

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, September 5, 2023**

**3:30 PM**

**Commissioners Board Room**

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### 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 Aug 15, 2023.

[23 - 429](#)

**Attachments:** [Draft Minutes Aug 15, 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 Vice Chairman Lovett, seconded by Commissioner Malm, to approve the Consent Agenda. The motion carried by the following vote:

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

2. Consideration of the deletion from Emergency Management's fixed asset inventory of a 2014 GMC Sierra 2500 transferred to Laramie County Fire Dist #3.

[23 - 400](#)

**Attachments:** [Asset Deletion, EMA, 2014 GMC](#)

This agenda item was approved.

3. Consideration of a lease agreement between Laramie County, WY, and Messenger, LLC, in an amount not to exceed \$31,500 to lease a garage facility at 2507 E 7th St, commencing Oct 1, 2023, through Sept 30, 2024.

[23 - 406](#)

**Attachments:** [Lease Agreement, Messenger, LLC](#)

This agenda item was approved.

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4. Consideration of an agreement between Laramie County, WY, and Laramie County Fire Dist #4 to provide an equipment staging area and electricity on an as-needed basis to heat Public Works equipment. The agreement shall remain in full force and effect until June 30, 2024. [23 - 411](#)

**Attachments:** [FY24 Agreement, Laramie County Fire Dist #4](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and WY MSHA State Grant Program to provide MSHA training to Public Works employees as described in attachment A. [23 - 403](#)

**Attachments:** [Agreement, WY MSHA State Grant Program](#)

This agenda item was approved.

6. Consideration of an agreement between Laramie County, WY, and 21st Century Equipment, LLC, in an amount not to exceed \$26,250 to purchase a portable air compressor for Public Works. [23 - 416](#)

**Attachments:** [Agreement, 21st Century Equipment, LLC](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Recco, Inc, dba Five-R Co, in an amount not to exceed \$18,000 to provide materials and installation of a sidewalk between buildings at Archer. [23 - 410](#)

**Attachments:** [Agreement, Recco, Inc, dba Five-R Co](#)

This agenda item was approved.

8. Consideration of a contract between Laramie County, WY, and the WY Assoc of Sheriffs and Chiefs of Police in the amount of \$1,700 for an alcohol inspection grant to run through May 28, 2024. [23 - 421](#)

**Attachments:** [Contract, WASCOP, Alcohol Inspection Grant Award](#)

This agenda item was approved.

9. Consideration of a contract between Laramie County, WY, and the WY Assoc of Sheriffs and Chiefs of Police in the amount of \$1,700 for a tobacco inspection grant to run through June 10, 2024. [23 - 422](#)

**Attachments:** [Contract, WASCOP, Tobacco Inspection Grant Award](#)

This agenda item was approved.

10. Consideration of an agreement between Laramie County, WY, and Big D's Fencing & Pole Barns in an amount not to exceed \$47,696.82 to provide a quality fence around the Juvenile Services Center's outdoor recreation area. [23 - 420](#)

**Attachments:** [Agreement, Big D's Fencing & Pole Barns](#)

This agenda item was approved.

11. Consideration of an agreement between Laramie County, WY, and the city of Cheyenne at a rate of \$120 per city prisoner per day and \$60 per city prisoner for book and release from July 1, 2023, through June 30, 2024. [23 - 426](#)

**Attachments:** [Adult Housing Agreement, City of Cheyenne](#)

This agenda item was approved.

12. Consideration of the second amendment to the commissary service contract (180605-05, 210302-11 & 210720-11) between Laramie County, WY, and Keefe Commissary Network, LLC. [23 - 402](#)

**Attachments:** [Second Amendment, Keefe Commissary Network, LLC](#)

This agenda item was approved.

13. Consideration of the fourth addendum to renew contract (150707-17) between Laramie County, WY, and KONE, Inc, to provide service and maintenance for elevators in various county buildings as described in exhibit 4, until June 30, 2026. [23 - 419](#)

**Attachments:** [Addendum, KONE, Inc](#)

This agenda item was approved.

14. Consideration of the ratification of an amendment to the agreement (230516-3) between Laramie County, WY, and Billy Traugher to change the MicroMania Midget Wrestling event date from Aug 7 to Aug 18, 2023. [23 - 404](#)

**Attachments:** [Amendment, Billy Traugher](#)

This agenda item was approved.

15. Consideration of the ratification of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Sept 2, 2023 at Hereford Ranch. [23 - 405](#)

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquor, Sept 2, 2023](#)

This agenda item was approved.

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16. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Sept 22, 2023 at the Archer Complex. [23 - 401](#)

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquors, Sept 22, 2023](#)

This agenda item was approved.

17. Consideration of a nonattest accounting/consulting services agreement between Laramie County, WY, and Childress Accounting and Consulting in an amount not to exceed \$17,365 to provide year-end bookkeeping and accounting services as described in attachment A. [23 - 409](#)

**Attachments:** [FY23 Nonattest Accounting-Consulting Services Agreement, Childress Accounting and Consulting](#)

This agenda item was approved.

