

# Board of County Commissioners

## Minutes of the Proceedings

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, July 3, 2018**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

Chairman K. N. Buck Holmes, Vice Chairman  
Linda Heath, Commissioner Troy Thompson,  
Commissioner Ron Kailey, and Commissioner  
Amber Ash

### Minutes

1. Consideration of the Minutes of Proceedings for June 19, 2018.

[18 - 249](#)

**Attachments:** [180619draft.pdf](#)

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

### Consent Agenda

#### Approval of the Consent Agenda

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

2. Consideration of a resolution recommending the appointment of Emily M. Harris as Assistant Public Defender in Laramie County.

[18 - 233](#)

**Attachments:** [HarrisPubDef.pdf](#)

3. Consideration of a malt beverage permit submitted by the Arc of Laramie County for a Oktoberfest fundraiser to be held at the Archer Complex on 9/22/2018.

[18 - 234](#)

**Attachments:** [The Arc malt beverage permit.pdf](#)

This agenda item was approved.

4. Consideration of a lease agreement between Laramie County, Cheyenne-Laramie County Health Department, and Dr. Lucase Wang to lease a portion of the Cheyenne-Laramie County Health Department Building to provide medical examinations and assessments to clients for Wyoming Workforce Services. The lease shall commence on July 1, 2018 and remain in full force and effect until June 30, 2019. The Lessee shall pay \$750 rent per year.

[18 - 238](#)

**Attachments:** [Dr. Lucase Wang Lease Agreement](#)

This agenda item was approved.

5. Consideration of a lease agreement between Laramie County, Cheyenne-Laramie County Health Department and Crossroads Healthcare Clinic. Crossroads desires to lease a portion of the Cheyenne-Laramie County Health Department building to provide medical and related social services through Crossroads Clinic. The lease agreement shall commence on July 1, 2018 and remain in full force and effect until June 30, 2019. The Lessee shall pay a total of \$2,900 per month for rent, utilities and janitorial services.

[18 - 239](#)

**Attachments:** [Crossroads Lease Agreement](#)

This agenda item was approved.

6. Consideration of a grant award agreement between the U.S. Department of Justice, Office of Justice Programs and Laramie County for the Byrne JAG 2017.

[18 - 240](#)

**Attachments:** [Byrne JAG 17 Award Packet.pdf](#)

This agenda item was approved.

7. Consideration of an agreement with DocuTek for onsite support for the Minolta scanner. The County shall pay the Contractor \$1500 for the services set forth in the agreement. The term of the agreement is from 8/15/2018 to 8/15/2019

[18 - 244](#)

**Attachments:** [DocuTeck Agreement](#)

This agenda item was approved.

8. Consideration of the following part-time salaries in the amount of \$27,353.23 for June 2018: Planning, \$530.00; Shooting Sports, \$4,087.50; Buildings/Grounds, \$14,567.70; Sheriff Operations, \$1,667.91; Detention, \$4,510.42; District Court, \$1,200.00; Drug Court, \$789.70.

[18 - 245](#)

**Attachments:** [part time salaries for June 2018.pdf](#)

This agenda item was approved.

9. Consideration of the following fees collected by various County entities for May 2018: Clerk of District Court, \$18,259.04; County Clerk, \$130,595.59; Shooting Sports, \$14,398.55; Drug Court, \$190.00; DUI Court, \$1,170.00; Sheriff, \$99,936.28; Circuit Court, \$56,007.00; Planning & Development, \$113,491.99.

[18 - 247](#)

**Attachments:** [May 2018 fees.pdf](#)

This agenda item was approved.

10. Consideration of warrants in the amount of \$1,396,909.94 for June 2018.

[18 - 248](#)

**Attachments:** [warrants for June 2018.pdf](#)

This agenda item was approved.

## Grants

11. Consideration of amendment #1 to the loan agreement between the Wyoming Business Council and Laramie County for the Wyoming Malting Business Committed Project.

