

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, November 1, 2022**

**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 Oct 18, 2022.

[22 - 629](#)

**Attachments:** [Draft Minutes Oct 18, 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 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 US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund subaward contract between Laramie County, WY, and Cheyenne Regional Medical Center in an amount not to exceed \$7,000 from ARPA funds to fund a strangulation prevention training.

[22 - 628](#)

**Attachments:** [SLFRF Subgrantee Contract, US Dept of the Treasury, CRMC](#)

This agenda item was approved.

3. Consideration of an administrative services agreement between Laramie County, WY, and Blue Cross Blue Shield of WY. The agreement pertains to an employee welfare benefit plan which is maintained by the County as plan sponsor and plan administrator for

[22 - 639](#)

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the benefit of its participants and beneficiaries.

**Attachments:** [Administrative Services Agreement, BCBS of WY](#)

This agenda item was approved.

4. Consideration of five FY23 annual compensation agreements between the Laramie County, WY, and the University of Wyoming. [22 - 626](#)

**Attachments:** [FY23 Annual Compensation Agreements, UW Extension](#)

This agenda item was approved.

5. Consideration of seven one-day manufacturer's off-premise permits submitted by WMC-PDB, LLC dba Pine Bluffs Distilling, for an event on Nov 15, 16, 17, 19, 25, 26, and 27, 2022 at the Archer Complex. [22 - 638](#)

**Attachments:** [24-Hour Permit, Pine Bluffs Distilling, Nov 15, 16, 17, 19, 25, 26, and 27, 2022](#)

This agenda item was approved.

6. Consideration of the following fees collected by various County entities for Sept 2022: County Clerk, \$136,844.04; Sheriff, \$107,819.80; Clerk of District Court, \$20,648.14; Shooting Sports, \$27,807.57; Planning & Development, \$286,381.82; Circuit Court, \$38,945.00; DUI Court, \$920.00; Drug Court, \$140.00. [22 - 630](#)

**Attachments:** [Sept Fees 2022](#)

This agenda item was approved.

7. Consideration of the following part-time salaries in the amount of \$36,569.65 for Oct 2022: Grants, \$1,954.05; Planning, \$749.95; Shooting Sports, \$3,701.84; Events Dept, \$759.00; Buildings/Maintenance, \$15,405.33; Sheriff Operations, \$3,187.68; Detention, \$9,580.78; Drug/DUI Courts, \$1,231.02. [22 - 631](#)

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

This agenda item was approved.

## Warrants

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

8. Consideration of warrants in the amount of \$2,130,679.42 for Oct 2022. [22 - 632](#)

**Attachments:** [October Warrants 2022](#)

A motion was made by Commissioner Holmes, seconded by Vice

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Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

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

**Recused:** Thompson

## Report & Public Petitions

9. Presentation of Sentinel land acquisition activities by the US Air Force.

[22 - 637](#)

**Attachments:** [Presentation, USAF, Final](#)

Taylor Walton, representing USAF, gave a presentation on the proposed project's purpose of replacing the ICBM system in Laramie County and the real estate acquisition process.

The presentation was received and filed.

## Resolutions

10. Consideration of a resolution adopting the Walterscheid Blvd reconstruction plan.

[22 - 623](#)

**Attachments:** [Resolution, Walterscheid Blvd Reconstruction Plan](#)  
[Walterscheid Blvd Reconstruction Plan](#)  
[Walterscheid Blvd Reconstruction Plan with Appendix](#)  
[Presentation, Walterscheid Blvd Reconstruction](#)

Tom Mason, MPO, and Scott Larson, BenchMark Engineers, PC, gave a presentation on the project.

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

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

11. Consideration of a resolution adopting the E Pershing Blvd plan.

[22 - 624](#)

**Attachments:** [Resolution, E Pershing Plan](#)  
[E Pershing Blvd Plan](#)  
[E Pershing Blvd Plan Appendix A](#)  
[E Pershing Blvd Plan Appendix B-G](#)  
[Presentation, E Pershing Blvd Plan](#)

Tom Mason, MPO, and Ed Waddel, Y2 Consultants, gave a presentation on the project.

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

## Grants

12. Consideration of an agreement between Laramie County, WY, and QLess, Inc in an amount not to exceed \$12,542.52 to provide a mobile queuing and appointment platform for the Laramie County Clerk's Office. [22 - 625](#)

**Attachments:** [Agreement, QLess, Inc](#)

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

## Contract/Agreement/Leases

13. Consideration of an agreement between Laramie County, WY, and Cheyenne Regional Air Service Focus Team (CRAFT) in c/o LEADS. The purpose of the agreement is for the County to pay a portion of the Minimum Revenue Guaranteed funds to CRAFT for payments to SkyWest Airlines to provide scheduled flight service between Cheyenne and Denver. The County shall pay CRAFT up to \$500,000. [22 - 640](#)

**Attachments:** [Agreement, CRAFT, MRG](#)

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

14. Consideration of an addendum between Laramie County, WY, Rave Wireless, Inc, dba Rave Mobile Safety, and Swiftreach Networks, LLC to assist Laramie County with setup, configuration and licensing of the Rave Alert Public Safety System for Emergency Management and associated products and services as described in attachment A. [22 - 633](#)

**Attachments:** [Addendum, Rave Wireless, Inc and Swiftreach Network, LLC](#)

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

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

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**Public Hearings/Rules & Reg's**

15. PUBLIC HEARING for the formation of the proposed Ironhorse Improvement & Service District. (no motion required)

[22 - 599](#)

**Attachments:** [Notice of Public Hearing, Proposed Ironhorse Improvement and Service District](#)

Casey Palma, Palma Land Planning and agent, gave an overview of the proposed special district.

