

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, June 6, 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

Minutes

1. Consideration of the Minutes of Proceedings for May 16, 2023.

[23 - 249](#)

Attachments: [Draft Minutes May 16, 2023](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of a notice of award to Reiman Corp for the Laramie County Clear Creek Park basketball and pickleball court project.

[23 - 267](#)

Attachments: [Notice of Award, Reiman Corp](#)

This agenda item was approved.

3. Consideration of the ratification of a resolution authorizing the submission of a grant application to the US Dept of Justice, Office of Community Oriented Policing Services, for a FY23 Law Enforcement Agency De-escalation grant in the amount of \$250,000.

[23 - 238](#)

Attachments: [Grant Application, US DOJ, COPS](#)

This agenda item was approved.

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4. Consideration of an agreement between Laramie County, WY, and Summit Fire & Security in an amount not to exceed \$1,888 for the purchase and installation of seven sprinkler heads at the Shooting Sports Facility. [23 - 233](#)

Attachments: [Agreement, Summit Fire & Security](#)

This agenda item was approved.

5. Consideration of Amendment Two to the agreement between Laramie County, WY, and the WY Dept of Transportation extending terms for snow removal of portions of S Greeley Hwy and Fox Farm Rd to Feb 4, 2024. [23 - 235](#)

Attachments: [Amendment Two, WYDOT, Snow Removal](#)

This agenda item was approved.

6. Consideration of the deletion from Public Works fixed assets inventory of a Kubota Zero Turn 221, a Kubota Zero Turn 331P and a Trail King Trailer to be sold at public auction. [23 - 263](#)

Attachments: [Asset Deletion, Public Works, Kubota Zero Turn 221](#)
[Asset Deletion, Public Works, Kubota Zero Turn 331P](#)
[Asset Deletion, Public Works, Trail King Trailer](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Vicky Koch for mowing services at Archer. [23 - 248](#)

Attachments: [Agreement, Vicky Koch](#)

This agenda item was approved.

8. Consideration of the ratification of five memorandums of understanding between Laramie County, WY, and Shelby Clark, Cierra DeCamillo, Emma Heny, Adelynn Schilling, and Kaitlynn Watkins to provide a one-year stipend of \$1,500 each as consideration for representing Laramie County as Ambassadors. The ambassadors will carry out the responsibilities outlined in the application for purposes of representing the county with a primary focus on promoting the Laramie County Fair and corresponding activities. [23 - 240](#)

Attachments: [MOUs, Laramie County Fair Ambassadors](#)

This agenda item was approved.

9. Consideration of the ratification of an addendum between Laramie County, WY, and Brightly Software, Inc, in amounts not to exceed \$10,927.70 in year one, \$4,891.25 in year two, and \$5,184.73 in year [23 - 242](#)

three to provide software and associated professional services as fully described in the statement of work for the Events Dept.

Attachments: [Addendum, Brightly Software, Inc](#)

This agenda item was approved.

10. Consideration of an addendum between Laramie County, WY, and Tim Moffett in the amount of \$5,145 to provide a comedy show at the Laramie County Fair. [23 - 243](#)

Attachments: [Addendum, Tim Moffett](#)

This agenda item was approved.

11. Consideration of a resolution designating Laramie County, WY, financial institutions as depositories and authorization to place investments. It is further resolved that Tammy Deisch, Laramie County Treasurer, shall have the authority to place investments on behalf of Laramie County, WY. [23 - 247](#)

Attachments: [Resolution, Designation of Depositories](#)

This agenda item was approved.

12. Consideration of an amendment to the client service agreement and renewal schedule of services and fees between Laramie County, WY, and Novo Benefits, LLC, to provide consulting and management of the self-funded employee benefit plans. [23 - 261](#)

Attachments: [Amendment and Schedule, Novo Benefits, LLC](#)

This agenda item was approved.

13. Consideration of the deletion from the Sheriff's fixed assets inventory of a 1986 Honda ATV, to be sold at public auction, and 2019 Ford Explorer to be scrapped. [23 - 241](#)

Attachments: [Asset Deletion, Sheriff, 1986 Honda and 2019 Ford](#)

This agenda item was approved.

14. Consideration of an amendment between Laramie County, WY, and Informa Business Media, Inc, dba Price Digests, to reflect party name change and terms of agreement. [23 - 239](#)

Attachments: [Amendment, Price Digests, API License](#)

This agenda item was approved.

15. Consideration of the following part-time salaries in the amount of \$43,877.82 for May 2023: Grants, \$1,797.72; Planning, \$672.13; Shooting Sports, \$3,968.48; Events Dept, \$890.00; [23 - 251](#)

Buildings/Maintenance, \$14,660.26; Sheriff Operations, \$5,290.16; Detention, \$13,476.97; District Court, \$1,891.08; Drug/DUI Courts, \$1,231.02.

Attachments: [May Part-time Salaries 2023](#)

This agenda item was approved.

16. Consideration of the following fees collected by various County entities for April 2023: County Clerk, \$106,664.97; Sheriff, \$452,451.40; Clerk of District Court, \$17,438.90; Shooting Sports, \$14,630.22; Planning & Development, \$259,032.84; Circuit Court, \$67,996.00; DUI Court, \$670.00; Drug Court, \$330.00. [23 - 250](#)

Attachments: [April Fees 2023](#)

This agenda item was approved.

17. Consideration of four one-day catering permits submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on July 9, 14, Aug 25 and Sept 8, 2023 at the Archer Complex. [23 - 266](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, July 9, 14, Aug 25 and Sept 8](#)

This agenda item was approved.

