

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, July 5, 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 June 21, 2022.

[22 - 393](#)

Attachments: [Draft Minutes June 21, 2022](#)

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 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 memorandum of understanding between Laramie County, WY, and the City of Cheyenne in an amount not to exceed \$88,000 for the Cheyenne Transit Program to provide public transportation service to Laramie County Community College and for an area of Laramie County immediately adjacent to the City of Cheyenne. MOU shall remain in full force and effect until June 30, 2023.

[22 - 252](#)

Attachments: [MOU, City of Cheyenne Transit Program](#)

This agenda item was approved.

3. Consideration of change order #1 to the Tobin and Associates Architecture agreement (210216-5) to add bidding and construction administration services in the amount of \$27,250 for EMA and

[22 - 377](#)

Cheyenne/Laramie County Health Dept storage facility at the Archer Complex.

Attachments: [Change Order #1, Tobin and Assoc Architecture](#)

This agenda item was approved.

4. Consideration of the ratification of amendment one to contract between the WY Secretary of State and Laramie County, WY, for additional funds for election security in a new award amount of \$44,025 to run through Aug 15, 2022. [22 - 371](#)

Attachments: [Amendment One, SoS, Election Security](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and KGA-Chey, LLC in an amount not to exceed \$64,080 to purchase a 2023 Ford F350 for the Fire Warden. [22 - 370](#)

Attachments: [Agreement, KGA-Chey, LLC](#)

This agenda item was approved.

6. Consideration of an addendum and service agreement between Laramie County, WY, and Motorola Solutions, Inc in the amount of \$45,417.96. Term of agreement is from July 1, 2022 through June 30, 2023. [22 - 375](#)

Attachments: [Addendum and Service Agreement, Motorola Solutions, Inc, Combined Communications](#)

This agenda item was approved.

7. Consideration of an addendum and service agreement between Laramie County, WY, and Motorola Solutions, Inc in the amount of \$47,535.48. Term of the agreement is from July 1, 2022 through June 30, 2023. [22 - 376](#)

Attachments: [Addendum and Service Agreement, Motorola Solutions, Inc, Sheriff](#)

This agenda item was approved.

8. Consideration of an addendum and lease agreement between Laramie County, WY, and CEW Enterprises, Inc in the amount of \$35,880 to provide the Events Dept temporary bleachers for the Laramie County Fair. [22 - 379](#)

Attachments: [Addendum and Lease Agreement, CEW Enterprises, Inc](#)

This agenda item was approved.

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9. Consideration of an addendum to agreement 220419-14 between Laramie County, WY, and High West Energy to change the name of contractor from High West Wiring to High West Energy. [22 - 388](#)
- Attachments:** [Addendum, High West Energy](#)
- This agenda item was approved.
10. Consideration of an addendum between Laramie County, WY, and Outlaw Truck and Tractor Pulling Assoc in the amount of \$9,650 to provide a tractor pulling event at the Laramie County Fair. [22 - 389](#)
- Attachments:** [Addendum, Outlaw Truck and Tractor Pulling Assoc](#)
- This agenda item was approved.
11. Consideration of an addendum between Laramie County, WY, and Matthew Davis dba Adventure Quest Events in the amount of \$5,000 to provide mini golf services at the Laramie County Fair. [22 - 390](#)
- Attachments:** [Addendum, Adventure Quest Events](#)
- This agenda item was approved.
12. Consideration of a catering permit submitted by S&W Properties, dba Vino's Wine and Spirits for an event on Aug 12, 2022 at the Hereford Ranch. [22 - 392](#)
- Attachments:** [24-hour Permit, Vino's Wine and Spirits, Aug 12, 2022](#)
- This agenda item was approved.
13. Consideration of the following fees collected by various County entities for May 2022: County Clerk, \$136,726.88; Sheriff, \$444,431.78; Clerk of District Court, \$18,045.00; Shooting Sports, \$14,917.76; Planning & Development, \$420,707.97; Circuit Court, \$47,516.00; DUI Court, \$810.00; Drug Court, \$782.00. [22 - 394](#)
- Attachments:** [May Fees 2022](#)
- This agenda item was approved.
14. Consideration of the following part-time salaries in the amount of \$31,711.13 for June 2022: Planning, \$620.00; Shooting Sports, \$4,126.35; Events Dept, \$1,419.00; Buildings/Maintenance, \$13,737.63; Sheriff Operations, \$2,771.57; Detention, \$8,182.44; Drug/DUI Courts, \$854.14. [22 - 395](#)
- Attachments:** [June Part-time Salaries 2022](#)
- This agenda item was approved.
15. Consideration of warrants in the amount of \$2,722,774.33 for June [22 - 397](#)
-

2022.

