

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, April 16, 2019**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

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

### Minutes

1. Consideration of the Minutes of Proceedings for April 2, 2019.

[19 - 121](#)

**Attachments:** [DRAFT OF THE 04-02-19 MINUTES](#)

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:** Heath, Ash, Holmes, Malm, Thompson

### Consent Agenda

#### Approval of the Consent Agenda

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

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

2. Consideration of an agreement to extend inmate health care services between Correctional Healthcare Companies, LLC, and Laramie County, WY, effective July 1, 2019, for a one-year period. The base annual amount to be paid under this agreement is \$1,592,583.96.

[19 - 116](#)

**Attachments:** [Adult Health Care Services](#)

This agenda item was approved.

3. Consideration of an agreement to extend the juvenile health care services between Correctional Healthcare Companies, LLC, and Laramie County, WY, effective July 1, 2019, for a one-year period. The base annual amount to be paid under this agreement is \$112,130.16.

[19 - 117](#)

**Attachments:**    [Juvenile Health Care Services](#)

This agenda item was approved.

4. Consideration of an agreement to renew online services with LexisNexis for the Laramie County Sheriff's Department to provide software for an inmate law library beginning April 1, 2019, and ending March 31, 2022. The annual cost per year is \$536. [19 - 118](#)

**Attachments:**    [LexisNexis agreement-inmate law library](#)

This agenda item was approved.

5. Consideration of a juvenile housing agreement between Laramie County, WY, and the City of Cheyenne at a rate of \$195 per detainee per day. [19 - 134](#)

**Attachments:**    [Juvenile Housing Agreement](#)

This agenda item was approved.

6. Consideration of an adult housing agreement between Laramie County, WY, and the City of Cheyenne at a rate of \$100 per city prisoner per day and \$40 per prisoner for book and release. [19 - 135](#)

**Attachments:**    [Adult Housing Agreement](#)

This agenda item was approved.

7. Consideration of a service agreement and addendum between Laramie County, WY, and Motorola Solutions, Inc., in the amount of \$49,490.50, for the term of July 1, 2019, through June 30, 2020. [19 - 137](#)

**Attachments:**    [Motorola Solutions Agreement](#)

This agenda item was approved.

8. Consideration of a resolution providing for the imposition of a 911 Emergency Telephone Surcharge Fee. [19 - 120](#)

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

This agenda item was approved.

9. Consideration of a petition for a property tax refund for tax year 2018 for Lummis Livestock Co., LLC, on application 18-01 in the amount of \$1,790.59. [19 - 128](#)

**Attachments:**    [Petition for Tax Refund - Lummis](#)

This agenda item was approved.

10. Consideration of a cooperative agreement to delineate responsibilities between the Wyoming Department of Family Services Child Support Enforcement and the Laramie County Clerk of District Court. The term of the agreement is July 1, 2019, through June 30, 2020.

[19 - 129](#)

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

This agenda item was approved.

11. Consideration of an agreement between Laramie County, WY, and RLR, LLP, for non-attest accounting services. The agreement shall commence on the date last executed and remain in full force and effect until June 30, 2020. The county shall pay the contractor an amount not to exceed \$15,000.

[19 - 136](#)

**Attachments:** [RLR Accounting Service Agreement](#)

This agenda item was approved.

12. Consideration of the 2019 Wildland Fire Management Annual Operating Plan.

[19 - 138](#)

**Attachments:** [2019 Wildland Fire Management Annual Operating Plan](#)

This agenda item was approved.

13. Consideration of the deletion from the IT Department's fixed asset inventory of one Camera-Minolta reader printer 603Z and one Sharp copier MXM550N.

[19 - 139](#)

**Attachments:** [Asset deletion IT Dept](#)

This agenda item was approved.

14. Consideration of a resolution authorizing submission of a Laramie County prevention grant application to Cheyenne Regional Medical Center to request funding in the amount of \$4,500 for the Coroner's Department for suicide prevention materials.

