

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, November 7, 2023

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 Oct 17, 2023.

[23 - 513](#)

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

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

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 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.

[23 - 501](#)

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

This agenda item was approved.

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.

[23 - 500](#)

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

This agenda item was approved.

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. [23 - 503](#)

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

This agenda item was approved.

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. [23 - 504](#)

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

This agenda item was approved.

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. [23 - 505](#)

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

This agenda item was approved.

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. [23 - 506](#)

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

This agenda item was approved.

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. [23 - 507](#)

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

This agenda item was approved.

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. [23 - 499](#)

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

This agenda item was approved.

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. [23 - 498](#)

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

This agenda item was approved.

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. [23 - 509](#)

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

This agenda item was approved.

12. Consideration of an agreement and bill of sale of a German Shepherd K9 dog to Ryan Lee. [23 - 521](#)

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

This agenda item was approved.

13. Consideration of an agreement and bill of sale of a Belgian Malinois K9 dog to Casey Neuman. [23 - 522](#)

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

This agenda item was approved.

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. [23 - 523](#)

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

This agenda item was approved.

15. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2021 Ford Explorer to be scrapped. [23 - 524](#)

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

This agenda item was approved.

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. [23 - 497](#)

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

This agenda item was approved.

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. [23 - 531](#)

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

This agenda item was approved.

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. [23 - 532](#)

Attachments: [24-hour Permit, Pine Bluffs Distilling, Nov 25 and 26, 2023](#)

This agenda item was approved.

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. [23 - 496](#)

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

This agenda item was approved.

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. [23 - 511](#)

Attachments: [Sept Fees 2023](#)

This agenda item was approved.

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. [23 - 512](#)

Attachments: [Oct 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 \$4,838,016.33 for Oct 2023. [23 - 510](#)

Attachments: [Oct Warrants 2023](#)

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: Lovett, Heath, Holmes, Malm

Recused: Thompson

Proclamations

- 23.** Consideration of a resolution proclaiming Nov 2023 as National Adoption Month. [23 - 508](#)

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

Kristin Burkart, CEO of WY Children's Society, presented and read the proclamation. Commissioners Heath and Malm spoke about their experiences with adopting children.

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, Malm

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. [23 - 502](#)

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

County Attorney Mark Voss described the process of dissolving the Fair Board.

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

The notice was received and filed.

Resolutions

25. Consideration of a resolution adopting the Powderhouse Rd Corridor Study. [23 - 525](#)

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

Jeffrey Noffsinger, Cheyenne MPO, gave an overview of the study.

Commissioner Heath spoke about the proposed 45mph speed limit through the county section and requested the speed limit be further reviewed and lowered around subdivisions.

Chairman Thompson opened the meeting for PUBLIC COMMENT. Rob Cordier, resident, expressed concerns about the drainage study. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the comment period.

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

26. Consideration of a resolution adopting the Van Buren Ave Corridor Plan. [23 - 526](#)

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

Ginni Stevens, Cheyenne MPO, gave an overview of the plan.

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

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

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 [23 - 518](#)

\$104,737.45.

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

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

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. [23 - 514](#)

Attachments: [Agreement, Honnen Equipment Co, of WY, 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

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. [23 - 515](#)

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

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

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. [23 - 516](#)

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

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

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. [23 - 517](#)

Attachments: [WyoPrint Board Approval](#)

Cate Cundall, Planning, said Tyler Lampert submitted an application for board approval for a home occupation to allow a screen printing shop on his parcel in Cynthia Acres, located at 7512 Ridge Rd. The application is to construct an accessory structure for his screen printing business.

Ms. Cundall said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with four conditions: 1) All agency review comments must be addressed; 2) The WyoPrint screen printing shop is approved as the only commercial business use on the property; 3) All activities related to the approved use must be contained within the accessory structure; and 4) All standards for home occupations within the A1 zoning district shall be followed.

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 Vice Chairman Lovett, to grant board approval on conditions 1 - 4 as outlined in the staff report and adopt findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 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. [23 - 519](#)

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

Justin Arnold, Planning, said Kip Garland, on behalf of Garland Construction, Inc, submitted board approval and site plan applications for a construction shop and office for Garland Construction, Inc, on property located on the northeast corner of the intersection of N College Dr and Storey Blvd also known as Summit Dr. He said the Board of County Commissioners previously approved the application on April 20, 2021, but it expired without a site plan being submitted. The applicant is now ready to move forward with the project.

Mr. Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with no conditions.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Rob Courtier and Rod Stone, residents, spoke on the agenda item. Their concerns included the need to

go to other neighbors and tell them about the business, the well for a single family, the runoff of containments from rainwater from the side of the hill, if rules are different for residents vs contractors, waste removal, the drainage study, the uses for A1 zoning, and access to the property. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to grant board approval for the construction shop and office use for Garland Construction, Inc, and Garland Electric, LLC, and adopt the findings of fact a and b of the staff report.

Commissioner Holmes questioned the drainage study. Mr. Arnold said there is a detention pond on the property.

The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to adopt the findings of fact a and b of the staff report and to approve the Garland Construction, Inc, site plan for the west 224' of the S1/2 of Tract 29, Crestmoor Addition, Laramie County, WY.

Commissioner Malm spoke about residents' concerns about property access from the alley and Summit Dr and said both accesses are needed for public safety. He asked the applicant about the intended use of the lower half of the property. Kip Garland, applicant, said it is undeveloped grassland. Commissioner Malm asked Mr. Garland if he would be agreeable to a condition for no outside storage on the lower portion of the property. Mr. Garland said he was agreeable to the condition. Chairman Thompson discussed a condition about the types of trees for screening. Mr. Garland said there would be six large shade trees.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to amend the site plan to say there will be no outside storage in the lower south 125 feet of the parcel and the proposed tree line for screening will consist of a mix of six shade trees and six conifers. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The original motion as amended passed by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 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.

[23 - 520](#)

Attachments: [Briggs Board Approval](#)

Cate Cundall, Planning, said Bill Briggs, on behalf of Cheyenne Estates MHC, LLC, of Cheyenne, WY, submitted an application for board approval to extend onto property located at 509 E Jefferson Rd that adjoins the existing mobile home park to allow for an additional 10 mobile home spaces.

Bill Briggs, applicant, explained he was previously before the board for RV space, but after feedback from residents, he decided to change it to spaces for mobile homes.

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

Chairman Thompson opened the hearing for PUBLIC COMMENT. Gerry Gipfert spoke about lack of notice, change in the demographics of residents, increased traffic, crime, lack of road maintenance, the need to update the park, fire and emergency concerns, and water and sewer issues. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

Commissioner Malm questioned who the notification goes to. Ms. Cundall explained notifications go out to adjoining landowners and Planning and Development do not have the capabilities to send notices to renters. She further noted that is the purpose of the sign that is posted.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to adopt the findings of fact a and b of the staff report and to approve the Cheyenne Estates MHC expansion with the following condition: A site plan shall be submitted to Laramie County Planning and Development upon approval for the use. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Further Business

- 34.** Presentation of Planner of the Year

[23 - 535](#)

Chairman Thompson added another item to the agenda. Brad Emmons and Charles Bloom, residents, presented a Planner of the Year award from the WyoPass Assoc to Justin Arnold.

The award was received.

The meeting adjourned at 4:51 pm.

CERTIFICATION

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, Nov 7, 2023.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Troy Thompson, Chairman,
Board of County Commissioners

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.