

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, December 6, 2022

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 Nov 15, 2022.

[22 - 676](#)

Attachments: [Draft Minutes Nov 15, 2022](#)

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 Commissioner Malm, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of the official 2023 holiday schedule for Laramie County, WY.

[22 - 656](#)

Attachments: [2023 Holiday Schedule](#)

This agenda item was approved.

3. Consideration of an agreement between Laramie County, WY, and MASA Medical Transport Solutions to provide emergent air transportation as described in the agreement.

[22 - 667](#)

Attachments: [Agreement, MASA Medical Transport Solutions](#)

This agenda item was approved.

4. Consideration of an agreement between Laramie County, WY, and the Greater Cheyenne Foundation for use of the facilities at the Archer

[22 - 662](#)

Complex from Nov 10 to Dec 2, 2022 for a livestock exposition. The Foundation shall pay \$33,700 for the reservation of facilities.

Attachments: [Agreement, Greater Cheyenne Foundation](#)

This agenda item was approved.

5. Consideration of the ratification of a legal services agreement between Laramie County, WY, and Marci Linde to provide hearing officer services to Laramie County for administrative hearings. [22 - 664](#)

Attachments: [Legal Services Agreement, Marci Linde](#)

This agenda item was approved.

6. Consideration of the ratification of a resolution authorizing acceptance of a grant award from the US Dept of Justice, Bureau of Justice Assistance, in the amount of \$1,300,000 for a Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program grant for the Sheriff's Dept in partnership with the City of Cheyenne Police Dept, Cheyenne Regional Medical Center, Healthworks, Volunteers of America and Crossroads Health Clinic to run through Sept 30, 2025. [22 - 655](#)

Attachments: [Grant Award, US Dept of Justice, COSSAP](#)

This agenda item was approved.

7. Consideration of a grant award agreement between the WY Office of Homeland Security and Laramie County, WY, for a State Homeland Security Program grant in the amount of \$43,744 to fund a bomb suit for the Sheriff's Dept to run through Aug 31, 2024. [22 - 657](#)

Attachments: [FFY22 SHSP Grant Award, Sheriff](#)

This agenda item was approved.

8. Consideration of a grant award agreement between the WY Office of Homeland Security and Laramie County, WY, for a State Homeland Security Program grant in the amount of \$15,000 to fund CERT Program to run through Aug 31, 2024. [22 - 658](#)

Attachments: [FFY22 SHSP Grant Award, CERT](#)

This agenda item was approved.

9. Consideration of a grant award agreement between the WY Office of Homeland Security and Laramie County, WY, for a State Homeland Security Program grant in the amount of \$23,000 for Emergency Management to run through Aug 31, 2024. [22 - 659](#)

Attachments: [FFY22 SHSP Grant Award, EMA](#)

This agenda item was approved.

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- 10.** Consideration of a grant award agreement between the WY Office of Homeland Security and Laramie County, WY, for an Emergency Management Performance Grant in the amount of \$142,920 to run through Sept 30, 2023 with a 50% match. [22 - 661](#)
- Attachments:** [EMPG Grant Award, EMA](#)
- This agenda item was approved.
- 11.** Consideration of 12 addenda to subaward contracts under the US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund. These addenda provide all federal requirements for pass-through entities receiving federal funds: Carpenter School and Community Foundation; CLIMB Wyoming; COMEA, Inc.; Family Promise of Cheyenne; Friday Food Bag Foundation; Kiwanis Club, WY Family Home Ownership Program dba My Front Door; Cheyenne Frontier Days Old West Museum; Raising Readers; Safe House Services; Troop 101 Foundation; and Unaccompanied Student Initiative. [22 - 673](#)
- Attachments:** [Addenda, ARPA Nonprofits](#)
- This agenda item was approved.
- 12.** Consideration of the ratification of seven-day and three-day catering permits submitted by Town & Country Supermarket Liquors for an event on Nov 14 - 20 and Nov 25 - 27, 2022, at the Archer Complex. [22 - 654](#)
- Attachments:** [24-hour Permit, Town and Country Supermarket Liquors, Nov 14 - 20 and Nov 25 - 27, 2022](#)
- This agenda item was approved.
- 13.** Consideration of a catering permit submitted by the Knotty Pine Saloon for an event on Dec 10, 2022 at the Archer Complex. [22 - 660](#)
- Attachments:** [24-Hour Permit, The Knotty Pine Saloon, Dec 10, 2022](#)
- This agenda item was approved.
- 14.** Consideration of the following fees collected by various County entities for Oct 2022: County Clerk, \$133,770.01; Sheriff, \$124,990.76; Clerk of District Court, \$19,215.00; Shooting Sports, \$21,388.78; Planning & Development, \$178,884.32; Circuit Court, \$53,055.00; DUI Court, \$360.00; Drug Court, \$140.00. [22 - 678](#)
- Attachments:** [Oct Fees 2022](#)
- This agenda item was approved.
- 15.** Consideration of the following part-time salaries in the amount of \$38,622.84 for Nov 2022: Grants, \$1,778.18; Planning, \$1,400.85; [22 - 677](#)
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Shooting Sports, \$4,795.62; Events Dept, \$1,127.00;
Buildings/Maintenance, \$15,604.15; Sheriff Operations, \$3,105.24;
Detention, \$9,580.78; Drug/DUI Courts, \$1,231.02.

