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LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: June 6, 2017

2. AGENDA ITEM: ☐ Appointments ☐ Bids/Purchases ☐ Claims

☐ Contracts/agreements/leases ☐ Grants ☐ Land Use: Variances/Board App/Plats

☐ Proclamations ☐ Public Hearings/Rules & Reg's ☐ Reports & Public Petitions

☐ Resolutions Other

3. DEPARTMENT: County Clerk

APPLICANT:

AGENT: Debra K. Lee

4. DESCRIPTION: Consideration of the Minutes of Proceedings for May 16 and 31.

Amount \$ From To

5. DOCUMENTATION: Originals

<u>Commissioner</u>	<u>Clerks Use Only:</u>	<u>Signatures</u>	
Ash	_____	County Attorney	_____
Holmes	_____	Deputy Attorney	_____
Thompson	_____		
Heath	_____		
Kailey	_____	Grants Manager	_____
Action	_____	Outside Agency	_____
Postponed	_____		

**Minutes of the Proceedings
Board of County Commissioners
Prepared by the Office of the Clerk of Laramie County
Laramie County Wyoming**

Wednesday, May 31, 2017

- 170531 00** The Laramie County Commissioners met in special session Wednesday, May 31, 2017, at 2:00 p.m. Those in attendance were Commissioner Troy Thompson, Chairman; Commissioner Linda Heath; Commissioner Amber Ash; Commissioner K.N. Buck Holmes; County Attorney Mark Voss and County Clerk Debra Lee. Commissioner Ron Kailey was excused.

Those present were Rob Cleveland, Emergency Management; Rob Geringer, Public Works; Guy Cameron, Melinda Gibson, Kim Johnson, Department of Homeland Security; Matt Butler, Emergency Management; Valerie Miller, Commissioners.

- 01** Emergency Management Director Rob Cleveland stated the resolution was requested by the City of Cheyenne as part of an effort to seek federal disaster assistance funds to help recover costs associated with the May 18-19 snow storm. Guy Cameron, director, Department of Homeland Security (DHS), stated that Mayor Orr approached Homeland Security to inquire about possible federal assistance. Cameron said in order to be eligible for federal funding under the Stafford Act, the snow storm must be a record or near-record event, fiscal indicators must be met (\$331,000 spent to repair infrastructure, do emergency protective measures, and debris removal), and a disaster declaration adopted by the governmental entities. Commissioner Thompson asked Rob Geringer, Public Works director, about expenses associated with storm. Geringer said there were 300 hours overtime and equipment costs; no salt or sand were used, no significant debris was removed, and costs were within the norm. Commissioner Thompson suggested action on the resolution be postponed until the next board meeting to give DHS time to receive verification the storm was a record or near-record event. He noted that colleagues at the State and City are seeking to recoup costs by seeking available funds. Commissioner Ash said the board was asked to hold a special meeting and information was not available so she did not support postponement. Commissioner Holmes moved to deny approval of a disaster declaration resolution due to the May spring snow storm. Commissioner Ash seconded the motion. The motion passed with Commissioner Thompson voting no.

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 Wednesday, May 31, 2017

SEAL

Approved by : _____

Debra K. Lee
County Clerk

Reviewed by : _____

Troy Thompson, Chairman
Board of County Commissioners

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources, 310 West 19th Street, Cheyenne, WY 82001, (307)633-4355 within a reasonable time.

**Minutes of the Proceedings
Board of County Commissioners
Prepared by the Office of the Clerk of Laramie County
Laramie County Wyoming**

Tuesday, May 16, 2017

170516 00 The Laramie County Commissioners met in regular session Tuesday, May 16, 2017 at 3:30 p.m. Those in attendance were Commissioner Troy Thompson, Chairman; Commissioner Ron Kailey, Vice-Chairman; Commissioner Linda Heath; Commissioner Amber Ash; Commissioner K.N. Buck Holmes; County Attorney Mark Voss; County Clerk Debra Lee and Deputy Clerk Valerie Roybal.