[18 - 243](#)

**Attachments:** [Amendment #1 Wyoming Malting Loan.pdf](#)

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

**Contract/Agreement/Leases**

12. Consideration of a service agreement with Rocky Mountain Trane to provide for services and maintenance of the County's heating, ventilating and air conditioning systems. The term of the agreement will be from July 1, 2018 to June 30, 2019, and the County shall pay the contractor \$248,699 for the year. [18 - 235](#)

**Attachments:** [Trane HVAC Service Agreement.2018-2019](#)

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

13. Consideration of a lease agreement between Action Communications, Inc. and Laramie County for the use of a tower located in a portion of the SW 1/4, SW 1/4, of Section 28, Township 16 North, Range 64 West of the 6th PM, referred to as the Antelope Draw Tower Site. The lease is effective on the date last executed and shall remain in full force and effect for five years. [18 - 236](#)

**Attachments:** [Lease Agreement with Action Communications](#)

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

**Appointments**

14. Consideration of a resolution correcting the appointment of Barbara Ayers to the Community Action of Laramie County Board to a three-year term, which will expire on June 30, 2021. The original resolution approved a five-year term, which was changed with new bylaws approved in 2017. [18 - 237](#)

**Attachments:** [Ayerscorrection2.pdf](#)

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

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

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

15. PUBLIC HEARING regarding a Subdivision Permit and Plat for Lago Del Norte, located in a portion of the E1/2 SW1/4 and the West 400' of the NW1/4 SE1/4 Section 18, T.15 N., R.66 W., of the 6th P.M., Laramie County, WY.

[18 - 250](#)

**Attachments:** [2018\\_06\\_29\\_Lago\\_del\\_Norte\\_resolution.pdf](#)  
[PZ-18-00055 UPDATED 06.29.18 BOCC 07.03.18 Staff Report.pdf](#)  
[PZ-18-00055 REVISED PLAT 06.29.18.pdf](#)  
[PZ-18-00055 SITE WELL AND SEPTIC EXHIBIT 6-29-18 PLAN.pdf](#)

Brad Emmons, Planning, said this application has been submitted to subdivide the property of approximately 93 acres into 18 single-family residential lots with two open space tracts. The subject property had a rural residence and associated structures in north central portion which have been demolished. The property is surrounded by rural residential and agricultural properties of varying acreage. Kelly Havner, CivilWorx, agent for the applicant, said the applicants have agreed to remove Tract 1 and 7 from undivided ownership. A permanent irrigation well (stand alone) will be placed on Tract 2. There will not be a home nor a septic system on this Tract. Due to road safety concerns on Tract 7, a buffer has been extended to allow an extra several hundred foot buffer. Mr. Emmons stated that on February 27, 2018, the DEQ issued a "Non Adverse Recommendation" letter. On June 28 the Planning Department received a new plat map.

Chairman Holmes opened the hearing for PUBLIC COMMENT. Lynn Boak, 2481 CR 218, said if the subdivision is approved, the road needs to be paved. Dennis Santora, 2424 CR 218, said he is concerned about water and potential flooding issues. Kathy Watt, 2486 CR 218, said the hill on CR 218 is almost impassable and has also been flooded. Hearing no further PUBLIC COMMENT, Chairman Holmes closed the hearing. Commissioner Thompson asked the Public Works Director to address the road concerns. Rob Geringer, Public Works, said the current road count for CR 218 is approximately 126 a day. If the subdivision is approved, the count could go up to 330 per day, which is considered low volume and paving is not necessary.

Mr. Havner said they have minimized conflicts that would happen with a steep road

and improved site distance through a new access road on the east side of the subdivision. Commissioner Kailey said he has a lot of concerns and questioned the density. Gary Hickman, Environmental Health, reviewed the Laramie County Small Waste Water Regulations. Mr. Hickman explained the open space design and stated the subdivision meets the regulation. DEQ requires no minimum lot size, so it is up to county's rules. Commissioner Kailey said he has years of experience with water and septic and has seen the results of septic and water being in dense areas and does not want that to happen again; e.g., Sunnyside, Merrit Mobile Home Park, and Southwest Drive. Commissioner Thompson said it would be arbitrary to go against county regulations, the county is going to re-address land use regulations, and would welcome input from citizens.

A motion was made by Commissioner Thompson, seconded by Commissioner Ash, that this agenda item be approved with four conditions and to adopt the findings of fact a of the staff report. The motion carried by the following vote:

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

**Nay:** Kailey

16. POSTPONEMENT of the public hearing regarding the Subdivision Permit and Plat for Oasis Subdivision, located in a portion of the NE1/4 Section 1, T.14 N., R.62 W., of the 6th P.M., Laramie County, WY.

[18 - 242](#)

**Attachments:** [Oasis Subdivision Postponement](#)

A motion was made by Vice Chairman Heath, seconded by Commissioner Kailey, that this agenda item be postponed until July 17, 2018. The motion carried by the following vote:

**Aye:** Holmes, Heath, Thompson, Kailey, and Ash

**The meeting adjourned at 4:26 p.m.**

### **CERTIFICATION**

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, July 3, 2018.

Approved by : Debra K. Lee, County Clerk

Reviewed by : K. N. Buck Holmes, Chairman

Board of County Commissioners

### **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.