Ford Taurus to be sold at public auction. [24 - 053](#)

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

This agenda item was approved.

7. Consideration of the deletion from the Assessor's fixed asset inventory of a 2008 Toyota Tundra to be scrapped. [24 - 054](#)

Attachments: [Asset Deletion, Assessor, 2008 Toyota](#)

This agenda item was approved.

8. Consideration of the deletion from the Events' fixed asset inventory of a 2011 Ford Ranger to be scrapped. [24 - 044](#)

Attachments: [Asset Deletion, Events, 2011 Ford](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and Mobile Health Diagnostics in an amount not to exceed \$3,530 to provide services as outlined in exhibit A. [24 - 052](#)

Attachments: [Agreement, Mobile Health Diagnostics](#)

This agenda item was approved.

10. Consideration of a catering permit submitted by S&W Properties, LLC, dba Vinos Wine and Spirits, for an event on Apr 19, 2024, at the Archer Complex. [24 - 057](#)

Attachments: [24-hour Permit, Vinos Wine and Spirits, Apr 19, 2024](#)

This agenda item was approved.

11. Consideration of a microbrewery malt beverage permit submitted by Blue Raven Brewery, LLC, dba Blue Raven Brewery, for an event on Feb 17 and 18, 2024, at the Archer Complex. [24 - 041](#)

Attachments: [24-hour Permit, Blue Raven Brewery, Feb 17 and 18, 2024](#)

This agenda item was approved.

12. Consideration of a winery off-premise permit submitted by Big Lost Meadery, LLC, dba Big Lost Meadery, for an event on Feb 17 and 18, 2024, at the Archer Complex. [24 - 040](#)

Attachments: [24-hour Permit, Big Lost Meadery, Feb 17 and 18, 2024](#)

This agenda item was approved.

13. Consideration of the following fees collected by various county entities for Dec 2023: County Clerk, \$100,252.12; Sheriff, \$141,368.34; Clerk of District Court, \$19,586.20; Shooting Sports, \$18,674.28; Planning & Development, \$61,901.46; Public Works, \$8,387.56; Circuit Court, \$44,344.00; DUI Court, \$400.00; Drug Court, \$555.00. [24 - 059](#)

Attachments: [Dec Fees 2023](#)

This agenda item was approved.

14. Consideration of the following part-time salaries in the amount of \$53,180.70 for Jan 2024: Assessor, \$259.79; Planning, \$4,894.45; Shooting Sports, \$6,230.55; Buildings/Maintenance, \$18,956.77; Sheriff Operations, \$5,425.41; Detention, \$14,476.80; District Court, \$622.93; Drug/DUI Courts, \$2,314.00. [24 - 061](#)

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

This agenda item was approved.

Warrants

15. Consideration of warrants in the amount of \$3,800,436.50 for Jan 2024. [24 - 060](#)

Attachments: [Jan Warrants 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: Lovett, Malm, Heath, Holmes, Thompson

Report & Public Petitions

16. Presentation of the FY23 audit of Laramie County. [24 - 042](#)

Attachments: [Laramie County FY23 Financial & Compliance Report](#)

Paul Niedermuller, principal auditor, CliftonLarsonAllen, LLP, gave an overview of the process of Laramie County audit for fiscal year ending June 30, 2023. Mr. Niedermuller said the county received a unmodified opinion which is a clean opinion.

Commissioners acknowledged the work of the clerk's finance office and director Stanley Walker and the work of Sandra Bay, grants manager.

The report was received and filed.

17. Presentation of the Archer sewer connection water and wastewater master planning report. [24 - 055](#)

Attachments: [Presentation, Martin/Martin, Archer Sewer Connection Water and Wastewater Master Planning Report](#)
[Presentation, Martin/Martin, Master Plan Overview](#)

Ben Nemec, Martin/Martin WY, gave a presentation of the Archer sewer project.

The report was received and filed.

Resolutions

18. Consideration of a resolution adopting revised statement of investment policy. [24 - 050](#)

Attachments: [Resolution, Revised Statement of Investment Policy](#)

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

Grants

19. Consideration of a subgrantee agreement between Laramie County, WY, and Cheyenne Regional Medical Center to provide Gambling Prevention Funds in the amount of \$104,737.45 for community gambling prevention and treatment services to run through Nov 30, 2024. [24 - 036](#)

Attachments: [Subgrantee Agreement, CRMC, Gambling Prevention Funds](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

20. Consideration of an agreement between Laramie County, WY, and JSG Solutions, LLC, to provide and install new water hydrants for the Archer RV Park in an amount not to exceed \$47,669.50. [24 - 046](#)