[19 - 119](#)

**Attachments:** [Coroner Suicide Prevention Application](#)

This agenda item was approved.

## Resolutions

15. Consideration of a resolution authorizing the County Commissioners of Laramie County, WY, to enter into a memorandum of understanding for the proposed Roundhouse Wind Energy Project to the Wyoming Department of Environmental Quality Industrial Siting Regulations. [19 - 144](#)

**Attachments:**    [ISC Resolution - MOU- Roundhouse Fees Tabulations](#)  
                              [ISC Updated Fee Tabulation](#)

Brad Emmons, Planning, spoke of the MOU and advised the Board of the process to request Impact Assistance from the Industrial Siting Committee, which will include a hearing before the committee.

Commissioner Holmes and Chairman Heath thanked Commissioners Ash and Malm, Planning, and other departments that helped in the process.

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:**                    Heath, Ash, Holmes, Malm, Thompson

## Proclamations

16. Consideration of a resolution proclaiming the week of April 14-20, 2019, as National Public Telecommunicators Week. [19 - 130](#)

**Attachments:**    [National Telecommunicators Week](#)

County Clerk Debra Lee read the proclamation into the record. The Board thanked the telecommunicators for the great job they do. Chairman Heath read a poem that recognizes dispatchers and acknowledged the dispatchers who were attending the meeting.

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:**                    Heath, Ash, Holmes, Malm, Thompson

## Grants

Sandra Newland, Grants Manager, explained the purpose of the six grant applications.

17. Consideration of a resolution authorizing submission of a Laramie County prevention grant application to Cheyenne Regional Medical Center, on behalf of the governing body of Laramie County, WY, to request funding for the Drug Court Program in the amount of \$41,000 for substance abuse, mental health treatment, and case management treatment and services. [19 - 122](#)

**Attachments:**     [Drug Court Prevention Grant Application \\$41,000](#)

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

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

18. Consideration of a resolution authorizing submission of a grant application to the Wyoming Office of Homeland Security for a FFY 2019 State Homeland Security Grant Program, on behalf of the governing body of Laramie County, WY, to request funding for the Sheriff's Department for a mobile radio project in the amount of \$224,000. [19 - 123](#)

**Attachments:**     [Sheriff Mobile Radio Application \\$224,000](#)

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

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

19. Consideration of a resolution authorizing submission of a grant application to the Wyoming Office of Homeland Security for a FFY 2019 State Homeland Security Grant Program, on behalf of the governing body of Laramie County, WY, to request funding for a Detention Center body scanner and a courthouse metal detector/X-ray machine in the amount of \$214,000. [19 - 124](#)

**Attachments:**     [Sheriff Metal Detector, Scanner and X-ray application \\$214,000](#)

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

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

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- 20.** Consideration of a resolution authorizing submission of a grant application to the Wyoming Office of Homeland Security for a FFY 2019 State Homeland Security Grant Program, on behalf of the governing body of Laramie County, WY, to request funding for the Laramie County Emergency Management Agency for an Emergency Warning and Interoperable Communications Project in the amount of \$46,921.40 for one year of CodeRED services, lights and sirens for EMA vehicle, and up to three mobile/portable radios. [19 - 126](#)

**Attachments:**     [EMA Interoperable Communications Application \\$46,921.40](#)

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

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

- 21.** Consideration of a resolution authorizing submission of a grant application to the Wyoming Office of Homeland Security for a FFY 2019 State Homeland Security Grant Program, on behalf of the governing body of Laramie County, WY, to request funding for the Sheriff's Department for forensic operations and scene security in the amount of \$91,000. [19 - 127](#)

**Attachments:**     [Sheriff Forensic Operations and Scene Security Application \\$91,000](#)

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:**                     Heath, Ash, Holmes, Malm, Thompson

- 22.** Consideration of a resolution authorizing submission of a grant application to the Wyoming Office of Homeland Security for a FFY 2019 State Homeland Security Grant Program, on behalf of the governing body of Laramie County, WY, to request funding for equipment for the Emergency Operations Center in the amount of \$91,900. [19 - 143](#)

**Attachments:**     [EMA Emergency Operation Center \\$91,900](#)

Commissioner Holmes thanked Ms. Newland for the great job she does for Laramie County.