Warrants

Chairman Thompson announced he had a conflict of interest with agenda #18.

18. Consideration of warrants in the amount of \$3,385,968.23 for May 2023. [23 - 252](#)

Attachments: [May Warrants 2023](#)

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

Grants

19. Consideration of an agreement between Laramie County, WY, and Summit Truck Bodies in an amount not to exceed \$125,133 to purchase a 2023 Ford F-350 extended cab 4x4. [23 - 254](#)

Attachments: [Agreement, Summit Truck Bodies](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

20. Consideration of an agreement between Laramie County, WY, and Floyd's Truck Center in an amount not to exceed \$73,502 to purchase a belly dump trailer. [23 - 256](#)

Attachments: [Agreement, Floyd's Truck Center, Belly Dump Trailer](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

21. Consideration of an agreement between Laramie County, WY, and Floyd's Truck Center in an amount not to exceed \$624,100 to purchase four over the road conventional tractors. [23 - 257](#)

Attachments: [Agreement, Floyd's Truck Center, Four Over the Road Conventional Tractors](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Contract/Agreement/Leases

22. Consideration of an agreement between Laramie County, WY, and Advanced Communications Technology, Inc, dba Range, for the use and maintenance of fiber from the courthouse to the Laramie County Library and the Board of Public Utilities. [23 - 255](#)

Attachments: [Agreement, Advanced Communications Technology, Inc](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use:Variances/Board App./Plats

23. PUBLIC HEARING regarding a subdivision permit and plat for Prairie [23 - 258](#)

Stone Estates, 2nd Filing, a subdivision located in Tract 2, Prairie Stone Estates, Laramie County, WY.

Attachments: [Prairie Stone Estates, 2nd Filing, Subdivision Permit and Plat](#)

Cate Cundall, Planning, said Steil Surveying Services, LLC, on behalf of C and A Good Holdings, LLC, submitted a subdivision permit and plat application for Prairie Stone Estates, 2nd Filing. The property is located on the east side of Rd 141, approximately one-half mile south of the intersection of Rd 141 and Rd 213. The project will subdivide Tract 2, Prairie Stone Estates, into six tracts of greater than 5.25 acres each.

Ms. Cundall 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 one condition: Prior to recordation of the approved subdivision permit and plat, the applicant must provide the non-adverse recommendation from the Dept of Environmental Quality for the Chapter 23 Report.

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 Prairie Stone Estates, 2nd Filing, and adopt the findings of fact a and b of the staff report with one condition. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 24.** PUBLIC HEARING regarding a subdivision permit and plat for South Fork Ranches, a subdivision located in the N1/2 SW1/4 of Sect 24, T15N, R67W, of the 6th PM, Laramie County, WY.

[23 - 259](#)

Attachments: [South Fork Ranches, Subdivision Permit and Plat](#)

Michael Surface, Planning, said Steil Surveying Services, LLC, on behalf of Karen Nuhn, submitted a subdivision permit and plat application for South Fork Ranches. The property is located on the west side of I-25 along the service road, approximately one-quarter mile north of the intersection of County Rd 217 and the I-25 frontage road. It is approximately four miles north of the Cheyenne city limits. The application proposes three residential tracts, ranging from 6.12 to 10.57 acres, in the LU - Land Use Zoning District.

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 and c.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Mr. Surface read into the record a statement about covenants from Angie and Scott Denny, residents. Shane Hansen, agent for the applicant, said the applicant is aware of the covenant

issue and it is being discussed with the Denny's attorney. Mr. Hansen noted it is a civil issue. 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 South Fork Ranches and adopt the findings of fact a, b and c of the staff report.

Commissioner Malm said covenants are a private civil matter and government cannot enforce covenants. Commissioner Heath noted it is the responsibility of an HOA to enforce the covenants.

The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

25. PUBLIC HEARING regarding a vacation and replat of Lot 2, Aspen Hills Subdivision, 1st Filing, situated at 4390 I-80 Service Rd, Burns, WY.

[23 - 262](#)

Attachments: [Vacation, Aspen Hills, 1st Filing](#)

Bryce Hamilton, Planning, said, Steil Surveying Services, LLC, on behalf of Aspen Holdings, Inc, submitted a vacation application for Lot 2, Aspen Hills, 1st Filing, located at 4390 I-80 Service Rd, Burns, WY. The vacation was submitted to perform an administrative plat on Lot 2, Aspen Hills, 1st Filing, to be subdivided into two lots and replatted as Aspen Hills, 2nd Filing.

Mr. Hamilton said based on evidence provided staff recommends approval of the vacation and the administrative plat with the adoption of findings of fact a, b and c.

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

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to adopt the findings of fact a, b, and c of the staff report; to approve the vacation of Lot 2, Aspen Hills, 1st Filing, Laramie County, WY which shall become effective upon recording of the administrative plat of Aspen Hills, 2nd Filing; and to approve the administrative plat of Aspen Hills, 2nd Filing. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Report & Public Petitions

26. PUBLIC HEARING regarding a request for the vacation of the 50-foot public right-of-way, known as 4th St, commencing at Monroe Ave and running south to terminate at Main Ave, Carpenter, Laramie County, WY.

[23 - 264](#)

Attachments: [Viewer's Report, ROW Vacation, 4th St, Carpenter, RP#508](#)
[Resolution, ROW Vacation, 4th St, Carpenter, WY, RP#508](#)

Molly Bennett, Public Works, appointed viewer for the road petition, read her recommendations from the report to vacate 4th St, lying south of Monroe Ave and north of Main Ave, Carpenter, Laramie County, WY.

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

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the resolution vacating the right-of-way known as 4th St. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:03 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.