

Board of County Commissioners Meeting

Agenda - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, November 7, 2023

3:30 PM

Commissioners Board Room

Visit <https://laramiecounty.legistar.com/Calendar.aspx> to attend the meeting virtually and comment online.

Any supporting document associated with an agenda item is the document as initially submitted for the agenda and may not include any subsequent proposed amendments or revisions.

Roll Call/Call to Order

Minutes

1. Consideration of the Minutes of Proceedings for Oct 17, 2023.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Draft Minutes Oct 17, 2023](#)

Consent Agenda

2. Consideration of the ratification of a resolution authorizing submission of a grant application to the USDA Forest Service for a Community Wildfire Defense grant in the amount of \$175,000 with a match of \$17,554.

Dept: Grants

Agent: Sandra Bay

Applicant: Fire Warden

Attachments: [Grant Application, USDA Forest Service, CWDG](#)

3. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY23 Emergency Management Performance Grant in the amount of \$118,815 to run through Sept 30, 2024 with a 50% match.

Dept: Grants

Agent: Sandra Bay

Applicant: Emergency Management

Attachments: [FY23 EMPG Grant Award, EMA](#)

4. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY23 State Homeland Security Program grant in the amount of \$23,000 to purchase a thermal imaging camera to run through Aug 31, 2025.

Dept: Grants

Agent: Sandra Bay

Applicant: Emergency Management

Attachments: [FY23 SHSP Grant Award, EMA](#)

5. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY23 State Homeland Security Program grant in the amount of \$5,400 to purchase combatant skill kits to run through Aug 31, 2025.

Dept: Grants

Agent: Sandra Bay

Applicant: Risk Management

Attachments: [FY23 SHSP Grant Award, Risk Management](#)

6. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY23 State Homeland Security Program grant in the amount of \$80,000 to purchase two web-based firewalls to run through Aug 31, 2025.

Dept: Grants

Agent: Sandra Bay

Applicant: Information Technology

Attachments: [FY23 SHSP Grant Award, IT](#)

7. Consideration of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for a FY23 State Homeland Security Program grant in the amount of \$40,000 to purchase rifle ballistic shields to run through Aug 31, 2025.

Dept: Grants

Agent: Sandra Bay

Applicant: Sheriff

Attachments: [FY23 SHSP Grant, Sheriff](#)

8. Consideration of an addendum between Laramie County, WY, and Neon One, LLC, in the amount of \$285 monthly for software support for the Law Enforcement Assisted Diversion Program.

Dept: Grants

Agent: Sandra Bay

Applicant: Sheriff

Attachments: [Addendum, Neon One, LLC](#)

9. Consideration of an addendum to the agreement between Laramie County, WY, and SH Advisors, LLC, dba Situs Hawk, to modify the software-as-a-service subscription to provide valuation and assessment services for the Assessor's office as described in attachment A.

Dept: Information Technology

Agent: Brad Alexander

Applicant: SH Advisors, LLC

Attachments: [Addendum, SH Advisors, LLC, dba Situs Hawk](#)

10. Consideration of an agreement between Laramie County, WY, and Rocky Mountain Pro in the amount of \$10,124.60 to provide a pro wrestling performance at the Event Center at Archer.

Dept: Events

Agent: Dan Ange

Applicant: Rocky Mountain Pro

Attachments: [Agreement, Rocky Mountain Pro](#)

11. Consideration of a juvenile housing agreement between Laramie County, WY, and the city of Cheyenne to outline the terms and agreement for housing juvenile detainees.

Dept: Sheriff

Agent: Chance Walkama

Applicant: City of Cheyenne

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

12. Consideration of an agreement and bill of sale of a German Shepherd K9 dog to Ryan Lee.

Dept: Sheriff

Agent: Chance Walkama

Applicant:

Attachments: [Agreement and Bill of Sale, Ryan Lee, German Shepherd K9](#)

13. Consideration of an agreement and bill of sale of a Belgium Malinois K9 dog to Casey Neuman.

Dept: Sheriff

Agent: Chance Walkama

Applicant:

Attachments: [Agreement and Bill of Sale, Casey Neuman, Belgium Malinois K9](#)

14. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2011 Ford Expedition and a 2014 Ford Taurus to be sold at public auction.

Dept: Sheriff

Agent: Chance Walkama

Applicant:

Attachments: [Asset Deletion, Sheriff, 2011 Ford and 2014 Ford](#)

15. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2021 Ford Explorer to be scrapped.

Dept: Sheriff

Agent: Chance Walkama

Applicant:

Attachments: [Asset Deletion, Sheriff, 2021 Ford](#)

16. Consideration of the deletion from the County Clerk's fixed asset inventory of a Kodak microfilm camera, Extex silver film duplicator and Fujitsu scanner for disposal.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Asset Deletion, County Clerk, Kodak Microfilm Camera, Extex Silver Film Duplicator and Fujitsu Scanner](#)

17. Consideration of a six-day manufacturer's off-premise permit submitted by WMC-PDB, LLC, dba Pine Bluffs Distilling, for an event on Nov 14 through 19, 2023 at the Archer Complex.

Dept: County Clerk

Agent: Debra Lee

Applicant: Pine Bluffs Distilling

Attachments: [24-hour Permit, Pine Bluffs Distilling, Nov 14 - 19, 2023](#)

18. Consideration of a two-day manufacturer's off-premise permit submitted by WMC-PDB, LLC, dba Pine Bluffs Distilling, for an event on Nov 25 and 26, 2023 at the Archer Complex.