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

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

## License/Permits

- 23.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Jim Landis, dba USA Fireworks, located at 102 West College Drive. [19 - 125](#)

**Attachments:** [Fireworks Application](#)

County Clerk Debra Lee informed the Board the application was in order. Matt Butler, County Fire Warden, advised the Board that he and Environmental Health performed the required inspections and everything was in order.

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

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:** Heath, Ash, Holmes, Malm, Thompson

## Appointments

- 24.** Consideration of a resolution appointing a member to the Board of Directors of Community Action of Laramie County to complete the term left vacant by the resignation of Barbara Ayers, which will expire on June 30, 2021. [19 - 131](#)

**Attachments:** [Resolution Appointing a member to the Laramie Co Community Action Board](#)

Commissioner Thompson thanked Ms. Ayers for her service on the board. Commissioner Thompson also noted the people who serve on boards do a wonderful thing for our community and county, and he expressed appreciation for their time and service.

A motion was made by Vice Chairman Ash, seconded by Commissioner Thompson, to appoint Jennifer Burns for the term expiring June 30, 2021. The motion carried by the following vote:

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

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

- 25.** PUBLIC HEARING regarding a Subdivision Permit and Plat for Stoffan Subdivision, 2nd Filing, a replat of Lots 1 and 2, Stoffan Subdivision, Laramie County, WY.

**19 - 140**

**Attachments:**     [Stoffan Subdivision, 2nd Filing](#)

Bryan Nicholas, Planning, said currently there is a single-family residence with a water well and septic system, associated accessory structures, and utility infrastructure on each lot. An existing 40' access and utility easement is located along the south property lines of both lots, heading north at the east property line of Lot 2, then west along the north property line of both lots, providing access to Lot 1 from E Four Mile Rd.

Casey Palma, Steil Surveying Services, LLC, and agent for the owner, spoke of the request and stood for questions.

Mr. Nicholas said based on evidence provided, staff recommends approval with the adoption of the findings of fact a and the following condition: Gray dashed lines denoting the existing property lines shall be removed from the plat prior to recordation.

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

A motion was made by Commissioner Malm, seconded by Vice Chairman Ash, to approve the Subdivision Permit and Plat for Stoffan Subdivision, 2nd Filing, with condition 1 and adopt the findings of fact a of the staff report. The motion carried by the following vote:

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

- 26.** PUBLIC HEARING regarding a Zone Change from A1 - Agricultural and Rural Residential to AR - Agricultural Residential, for Tracts 3 and 10, Archer Estates, 2nd Filing, and a Subdivision Permit and Plat for Archer Estates, 6th Filing, a replat of Tracts 3 and 10, Archer Estates, 2nd Filing, Laramie County, WY. (Two motions required)

**19 - 141**

**Attachments:**     [Archer Estates, 6th Filing Zone Change and Subdivision](#)

Bryan Nicholas, Planning, said both tracts are assessed as residential and have not yet been developed. The gross acreages of the proposed tracts range from 16.58 to 5.26, meeting the minimum density requirements for groundwater recharge based on the AMEC Memo per Section 2-1-103(c)(i) of the Laramie County Land Use Regulations. The surrounding area consists of single-family residences on tracts with individual water and sewer systems.

Casey Palma, Steil Surveying Services, LLC, agent for the owner, explained the



request and stood for questions.

Mr. Nicholas said based on evidence provided, staff recommends approval with the adoption of the findings of fact a and b to approve the zone change from A1 to AR for Tracts 3 & 10, Archer Estates, 2nd Filing, with no conditions. Mr. Nicholas also stated that staff recommends approval of the subdivision permit and plat for Archer Estates, 6th Filing, with no conditions and adoption of findings of fact a.