Attachments: [June Warrants 2022](#)

This agenda item was approved.

Proclamations

16. Consideration of a resolution proclaiming July 13, 2022 as WYOGIVES Day. [22 - 361](#)

Attachments: [Proclamation WYOGIVES Day](#)

Sarah Compton, Congressional Award Council, presented the resolution.

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

Resolutions

17. Consideration of a resolution imposing stage one fire restrictions for Laramie County as a result of extreme fire danger. [22 - 373](#)

Attachments: [Resolution, Stage One Fire Restrictions](#)

Matt Butler, County Fire Warden, presented the resolution. He noted that due to rule changes in May 2021, verbiage changed from full/partial burn bans to stages of fire restrictions. Stage one restrictions are equivalent to a partial burn ban.

Commissioner Lovett questioned exemptions to the restrictions. Mr. Butler said he will work with the County Attorney to develop a process for granting exemptions. Commissioner Malm asked for clarification of "unimproved areas." Mr. Butler said it refers to all unincorporated areas.

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

Grants

18. Consideration of 16 ARPA nonprofit subrecipient agreements between Laramie County, WY, and The Boys and Girls Club of Cheyenne \$144,767.67; Cheyenne Frontier Days Old West Museum \$36,135.75; COMEA House and Resource Center \$45,000; Cheyenne Downtown Development Foundation \$111,920; Funding the Future \$6,230; HealthWorks \$87,543; Habitat for Humanity of Laramie County, Inc \$80,120; Laramie County Community College [22 - 372](#)

Foundation \$63,100; Meals on Wheels of Cheyenne, Inc \$105,093.36; My Front Door \$91,069; Needs, Inc, Food Pantry \$161,232.70; Pine Bluffs Senior Center \$7,200; Recover WY \$15,050; Safe Harbor \$12,325.46; Safe House Services \$121,026.87; and the Zonta of Cheyenne Foundation \$23,542.00. Agreements are to run through May 31, 2023.

Attachments: [Agreements, ARPA Nonprofits](#)

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

19. Consideration of an addendum between Laramie County, WY, and Pictometry International Corp in the amount of \$548,771 for two projects as set forth in attachment A.

[22 - 391](#)

Attachments: [Addendum, Pictometry International Corp](#)

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

Contract/Agreement/Leases

20. Consideration of a memorandum of understanding between Laramie County, WY, and Laramie County School District #1 to permit use of the premises located at the Archer Complex for Fair participation and FFA Division shows during the dates of the Fair.

[22 - 396](#)

Attachments: [MOU, Laramie County School District #1, FFA](#)

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

21. Consideration of a memorandum of understanding between Laramie County, WY, and Laramie County School District #2 to permit the use of premises located at the Archer Complex for Fair participation and FFA Division shows during the dates of the Fair.

[22 - 355](#)

Attachments: [MOU, Laramie County School Dist #2, FFA](#)

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

22. Consideration of an agreement between Laramie County, WY, and Uncle Fred's Catering to allow use of the Event Center at Archer in accordance to the terms of the agreement. [22 - 378](#)

Attachments: [Agreement, Uncle Fred's Catering](#)

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

23. Consideration of an agreement between Laramie County, WY, and BenchMark Engineers, PC to provide engineering and surveying services. [22 - 386](#)

Attachments: [Agreement, BenchMark Engineers, PC](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

24. Consideration of an agreement between Laramie County, WY, and AVI Professional Corp to provide engineering and surveying services. [22 - 387](#)

Attachments: [Agreement, AVI Professional Corp](#)

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

25. Consideration of an addendum between Laramie County, WY, and NICE Systems, Inc in an amount not to exceed \$359,228 to provide software and recording services at the Laramie County Combined Communications Center. [22 - 374](#)

Attachments: [Addendum, NICE Systems, 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

License/Permits

26. PUBLIC HEARING regarding a new resort liquor license submitted by Laramie County Community College dba LCCC - Dining Services located at 1400 E College Dr. [22 - 367](#)

Attachments: [LCCC Resort Liquor License Application](#)

County Clerk Debra Lee said this is the first resort liquor license application for Laramie County. The application is in order and has been reviewed by the County Attorney and the Wyoming Liquor Commission.