18. Consideration of a nonattest accounting services agreement between Laramie County, WY, and RLR, LLP, in an amount not to exceed \$20,400 for nonattest accounting services. [23 - 407](#)

**Attachments:** [FY23 Nonattest Accounting Services Agreement, RLR, LLP](#)

This agenda item was approved.

19. Consideration of an audit services agreement between Laramie County, WY, and CliftonLarsonAllen, LLP, in an amount not to exceed \$105,280 to audit financial statements of Laramie County for the fiscal year ending June 30, 2022. [23 - 408](#)

**Attachments:** [FY23 Audit Services Agreement, CLA, LLP](#)

This agenda item was approved.

20. Consideration of the following fees collected by various county entities for July 2023: County Clerk, \$107,876.59; Sheriff, \$118,724.34; Clerk of District Court, \$15,314.50; Shooting Sports, \$13,874.50; Planning & Development, \$302,077.80; Circuit Court, \$57,542.00; DUI Court, \$335.00; Drug Court, \$200.00. [23 - 430](#)

**Attachments:** [July Fees 2023](#)

This agenda item was approved.

- 21.** Consideration of the following part-time salaries in the amount of \$52,486.53 for Aug 2023: Assessor, \$298.49; Planning, \$995.62; Shooting Sports, \$6,787.99; Events Dept, \$630.00; Buildings/Maintenance, \$19,476.10; Sheriff Operations, \$6,399.45; Detention, \$15,172.80; District Court, \$1,405.38; Drug/DUI Courts, \$1,320.70.

[23 - 431](#)

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

This agenda item was approved.

## **Warrants**

Chairman Thompson announced he had a conflict of interest with agenda item #22.

- 22.** Consideration of warrants in the amount of \$3,031,485.95 for Aug 2023.

[23 - 432](#)

**Attachments:** [Aug Warrants 2023](#)

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

**Aye:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

## **Grants**

- 23.** Consideration of an agreement between Laramie County, WY, and Wyoming Machinery Co in an amount not to exceed \$97,325.80 to purchase a 2023 Cat® 272D3 skid steer loader.

[23 - 428](#)

**Attachments:** [Agreement, WY Machinery Co](#)

Sandra Bay, Grants, said two bids were received. She noted Wyoming Machinery Co, not the lowest bidder, provided enough hydraulic flow or volume to operate the current county's attachments and a list of attachments was provided as requested in the bid proposal.

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

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

**Contract/Agreement/Leases**

Commissioner Malm announced he had a conflict of interest with agenda item #24.

- 24.** Consideration of a legal services agreement between Laramie County, WY, and Bailey Stock Harmon Cottam Lopez, LLP, to negotiate commercial real estate transactions on behalf of the county at a rate of \$275 per hour. [23 - 425](#)

**Attachments:** [Legal Services Agreement, Bailey Stock Harmon Cottam Lopez, LLP](#)

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

**Aye:** Thompson, Lovett, Heath, Holmes

**Recused:** Malm

- 25.** Consideration of an addendum to the cooperative agreement (220906-31) between Laramie County, WY, and the WY Dept of Transportation (WYDOT) to outline the terms and conditions by which the county and WYDOT will remove Structure No DLM, over Union Pacific Railroad on County Rd 210-2 (Pershing Blvd) at RM 8.21 in Laramie County, WY. [23 - 424](#)

**Attachments:** [Memorandum, WYDOT, Changes to Reconnaissance Report, UPRR Bridge](#)

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

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

- 26.** Consideration of an amendment to the communications system and services agreement between Laramie County, WY, and Motorola Solutions, Inc, in an amount not to exceed \$89,266 to install and test equipment, including incidental hardware and materials, software and design, for an integrated system at the Fox Farm radio site. [23 - 427](#)

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

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:** Thompson, Lovett, Heath, Holmes, Malm

**Appointments**

27. Consideration of a resolution appointing a member to the Laramie County Planning Commission to complete the term left vacant by Kelcie Hughes, expiring June 30, 2025. [23 - 418](#)

**Attachments:**     [Planning Commission Appointment](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to appoint Natacha Gaspar. The motion carried by the following vote:

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

28. Consideration of a resolution reappointing Mark T Voss as the Laramie County Attorney in accordance with WS 18-3-301(a) effective Sept 1, 2023. [23 - 417](#)

**Attachments:**     [Resolution Reappointing County Attorney Mark T Voss](#)

A motion was made by Vice Chairman Lovett, seconded by Commissioner Malm, to reappoint Mark T Voss. The motion carried by the following vote:

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

**The meeting adjourned at 3:42 pm.**

**CERTIFICATION****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. Per WS §18-3-516(f), access to county information can be obtained at [laramiecountywy.gov](http://laramiecountywy.gov).