

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, December 7, 2021

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

Present: Chairman Gunnar Malm, Vice Chairman K. N. Buck Holmes, Commissioner Linda Heath, Commissioner Brian Lovett, Commissioner Troy Thompson

Minutes

1. Consideration of the Minutes of Proceedings for Nov 16, 2021.

[21 - 548](#)

Attachments: [Draft Minutes Nov 16, 2021](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Consent Agenda

Approval of the Consent Agenda

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

2. Consideration of the official schedule for Laramie County, WY, holidays for 2022.

[21 - 531](#)

Attachments: [2022 Holiday Schedule](#)

This agenda item was approved.

3. Consideration of a joint powers agreement amendment and restatement between Laramie County, WY, and the City of Cheyenne concerning the Cheyenne-Laramie County Economic Development Joint Powers Board.

[21 - 537](#)

Attachments: [Jt Powers Agreement Amendment and Restatement, Cheyenne-Laramie Co Econ Development JPB](#)

This agenda item was approved.

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4. Consideration of a subgrantee agreement between Laramie County, WY, and the City of Cheyenne for a FY21 Byrne Justice Assistance Grant award in the amount of \$49,554 to run through Sept 30, 2022. [21 - 533](#)

Attachments: [Subgrantee Agreement, FY21 Byrne JAG Grant, City of Cheyenne](#)

This agenda item was approved.

5. Consideration of a subgrantee agreement between Laramie County, WY, and the City of Cheyenne for a FY21 Law Enforcement Mental Health and Wellness Act grant in the amount of \$39,937.50 to run through Aug 31, 2023. [21 - 534](#)

Attachments: [Subgrantee Agreement, FY21 LEMHWA Grant, City of Cheyenne](#)

This agenda item was approved.

6. Consideration of a juvenile housing agreement between Laramie County, WY, and the City of Cheyenne at the rate of \$195 per detainee per day plus transportation cost. [21 - 535](#)

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

This agenda item was approved.

7. Consideration of the ratification of two one-day manufacturer's off-premise permits submitted by WMC-PDB, LLC dba Pine Bluffs Distilling for an event on Nov 20 and 21, 2021 at the Archer Complex. [21 - 536](#)

Attachments: [24-Hour Permit, Pine Bluffs Distilling, Nov 20 and 21, 2021](#)

This agenda item was approved.

8. Consideration of a catering permit submitted by The Knotty Pine Saloon for a Christmas party on Dec 17, 2021 at the Archer Complex. [21 - 541](#)

Attachments: [24-Hour Permit, The Knotty Pine Saloon, Dec 17, 2021](#)

This agenda item was approved.

9. Consideration of the following fees collected by various County entities for Oct 2021: County Clerk, \$147,889.37; Sheriff, \$151,244.62; Clerk of District Court, \$18,265.00; Shooting Sports, \$17,941.02; Planning & Development, \$101,566.03; Circuit Court, \$42,808.00; DUI Court, \$100.00; Drug Court, \$390.00. [21 - 549](#)

Attachments: [Oct Fees 2021](#)

This agenda item was approved.

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10. Consideration of the following part-time salaries in the amount of \$37,488.85 for Nov 2021: Planning, \$1,285.00; Shooting Sports, \$7,128.88; Events Dept, \$1,008.00; Buildings/Maintenance, \$14,327.52; Sheriff Operations, \$1,575.00; Detention, \$8,096.12; District Court, \$3,292.50; Drug/DUI Courts, \$775.83. [21 - 550](#)

Attachments: [Nov Part-time Salaries 2021](#)

This agenda item was approved.

11. Consideration of warrants in the amount of \$1,304,861.79 for Nov 2021. [21 - 551](#)

Attachments: [Nov Warrants 2021](#)

This agenda item was approved.

