

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, December 5, 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 Nov 21, 2023.

[23 - 575](#)

Attachments: [Draft Minutes Nov 21, 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: Thompson, Lovett, Heath, Holmes, Malm

Consent Agenda

Approval of the Consent Agenda

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of amendment two to the administrative services agreement between Laramie County, WY, and Blue Cross Blue Shield of WY that was effective July 1, 2023.

[23 - 563](#)

Attachments: [Amendment Two to Administrative Services Agreement, BCBS of WY](#)

This agenda item was approved.

3. Consideration of a US Dept of Treasury Coronavirus State and Local Fiscal Recovery Fund subaward contract between Laramie County, WY, and Community Action of Laramie County in an amount not to exceed \$100,000 to run through Dec 31, 2024.

[23 - 559](#)

Attachments: [SLFRF Subgrantee Contract, Community Action of Laramie County](#)

This agenda item was approved.

4. Consideration of a subgrantee agreement between Laramie County, WY, and the city of Cheyenne for a FY23 Byrne Justice Assistance grant award in the amount of \$57,998 to run through Sept 30, 2026. [23 - 560](#)

Attachments: [Subgrantee Agreement, FY23 Byrne Grant, City of Cheyenne](#)

This agenda item was approved.

5. Consideration of the third amendment to the commissary service contract (180605-05, 210302-11, 210720-11, & 230905-12) between Laramie County, WY, and Keefe Commissary Network, LLC. [23 - 557](#)

Attachments: [Third Amendment, Keefe Commissary Network, LLC](#)

This agenda item was approved.

6. Consideration of the ratification of the deletion from Public Works fixed asset inventory of 2003, 2005, 2006 and 2008 GMC Sierras and a Sullair Air Compressor to be sold at public auction. [23 - 567](#)

Attachments: [Asset Deletion, Public Works, 2005 GMC](#)
[Asset Deletion, Public Works, 2006 GMC](#)
[Asset Deletion, Public Works, 2008 GMC](#)
[Asset Deletion, Public Works, 2003 GMC, Revised](#)
[Asset Deletion, Public Works, Sullair Air Compressor](#)

This agenda item was approved.

7. Consideration of four separate equipment/electricity contracts between Laramie County, WY, and Brandon Scott, Gloria Merrill, Laramie County Fire Districts #3 and #6 to provide electricity on an as-needed basis to heat Public Works equipment. These agreements are for fiscal year 2023. [23 - 568](#)

Attachments: [FY23 Contract, Brandon Scott](#)
[FY23 Contract, Gloria Merrill](#)
[FY23 Contract, Fire Dist #3](#)
[FY23 Contract, Fire Dist #6](#)

This agenda item was approved.

8. Consideration of an amendment to master service agreement (171017-11) between Laramie County, WY, and Advanced Communications Technology, Inc, dba Range, to permit the installation of a cross connect device on the Laramie County IT [23 - 578](#)

network to provide internet services.

Attachments: [Amendment, Advanced Communications Technology, Inc](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and KP, LLC, to provide ballot printing services as fully described in exhibit A. [23 - 570](#)

Attachments: [Agreement, KP, LLC](#)

This agenda item was approved.

10. Consideration of the following fees collected by various county entities for Oct 2023: County Clerk, \$123,130.58; Sheriff, \$190,429.58; Clerk of District Court, \$24,043.75; Shooting Sports, \$18,168.09; Planning & Development, \$64,057.42; Circuit Court, \$47,861.00; DUI Court, \$368.00; Drug Court, \$240.00. [23 - 576](#)

Attachments: [Oct Fees 2023](#)

This agenda item was approved.

11. Consideration of the following part-time salaries in the amount of \$61,994.19 for Nov 2023: Planning, \$4,871.82; Shooting Sports, \$6,506.55; Buildings/Maintenance, \$19,866.34; Sheriff Operations, \$7,642.56; Detention, \$18,096.00; District Court, \$2,696.92; Drug/DUI Courts, \$2,314.00. [23 - 580](#)

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

This agenda item was approved.