Dept: County Clerk

Agent: Debra Lee

Applicant: Pine Bluffs Distilling

Attachments: [24-hour Permit, Pine Bluffs Distilling, Nov 25 and 25, 2023](#)

19. Consideration of an addendum to maintenance agreement and onsite support contract between Laramie County, WY, and DocuTek, Inc, in the amount of \$1,500 to provide maintenance for a Minolta scanner located at County Clerk's Records Center. The term of the contract is from Aug 22, 2023 through Aug 22, 2024.

Dept: County Clerk

Agent: Bert Sanchez

Applicant: DocuTek, Inc

Attachments: [Addendum and Contract, DocuTek, Inc](#)

20. Consideration of the following fees collected by various county entities for Sept 2023: County Clerk, \$111,201.24; Sheriff, \$92,491.58; Clerk of District Court, \$21,495.50; Shooting Sports, \$22,980.56; Planning & Development, \$71,613.80; Circuit Court, \$36,695.62; DUI Court, \$330.00; Drug Court, \$465.00.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Sept Fees 2023](#)

21. Consideration of the following part-time salaries in the amount of \$62,650.92 for Oct 2023: Planning, \$4,770.02; Shooting Sports, \$5,973.38; Buildings/Maintenance, \$20,097.53; Sheriff Operations, \$9,208.56; Detention, \$18,096.00; District Court, \$2,191.43; Drug/DUI Courts, \$2,314.00.

Dept: County Clerk

Agent: Debra Lee

Applicant:

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

Warrants

22. Consideration of warrants in the amount of \$4,838,016.33 for Oct 2023.

Dept: County Clerk

Agent: Debra Lee

Applicant:

Attachments: [Oct Warrants 2023](#)

Proclamations

23. Consideration of a resolution proclaiming Nov 2023 as National Adoption Month.

Dept: Commissioners

Agent: Commissioners

Applicant:

Attachments: [Resolution Proclaiming Nov 2023 Nat'l Adoption Month](#)

Report & Public Petitions

24. Consideration of notice of intent by the Laramie County Commissioners, pursuant to WS 18-3-525(a)(i), regarding dissolution of the Laramie County Fair Board.

Dept: Commissioners

Agent: Commissioners

Applicant:

Attachments: [Notice of Intent to Dissolve Fair Board](#)

Resolutions

25. Consideration of a resolution adopting the Powderhouse Rd Corridor Study.

Dept: Commissioners

Agent: Jeffrey Noffsinger

Applicant: Cheyenne MPO

Attachments: [Resolution Adopting the Powderhouse Rd Corridor Study](#)
[Memo, Powderhouse Rd Corridor Study](#)
[Presentation, Powderhouse Rd Corridor Study](#)

26. Consideration of a resolution adopting the Van Buren Ave Corridor Plan.

Dept: Commissioners

Agent: Jeffrey Noffsinger

Applicant: Cheyenne MPO

Attachments: [Resolution Adopting the Van Buren Ave Corridor Plan](#)
[Memo, Van Buren Ave Corridor Plan](#)
[Presentation, Van Buren Ave Corridor Plan](#)

Grants

27. Consideration of a resolution authorizing the submission of an invoice from Laramie County, WY, to the WY Dept of Health for a FY22-23 WY Gaming Commission allocation for gambling prevention efforts along with the treatment of problematic gambling behavior in the amount of \$104,737.45.

Dept: Grants

Agent: Sandra Bay

Applicant:

Attachments: [Resolution, WY Dept of Health, Gambling Prevention](#)

28. Consideration of an agreement between Laramie County, WY, and Honnen Equipment Co of WY, Inc, in an amount not to exceed \$164,404.72 to purchase a 2023 single drum vibratory roller.

Dept: Grants

Agent: Sandra Bay

Applicant: Public Works

Attachments: [Agreement, Honnen Equipment Co, of WY, Inc](#)

29. Consideration of an agreement between Laramie County, WY, and NAPA Auto Parts in an amount not to exceed \$85,839.72 to purchase various shop tooling as detailed in exhibit A.

Dept: Grants

Agent: Sandra Bay

Applicant: Public Works

Attachments: [Agreement, NAPA Auto Parts](#)

Contract/Agreement/Leases

30. Consideration of an agreement between Laramie County, WY, and the US Dept of Transportation, Federal Highway Administration, for extraordinary snow removal and maintenance work at FE Warren AFB. The term of the agreement shall run continuously from Oct 31, 2023, through and including Sept 30, 2028.

Dept: Public Works

Agent: Molly Bennett

Applicant:

Attachments: [Agreement, US Dept of Transportation, Snow Removal and Maintenance](#)

Land Use:Variances/Board App./Plats

31. PUBLIC HEARING regarding board approval for WyoPrint screen printing shop located at Tract 15, Cynthia Acres, Laramie County, WY.

Dept: Planning & Development

Agent: Tyler Lampert

Applicant:

Attachments: [WyoPrint Board Approval](#)

32. PUBLIC HEARING regarding board approval and site plan approval for a construction shop and office use, located on the west 224' of the S1/2 of Tract 29, Crestmoor Addition, Laramie County, WY. (Two motions required)

Dept: Planning & Development

Agent: Kip Garland

Applicant: Garland Construction, Inc.

Attachments: [Garland Board Approval and Site Plan](#)

33. PUBLIC HEARING regarding board approval for extension of the Cheyenne Estates MHC, LLC, located on the south 360' of the E1/2 of Tract 23, Allison Tracts, 1st Filing, Laramie County, WY.

Dept: Planning & Development

Agent: Bill Briggs

Applicant: Chey Estates MHC, LLC

Attachments: [Briggs Board Approval](#)

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. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.