Contract/Agreement/Leases

12. Consideration of an addendum to retail purchase agreement between Laramie County, WY, and KGA-CHEY, LLC in an amount not to exceed \$139,918 to purchase three 2021 Ford F-150s for the Public Works Dept as described in Attachments A, B and C. [21 - 542](#)

Attachments: [Addendum, KGA-Chey, LLC, Three 2021 Ford F-150s](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Appointments

13. Consideration of a resolution reappointing Chris Humphrey to the Laramie County Adult Community Corrections Board to a four-year term expiring Dec 31, 2025. [21 - 518](#)

Attachments: [Adult Community Corrections Board Appointment, Chris Humphrey](#)

A motion was made by Commissioner Heath, seconded by Vice Chairman Holmes, to reappoint Chris Humphrey. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

14. Consideration of a resolution reappointing Don Heiduck to the Laramie County Adult Community Corrections Board to a four-year term expiring Dec 31, 2025. [21 - 519](#)

Attachments: [Adult Community Corrections Board Appointment, Don Heiduck](#)

A motion was made by Commissioner Heath, seconded by Vice Chairman Holmes, to reappoint Don Heiduck. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

- 15. Consideration of a resolution appointing a member to the Cheyenne-Laramie County Board of Health to a five-year term expiring Dec 31, 2026. [21 - 520](#)

Attachments: [Health Board Appointment](#)

A motion was made by Commissioner Thompson, seconded by Vice Chairman Holmes, to appoint Dr Tracie Caller. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

Public Hearings/Rules & Reg's

- 16. PUBLIC HEARING regarding the repeal of the 2018 and adoption of the 2021 International Building Codes. [21 - 538](#)

Attachments: [Resolutions, Adoption of the 2021 International Building Codes](#)

Justin Arnold, Planning, said that Laramie County has been the issuing authority for building permits since the county adopted the International Building Codes in 2003. From 2003 to 2008 the county contracted with the City of Cheyenne to provide permitting and inspection services. In 2008 Laramie County initiated its own Building Division and began issuing and managing all building permits within the unincorporated boundaries of the county. The State of Wyoming, under WS 35-9-121, has delegated authority to Laramie County to "enforce and interpret local or state fire, building, existing building and electrical safety standards" which meet statutory requirements. Public notice of the proposed regulation was given on Oct 5, 2021.

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

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Land Use:Variances/Board App./Plats

17. PUBLIC HEARING regarding a Subdivision Permit and Plat for Bauman Subdivision, located on Govt Lot 3, except the west 40', thereof, Sect 3, T14N, R68W, of the 6th PM, aka Tract 19, Fox Meadows, Record of Survey, Laramie County, WY. [21 - 539](#)

Attachments: [Bauman Subdivision, Subdivision Permit & Plat](#)

Marissa Pomerleau, Planning, said Steil Surveying Services, LLC, on behalf of Brett and Tamara Bauman, submitted a Subdivision Permit and Plat application for Bauman Subdivision. The application was submitted to subdivide the property into five residential-use tracts.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a with one condition: All remaining agency comments regarding proposed and existing easements and clerical errors to the plat shall be corrected and addressed prior to recordation.

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

A motion was made by Vice Chairman Holmes, seconded by Commissioner Thompson, to approve the Subdivision Permit and Plat for Bauman Subdivision with one condition and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

18. PUBLIC HEARING regarding a Subdivision Permit and Plat for Fox Hill, located in a portion of Govt Lot 2, Sect 3, T14N, R68W, of the 6th PM, aka a portion of Tract 18, Fox Meadows, Record of Survey, Laramie County, WY. [21 - 540](#)

Attachments: [Fox Hill, Subdivision Permit & Plat](#)

Marissa Pomerleau, Planning, said Steil Surveying Services, LLC, on behalf of John Tate Bauman submitted a Subdivision Permit and Plat application for Fox Hill. The application was to subdivide the property into three residential-use tracts.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a with one condition: All remaining agency comments regarding proposed and existing easements and clerical errors to the plat shall be corrected and addressed prior to recordation.

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

A motion was made by Vice Chairman Holmes, seconded by Commissioner Heath, to approve the Subdivision Permit and Plat for Fox Hill with one condition and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

The meeting adjourned at 3:54 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.