Warrants

12. Consideration of warrants in the amount of \$3,756,650.94 for Nov 2023. [23 - 581](#)

Attachments: [Nov Warrants 2023](#)

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

Resolutions

13. Consideration of a resolution approving Frontier Racing, LLC, to conduct parimutuel events within Laramie County, WY, at 4610 Carey Ave. (Item postponed from Nov 21, 2023, meeting) [23 - 565](#)

Attachments: [Resolution, Frontier Racing, LLC, Parimutuel Events Presentation, Frontier Racing, LLC, Parimutuel Events](#)

County Clerk Debra Lee read a statement from Cheyenne Frontier Days and Accel Entertainment requesting this item be postponed.

Commissioner Malm spoke about the process for an applicant to request approval. He noted the county is the first step in a process, and ultimately, the WY Gambling Commission decides if an applicant can obtain a license. He pointed out that in 1967, the voters of Laramie County approved parimutuel wagering.

Commissioner Malm expressed frustration with an anonymous person or entity which he said used lies and mistruths to play on the fears of citizens in order to rally against the project. Commissioner Malm stated the board has not discussed using taxes or the eminent domain process.

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Grants

14. Consideration of an agreement between Laramie County, WY, and Wyoming Machinery Company in an amount not to exceed \$99,982 to purchase four 2023 WR75-3 Walk'N'Roll Packer/Rollers. [23 - 564](#)

Attachments: [Agreement, Wyoming Machinery Co](#)

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

15. Consideration of a memorandum of understanding between Laramie County, WY, and Central WY Counseling Center (CWCC) to allow for open communication and sharing of information between the CWCC 988 Suicide and Crisis Lifeline and Laramie County Combined Communications 911 concerning persons at imminent risk of suicide [23 - 561](#)

or emotional crisis.

Attachments: [MOU, Central WY Counseling Center](#)

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

16. Consideration of a memorandum of understanding between Laramie County, WY, and US Dept of the Interior, Bureau of Land Management (BLM), WY Law Enforcement Dept (LE), to allow the BLM LE to monitor radio communications of the Laramie County Combined Communications' WyoLink assigned talkgroup. [23 - 566](#)

Attachments: [MOU, US Dept of Interior, BLM, LE](#)

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

17. Consideration of an agreement between Laramie County, WY, and HDR Engineering, Inc, in an amount not to exceed \$606,941 to provide engineering and surveying services for street and infrastructure upgrades to Division Ave and Wallick Rd. (SPOT - 6th Penny project) [23 - 569](#)

Attachments: [Agreement, HDR Engineering, Inc](#)

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

18. Consideration of an agreement between Laramie County, WY, and Lynch Material Handling in an amount not to exceed \$546,103 for the installation of separation partitions in C & D pods. [23 - 558](#)

Attachments: [Agreement, Lynch Material Handling](#)

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

19. Consideration of an agreement between Laramie County, WY, and QLess, Inc, in the amount of \$13,910.20 to provide a mobile queuing and appointment platform for the Laramie County Clerk's office.

[23 - 571](#)

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

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

License/Permits

20. PUBLIC HEARING regarding a bar and grill liquor license submitted by Gateway East, LLC, dba Senator's Steakhouse at Terry Bison Ranch, located at 51 I-25 Service Rd E.

[23 - 579](#)

Attachments: [Gateway East, LLC, Bar and Grill Liquor License Application](#)

Laramie County Clerk Chief Deputy Dale Davis informed the WY Liquor Division has reviewed the application, everything is in order, and it is ready for public hearing.

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Appointments

21. Consideration of a resolution appointing Justin Fornstrom to Cheyenne LEADS representing Eastern Laramie County for a three-year term, expiring Dec 31, 2026.