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

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

Appointments

27. Consideration of a resolution appointing Sheriff Danny Glick to the Laramie County Community Juvenile Services Joint Powers Board for a three-year term expiring June 30, 2025. [22 - 362](#)

Attachments: [Community Juvenile Services JPB Appointment, Danny Glick](#)

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to appoint Sheriff Danny Glick. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

28. Consideration of a resolution appointing Julie Torres representing the Laramie County School Dist #1 to the Laramie County Community Juvenile Services Joint Powers Board for a three-year term expiring June 30, 2025. [22 - 364](#)

Attachments: [Community Juvenile Services JPB Appointment, Julie Torres](#)

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to appoint Julie Torres. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

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29. Consideration of a resolution appointing Elizabeth (Beth) Lance to represent the Office of the Public Defender as a member of the Laramie County Community Juvenile Joint Powers Board for a three-year term expiring June 30, 2025. [22 - 365](#)

Attachments: [Community Juvenile Services JPB Appointment, Elizabeth \(Beth\) Lance](#)

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to appoint Elizabeth Lance. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

30. Consideration of a resolution appointing Chad Dunlay representing the Dept of Family Services as a member of the Laramie County Community Juvenile Services Joint Powers Board for a three-year term expiring June 30, 2025. [22 - 366](#)

Attachments: [Community Juvenile Services JPB Appointment, Chad Dunlay](#)

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to appoint Chad Dunlay. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use:Variances/Board App./Plats

31. PUBLIC HEARING regarding a Subdivision Permit and Plat for Bristol Ridge Estates, located in a portion of the SE1/4 NE1/4 Sect 19, and the S1/2 NW1/4 Sect 20, T18N, R67W, of the 6th PM, Laramie County, WY. [22 - 380](#)

Attachments: [Bristol Ridge Estates, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, on behalf of Michael Galluzzo, submitted a Subdivision Permit and Plat application for property located south of Rd 237, approximately half a mile west of Interstate 25. The application was submitted to subdivide the property into 11 residential tracts with an average tract size of approximately 9.34 acres.

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

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 approve the subdivision permit and plat for Bristol Ridge Estates with no conditions and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 32.** PUBLIC HEARING regarding a Zone Change from A1 - Agricultural and Rural Residential to AR - Agricultural Residential for a portion of the NE1/4 SW1/4 Sect 16, T14N, R65W, of the 6th PM, Laramie County, WY.

[22 - 381](#)

Attachments: [Simmons, Zone Change](#)

Marissa Pomerleau, Planning, said Steil Surveying Services, on behalf of Marcella and Richard Simmons of Cheyenne, WY, submitted a Zone Change application for a 14.09-acre property located at 11803 Glencoe Dr. The application was submitted to request a zone change from A1 - Agricultural & Rural Residential to AR - Agricultural Residential to prepare for an Administrative Plat to split the parcel into two tracts.

Ms. Pomerleau 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 Vice Chairman Lovett, to approve the zone change from A1 to AR for a portion of the NE1/4 SW1/4 Sect 16, T14N, R65W, of the 6th PM, Laramie County, WY, and adopt the findings of fact a and b as shown on the attached 'Exhibit A' – Zone Change Map.

The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 33.** PUBLIC HEARING regarding a Subdivision Permit and Plat for North Range Business Park, 13th Filing, being a replat of Lots 1 and 2, Block 14, North Range Business Park, 7th Filing, Laramie County, WY.

[22 - 382](#)

Attachments: [North Range Business Park, 13th Filing, Subdivision Permit & Plat](#)

Michael Surface, Planning, said AVI, consultant for Cheyenne LEADS and the North Range Business Park Commercial Owners Association, submitted a Subdivision Permit and Plat application for North Range Business Park, 13th Filing. The property fronts Happy Jack Rd. It is bound by Logistics Dr on the east and Bruns Way to the west. The application was submitted to subdivide the property into three lots. Lot 1 is 7.15 acres, Lot 2 is 11.75 acres, and Lot 3 is two acres. Lot 1 is a shared open space owned by the North Range Business Park Commercial Owners Association. Lot 2

has a small utility building located upon it.

Mr. Surface said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact one, two and three with one condition: Correct all acknowledgement issues and survey errors prior to recording the plat.

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

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to approve the subdivision permit and plat for North Range Business Park, 13th Filing, being a replat of Lots 1 and 2, Block 14, North Range Business Park, 7th Filing, Laramie County, WY, and adopt the three findings of fact and one condition from the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:23 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.