Attachments: [Nov Part-Time Salaries 2022](#)

This agenda item was approved.

Warrants

16. Consideration of warrants in the amount of \$2,004,769.05 for Nov 2022. [22 - 665](#)

Attachments: [Nov Warrants 2022](#)

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

Aye: Lovett, Heath, Holmes, Malm

Recused: Thompson

Resolutions

17. Consideration of a resolution authorizing establishment election in the matter of the proposed Ironhorse Improvement and Service District. [22 - 666](#)

Attachments: [Resolution, Establishment Election, Proposed Ironhorse I&S District](#)

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

18. Consideration of a resolution to amend the personnel policy on Social Media. [22 - 675](#)

Attachments: [Personnel Policy Resolution Social Media Policy - Revised](#)

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

Grants

19. Consideration of an agreement between Laramie County, WY, and LN Curtis & Sons dba Curtis Blue Line in an amount not to exceed \$73,816.05 to purchase riot gear for the Sheriff's Dept. [22 - 668](#)

Attachments: [Agreement, LN Curtis & Sons](#)

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: Thompson, Lovett, Heath, Holmes, Malm

Contract/Agreement/Leases

20. Consideration of the annual human services agreement between Laramie County, WY, and the Cheyenne Housing Authority in the amount of \$75,000 to remain in full force and effect until June 30, 2023. [22 - 663](#)

Attachments: [FY23 Agreement, Cheyenne Housing Authority](#)

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: Thompson, Lovett, Heath, Holmes, Malm

Appointments

21. Consideration of a resolution appointing a member to the board of Community Action of Laramie County for a three-year term, expiring June 30, 2025. [22 - 674](#)

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

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use:Variances/Board App./Plats

22. Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co Hwy, pursuant to WS 24-3-101 et seq, and Appointment of Viewer." This petition pertains to the vacation of a portion of public right-of-way known as 4th St, described as beginning at Monroe Ave and terminating at Main Ave, Sect 31, [22 - 669](#)

T13N, R62W, Carpenter, Laramie County, WY.

Attachments: [Resolution for Road Petition & Appt Viewer, 4th St](#)

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

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to appoint Molly Bennett, Public Works director, or her designee as viewer for the road vacation petition. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

23. PUBLIC HEARING regarding a Subdivision Permit and Plat for North View Subdivision, 3rd Filing, a portion of the NE1/4, Sect 24, T15N, R67W, of the 6th PM, Laramie County, WY.

[22 - 670](#)

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

Cate Cundall, Planning, said Steil Surveying Services, LLC, on behalf of Mark E Hardy submitted a subdivision permit and plat application for North View Subdivision, 3rd Filing. She said the application is a resubmittal of an administrative plat originally approved by the Board on Oct. 6, 2020, but not recorded within the required 18-month period following approval.

Ms. Cundall said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a.

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

A motion was made by Commissioner Heath, seconded by Commissioner Holmes, to approve the subdivision permit and plat for North View Subdivision, 3rd Filing, and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

24. PUBLIC HEARING regarding approval of a vacation of Lot 7, Block 1, Hope Subdivision, Laramie County, WY.

[22 - 671](#)

Attachments: [Larimore, Board Approval Vacation](#)

Cate Cundall, Planning, said Steil Surveying Services, LLC on behalf of John Larimore submitted an application seeking approval for a vacation of Lot 7, Block 1, Hope Subdivision. The purpose of the vacation is to allow the property, located at 3050 S Ave B-6, to be subdivided into two separate lots.

Ms. Cundall said based on evidence provided, staff recommends approval of the

vacation with the adoption of findings of fact a, b and c.

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

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to approve the vacation of Lot 7, Block 1, Hope Subdivision, Laramie County, WY, and adopt the findings of facts a, b and c of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 25.** PUBLIC HEARING regarding approval of a vacation of a portion of Vossler Tracts, that portion of Tract 4 lying south of Columbia Dr and the east 1/2 of Tract 5, Laramie County, WY.

[22 - 672](#)

Attachments: [Vossler, Board Approval Vacation](#)

Michael Surface, Planning, said Bill and Ann Vossler submitted an application seeking approval for vacation of a portion of the Vossler Tracts, that portion of Tract 4 lying south of Columbia Dr and the east one-half of Tract 5. The purpose of the vacation is to allow for a Family Subdivision Exemption because tracts of land within a platted subdivision are not able to carry out a subdivision exemption. He said lot lines will be redrawn if the Board approves the partial vacation of the property located at 5211 Columbia Dr.

Commissioner Malm asked if the applicant was aware of the staff recommendation to table the item indefinitely and consider another variance. Mr. Vossler said he was aware of the recommendation.

Mr. Surface said based on evidence provided, staff recommends tabling the vacation indefinitely.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Jim Casner and Linda Thyarks, residents, addressed the Board. Questions raised were proposed buildings that do not meet covenants and number of horses on the property. Chairman Thompson explained the county is unable to enforce covenants and the questions are beyond the scope of this item. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the public hearing.

Chairman Thompson requested staff make neighbors aware of the steps moving forward.

There was a discussion on previous practices for splitting a tract of land without replatting. County Attorney Mark Voss said prior to the year 2000, landowners could split a lot without going through the subdivision process, but statutory changes now prevent such splits without approval. Mr. Voss noted the definition of subdivision was changed to include any division of property, eliminating the one-split rule.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to table indefinitely this item for a future variance. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:15 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.