[23 - 562](#)

Attachments: [Cheyenne LEADS Appointment, Eastern Laramie County, Justin Fornstrom](#)

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to reappoint Justin Fornstrom. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Public Hearings/Rules & Reg's**22. PUBLIC HEARING regarding adoption of the 2023 National Electrical Code.**

Justin Arnold, Planning, presented the resolution to adopt the 2023 National Electrical Code (NEC). He said the notice of intent to adopt the NEC was approved on Oct 3, 2023, starting the 45-day public comment period.

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 adopt the 2023 Edition of the National Electrical Code with modifications. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

23. PUBLIC HEARING regarding repeal of the 2021 International Fire Code.

Justin Arnold, Planning, presented the resolution to repeal adoption of the 2021 International Fire Code (IFC). He stated Laramie County desires to transfer enforcement to the WY Dept of Fire Prevention and Electrical Safety. He said the notice of intent to repeal was approved on Oct 3, 2023, starting the 45-day public comment period.

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 repeal the adoption of the 2021 Edition of the International Fire Code, effective Jan 1, 2024. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

24. PUBLIC HEARING regarding a resolution to amend the 2021 International Residential Code, Section R316.5.10 Interior Finish.

Justin Arnold, Planning, presented the resolution to amend the 2021 International Residential Code (IRC) to exempt interior finish -residential-detached accessory buildings from the requirements of R316.6 related to closed cell spray foam insulation. Mr. Arnold said the notice of intent to amend the IRC was approved on Oct 17, 2023, starting the 45-day public comment period.

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

The board thanked Planning for taking the initiative to test the foam and how it reacts to fire.

A motion was made by Commissioner Holmes, seconded by Vice Chairman Lovett, to amend the 2021 International Residential Code, repealing adoption of the 2021

IRC Section R316.5.10 Interior Finish as it relates to residential detached accessory buildings. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

Land Use:Variances/Board App./Plats

25. PUBLIC HEARING regarding a zone change for Tracts 1 and 2, Larimore Subdivision, vacation of Tract 2, Larimore Subdivision, approval of an administrative plat known as Allison Tracts, 9th Filing, and approval for an RV storage use on Tract 1, Allison Tracts, 9th Filing, Laramie County, WY. (Three motions required)

[23 - 577](#)

Attachments: [Front Range Leasing, Inc, Zone Change, Vacation, Larimore Subdivision, Administrative Plat, Allison Tracts, 9th Filing, RV Storage](#)
[Front Range Leasing, Inc, Zone Change Exhibit A, Revised](#)

Bryce Hamilton, Planning, said AVI, PC, on behalf of Front Range Leasing, Inc, submitted applications for a zone change, board approval, and administrative plat for properties located at 402 and 410 E College Dr. He said the zone change application requests a change from MU to CB for a portion of Tract 2, Larimore Subdivision, and from CB to MU for all of Tract 1, Larimore Subdivision. Mr. Hamilton said the applications also request board approval for the use and administrative plat of Tract 2, Larimore Subdivision, and a portion of Tract 82, Allison Tracts, 2nd Filing, to allow for expansion of the commercial enterprise known as Toybox Recreational Storage. He said Planning required that Tract 1, Larimore Subdivision, be rezoned concurrently with that action, given that the owner intends to demolish and rebuild a residential property onsite.

Mr. Hamilton said based on evidence provided, staff recommends approval of the zone changes, vacation and administrative plat, and expansion of the use with the adoption of findings of fact a, b, c, d, e and f.

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 adopt the findings of facts a, b and c of the staff report and approve the zone change from MU to CB for a portion of Tract 2, Larimore Subdivision and from CB to MU for Tract 2, Larimore Subdivision, Laramie County, WY. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

A motion was made by Commissioner Malm, seconded by Commissioner

Holmes, to adopt the findings of fact d and e of the staff report, to approve the vacation of Tract 2, Larimore Subdivision, and approve the administrative plat known as Allison Tracts, 9th Filing. 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 findings of fact f of the staff report and to approve the RV storage use on Tract 1, Allison Tracts, 9th filing. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:14 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. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.