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

A motion was made by Commissioner Thompson, seconded by Vice Chairman Ash, to approve the Zone Change from A1 to AR for Tracts 3 & 10, Archer Estates, 2nd Filing with no conditions, and adopt the findings of facts a and b for the zone change, as shown in the staff report. The motion carried by the following vote:

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

A motion was made by Commissioner Thompson, seconded by Vice Chairman Ash, to approve the Subdivision Permit and Plat for Archer Estates, 6th Filing, with no conditions and adopt the findings of fact a for the subdivision permit & plat, as shown in the staff report. The motion carried by the following vote:

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

- 27.** PUBLIC HEARING regarding a Zone Change from A2 - Agricultural to MU - Mixed Use for Tract 8, Mesa Tracts, and postponement of the Subdivision Permit and Plat for Mesa Tracts, 3rd Filing, a replat of Tract 8, Mesa Tracts, Laramie County, WY. (Two motions required)

**[19 - 142](#)**

**Attachments:** [Mesa Tracts, 3rd Filing Zone Change and Subdivision Postponement](#)

Bryan Nicholas, Planning, said a single-family residence with associated structures and an access from US Hwy 30 lies on the northern portion of Tract 8. The residence is currently on a private water well and septic system. A portion of Tract 8 was deeded to the City of Cheyenne in April 2018, which is being re-platted and dedicated as part of the 100-foot right-of-way for Christensen Road.

Casey Palma, Steil Surveying Services, LLC, and agent for the owner, spoke of the request and stood for questions. Holly Allison, owner, spoke about access to the property in question.

Mr. Nicholas said based on evidence provided, staff recommends approval with the adoption of the findings of fact a and b to approve the zone change from A2 to MU for

Tract 8, Mesa Tracts, with no conditions. Mr. Nicholas requested a motion to postpone the Subdivision Permit and Plat for Mesa Tracts, 3rd Filing, to the May 21, 2019, Board of County Commissioners meeting.

Chairman Heath opened the hearing for PUBLIC COMMENT.

Ray Martin, a resident of the area, spoke of the covenants for the subdivision. Mr. Martin noted the covenants state the area is for residential use only.

Mr. Palma provided information on the various uses for Mixed Use. Commissioner Thompson reviewed the Use by Right List.

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

Vice Chairman Ash stated she understands Mr. Martin's concerns about the covenants but noted the covenants are private civil action and the Board of County Commissioners cannot enforce covenants. Board members explained the various reasons why they were voting in favor of the zone change.

A motion was made by Vice Chairman Ash, seconded by Commissioner Holmes, to approve the Zone Change from A2 to MU for Tract 8, Mesa Tracts, with no conditions and adopt the findings of facts a and b of the staff report. The motion carried by the following vote:

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

Commissioner Thompson expressed his concerns about access to the property. Brad Emmons, Planning, explained that he will get the plans for Christensen Road to see the access and will work on the issue during the platting process. Mr. Emmons said he will have further answers in a few months.

A motion was made by Vice Chairman Ash, seconded by Commissioner Holmes, to postpone the public hearing on the Subdivision Permit and Plat for Mesa Tracts, 3rd Filing, to the May 21, 2019, Board of County Commissioners' meeting. The motion carried by the following vote:

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

**Further Business**

28. Consideration of a livestock equipment acceptance of bid and agreement between Laramie County, WY, and Priefert Farm Ranch and Rodeo. The purpose of this agreement is to demonstrate the acceptance by the County of the quotation by the contractor for the provision of livestock equipment for the Laramie County multi-purpose facility and grounds at Archer.

[19 - 148](#)

**Attachments:**     [Priefert Livestock Bid and Agreement](#)

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

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

**The meeting adjourned at 5:00 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.