Attachments: [Agreement, JSG Solutions, LLC](#)

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

Contract/Agreement/Leases

21. Consideration of a contract modification between Laramie County, WY, and TC Solutions, LLC, in the amount of \$968,559.64 to allow TC Solutions, LLC, to manage and procure the required owner-supplied furniture, equipment, technology, moving, and building commissioning work as necessary for the new senior activity center and EMA fleet storage building. [24 - 051](#)

Attachments: [Contract Modification, TC Solutions, LLC](#)

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

22. Consideration of an agreement between Laramie County, WY, and Reiman Corp, to install culvert(s) for the Ninemile Draw Tributary at Telephone Rd in an amount not to exceed \$581,050.50. [24 - 047](#)

Attachments: [Agreement, Reiman Corp](#)

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

Appointments

- 23.** Consideration of a resolution appointing a member to the board of Community Action of Laramie County to complete the term left vacant by Judy Moss, expiring June 30, 2025. [24 - 043](#)

Attachments: [Community Action of Laramie County Board Appointment](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to appoint Isaac Lloyd. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 24.** Consideration of a resolution appointing James Fraley to the Laramie County Community Juvenile Services Joint Powers Board to complete Julie Torres' term as designated representative of the Laramie Co School District #1 for a term expiring June 30, 2025. [24 - 048](#)

Attachments: [Community Juvenile Services JPB Appointment, James Fraley](#)

A motion was made by Commissioner Holmes, seconded by Commissioner Thompson, to appoint James Fraley. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Land Use:Variances/Board App./Plats

25. PUBLIC HEARING regarding a subdivision permit & plat for Ironhorse, 3rd Filing, situated at: Tract 4, Ironhorse, 2nd Filing; a portion of Tract 11, Sunset Tracts, 3rd Filing; and two unplatted parcels located in the W1/2 of the NE1/4 of Sect 12, T14N, R67W of the 6th PM, Laramie County, WY.

[24 - 056](#)

Attachments: [Ironhorse, 3rd Filing, Subdivision Permit and Plat](#)

Bryce Hamilton, Planning, Palma Land Planning, LLC, on behalf of Ironhorse Capital Limited Partnership, submitted a subdivision permit and plat application for properties located generally in the NE1/4 of Sect 12, T14N, R67W of the 6th PM, Laramie County, WY. He said the application submitted subdivides roughly 71 acres into 16 residential lots of approximately 5.25 acres each.

Mr. Hamilton 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 two conditions: 1) The plat is revised prior to recordation to make Lot 9 compliant with AMEC density requirements and 2) Plat note added stating: No county maintenance of the right-of-way dedicated by the plat. The second condition was added by Mr. Hamilton after the staff report was submitted.

Casey Palma, Palma Land Planning, LLC, and agent, spoke about the project and how its scope has changed because the city of Cheyenne denied the outside user agreement to provide water to the area.

Chairman Lovett opened the hearing for PUBLIC COMMENT. Mike Cahoon, Dennis Brown and Terry Miller, residents, spoke on this item. Their concerns were property taxation, property line adjustment into the right-of-way, the aquifer and sustainable water for wells, and need for open space.

Justin Arnold, Planning, explained gross and net acreage within the county's land use regulations. He said the acreage is not related to tax purposes, only for resource purposes, and the AMEC memo allows for additional impervious surfaces to be used for the gross acreage calculation.

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

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to adopt findings of fact a and b of the staff report and approve the subdivision permit and plat for Ironhorse, 3rd Filing, with two conditions: 1) The plat is revised prior to recordation to make Lot 9 compliant with AMEC density requirements and 2) A note to be added to the plat that no county maintenance of any right-of-way dedicated by the plat will be undertaken.

Commissioner Thompson spoke about the residents' comments. He talked about the study created by the AMEC memo in 2014. He noted that the state engineer, a committee, and AMEC worked on the study. The memo gave the board a minimum lot size for subdivisions for recharge rates in different parts of the county. Commissioner Thompson felt it was unfortunate that the city of Cheyenne denied the outside user's agreement to provide water to the area. He said this project falls within the county's land use regulations.

The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 26.** Consideration of amendment #2 to the development agreement (120501-18) between Laramie County, WY, and Coll-Ind, LLC, for improvements related to the development of the Niobrara Energy Park.

[24 - 066](#)

Attachments: [Amendment #2, Coll-Ind, LLC](#)

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

Aye: Lovett, Malm, Heath, Holmes, Thompson

The meeting adjourned at 4:34 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. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.