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

This public notice was received and filed.

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

16. PUBLIC HEARING regarding a Zone Change from AR - Agricultural Residential to CB - Community Business for Sunset Tracts, 3rd Filing, Tracts 7 & 8, less the east 15' of Tract 8 to State Hwy, plus 1.68 acres vacated with Longhorn Road Adjacent, Laramie County, WY. (Postponed from Oct 18, 2022 meeting)

[22 - 634](#)

**Attachments:** [Eldon Stellpflug Revocable Trust, Zone Change](#)

Mason Schuricht, Planning, said AVI, PC, on behalf of the Eldon Stellpflug Revocable Trust, submitted a zone change application for Sunset Tracts, 3rd Filing, Tract 7 and a portion of Tract 8, located at 8908 Yellowstone Rd. The application was submitted to change the zone district from AR - Agricultural Residential to CB - Community Business to allow for the continuation of an existing landscaping business along with indoor and outdoor commercial storage.

Kelly Schroder, AVI and agent, summarized the letter she submitted to address the concerns of the Congregation of King of Glory Lutheran Church which included not allowing adult entertainment establishments, bars, cocktail lounges, and liquor stores, storage facilities to be fully enclosed and the question of ownership of 40' of vacated road. She noted county land use regulations prohibit adult entertainment establishments within 1000' of a church or place of worship. She noted bars, cocktail lounges and liquor stores are all allowed use but an intent to establish any of those uses would require a public hearing. Ms. Schroeder said a search of complete recorded deeds of the 40' vacated road confirmed the applicant's ownership.

Mr. Schuricht said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b.

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 Commissioner Holmes, to approve a zone change from AR – Agricultural Residential to CB - Community Business for Sunset Tracts, 3rd Filing, Tracts 7 & 8, less the east 15' of Tract 8 to State Hwy, plus 1.68 acres vacated with Longhorn Rd adjacent, Laramie County, WY, and adopt the findings of facts a and b of the staff report. The motion carried by the following vote:

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

17. PUBLIC HEARING regarding board approval for a vacation of Tract 2, Bauman Subdivision, Laramie County, WY.

[22 - 635](#)

**Attachments:** [Bauman, Board Approval Vacation](#)

Cate Cundall, Planning, said Brett and Tamara Bauman submitted an application seeking approval for a vacation of Tract 2, Bauman Subdivision. The purpose of the vacation is to allow for a family subdivision exemption. Upon approval of the vacation, the applicant will be able to submit a family subdivision exemption, allowing the property to be subdivided into two separate tracts. 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 hearing.

A motion was made by Vice Chairman Lovett, seconded by Commissioner Holmes, to grant board approval for the vacation of Tract 2, Bauman 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

18. PUBLIC HEARING regarding a Subdivision Permit and Plat for Open Range Estates, located in Sect 4, less a portion, T15N, R67W, of the 6th PM, Laramie County, WY.

[22 - 636](#)

**Attachments:** [Range Estates, Subdivision Permit and Plat](#)

Michael Surface, Planning, said Lovas Engineering, LLC, on behalf of Double B Ventures, LLC, submitted a subdivision permit and plat application for Open Range Estates located at 2098 Rd 220. The application was submitted to subdivide approximately 572 acres into 92 single-family residential tracts averaging 6.22 acres. The development proposes 5.03 miles of interior roadway within 80' dedicated rights-of-way.

Mr. Surface said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a with six conditions:

1) All agency comments regarding errors on the plat shall be addressed prior to recordation, 2) The Developer Agreement shall be signed and executed by all parties prior to plat recordation, 3) Instructions from the State Engineer's Office dated Sept 20, 2022 concerning wells shall be followed by the developer, and must be accomplished prior to plat recordation, 4) Installation of the fire cistern is to be coordinated with the appropriate county officials, 5) All interior roadways are to be built to county standards prior to issuing a building permit and 6) Notes from the "Non-Adverse Recommendation" letter provided by WY DEQ are to be placed on the plat prior to recordation.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Jennifer Escobedo, Environmental Health, noted she is working with DEQ to get more information on the nitrate reduction system requirements. Commissioner Malm said he was troubled with the requirement, its cost implications, and effect on affordable housing. Wendy Volk, realtor, agreed with Commissioner Malm and said her research shows no indication of high nitrate levels on well systems overall in Laramie County. Ms. Escobedo said she had not seen issues involving high nitrate levels. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

The Board discussed condition #6 and if the DEQ requirement could be ignored until further clarification was received from the agency. Ms. Escobedo said Environmental Health has sought advice from County Attorney Mark Voss on the legality of the condition. Mr. Voss said DEQ has not yet provided details on the design of the nitrogen removal system. He further stated that Environmental Health can only issue septic system permits if acting under DEQ's regulations and requirements. Mr. Voss noted even if the condition is not on the plat, Environmental Health would still need to enforce the requirement. Kathy Emmons, Health Dept, said her office will prioritize getting further clarification from DEQ on the rationale for the requirement and information on potential cost. Chairman Thompson asked Chris Lovas, Lovas Engineering and agent, if the applicant had any concerns about the condition. Mr. Lovas said the applicant does not have concerns about the conditions. Mr. Lovas noted many regulations must be complied with whether or not the notes are placed on the plat.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to approve the subdivision permit and plat for Open Range Estates and adopt the findings of fact a and the six (6) conditions of the staff report. The motion carried by the following vote:

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

Chairman Thompson noted next week is General Election Day and early voting is going on through Nov 7 and encouraged everyone to vote.

**The meeting adjourned at 5:02 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](mailto:lchr320@laramiecounty.com) at least two business days prior to the meeting.