Those signing the register were Nancy Trimble, Planning; Kate Schulz, Meals on Wheels; Shannon Benson, Meals on Wheels; Matt Butler, LCEMA; Rick Fortney, Information Technology; Derrek Jerred, LEADS; Christofer Lovas, Meals on Wheels; Renae Jording, Cheyenne Transit; Keith McQueen, Cheyenne Transit; Randy Byers, TDSI; Tammy Howard, WYFHOP; Sandra Newland, Laramie County Grants; Jana Ginter, Community Action; Catherine Rogers, District Court; Tom Campbell, District Court; Ken Guille, Assessor; Seth Lloyd, City Development; Casey Palma, Steil Surveying.

- 01** Commissioner Ash moved to approve the Minutes of Proceedings for May 2, 2017 Commissioner Kailey seconded the motion, which passed unanimously.
- 02** Commissioner Holmes moved to approve an MOU between Laramie County and the City of Cheyenne to provide a means for the Cheyenne Transit Program to provide public transportation service to areas of Laramie County in the amount of \$77,500 beginning July 1, 2017 to June 30, 2018. Commissioner Heath seconded the motion, which passed unanimously. After obtaining all signatures, the MOU will be filed in central files with the County Clerk.
- 03** Commissioner Holmes moved to approve a resolution accepting a grant award from the Alzheimer's Foundation of America for funding in the amount of \$5,000 to be used towards purchasing project lifesaver equipment for Laramie County. Commissioners Heath seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 04** Commissioner Holmes moved to approve a grant agreement between Laramie County and K94COPS, Inc., for the successful grant application to provide a K-9 with training to the Laramie County Sheriff's Department. Commissioner Heath seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 05** Commissioner Holmes moved to approve seven malt beverage permits submitted by David Acton d/b/a The Knotty Pine Saloon to be held at 3967 Archer Parkway for the following dates: June 9th, June 16th, June 23rd, July 7th, July 8th, July 14th, and August 4th; and one malt beverage permit to be held at the Riata Ranch June 17th. Commissioner Heath seconded the

motion, which passed unanimously.

- 06** Sandra Newland presented a resolution authorizing the submission of a Homeownership Assistance Community Development Block Grant (CDBG) to the Wyoming Business Council for the purpose of obtaining funding for the Wyoming Family Home Ownership Program in the amount of \$40,000 to assist them in providing down payment assistance to eight qualified applicants. Chairman Thompson opened the meeting as a PUBLIC HEARING. Tammy Howard, Executive Director of WYFHOP gave a presentation about WYFHOP and the success they have had with the program. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Ash moved to approve the resolution authorizing the submission of a Homeownership Assistance Community Development Block Grant in the amount of \$40,000. Commissioner Holmes seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk. Documentation is filed in central files with the County Clerk.
- 07** Sandra Newland presented a resolution authorizing the submission of a grant application in partnership with Meals on Wheels of Cheyenne to the Wyoming Business Council for a Community Development Block Grant in the amount of \$500,000. Funds will be used towards a commercial kitchen remodel/expansion for the Meals on Wheels building located at 2015 South Greeley Highway, Cheyenne, Wyoming. (Matching funds to be provided by Meals on Wheels.) Chairman Thompson opened the meeting as a PUBLIC HEARING. Chris Lovas, Meals on Wheels board member, spoke about the organization's success and said the project will enable expanded services to clients. Hearing no further public comment, the Chairman closed the PUBLIC HEARING. Commissioner Holmes moved to approve the grant application in the amount of \$500,000. Commissioner Heath seconded the motion which passed unanimously. Documentation is filed in central files with the County Clerk.
- 08** County Clerk Debra Lee presented the following liquor license applications for 2017-2018: Little Bear Inn, Retail Liquor License; Travel Centers of America, County Retail Liquor License; High Plains Pizza Inc., Restaurant Liquor License; Cheyenne Shrine Club, Fraternal Club; Outlaw Saloon, Retail Liquor License; Terry Bison Ranch, Retail Liquor License; Moose Lodge, Fraternal Club; Town & Country Supermarket Liquors, Retail Liquor License; The Den Gentleman's Club, Retail Liquor License; VFW Post 4343, Veteran's Club; T-Joe's Bar & Lounge, Retail Liquor License; Tumbleweed Bar, Retail Liquor License; Forum 619, Social Club; Little America Hotel, Retail Liquor License; Bhagat LLC, Antelope Truck Stop, County Retail Liquor License; Kartar, LLC, Antelope Truck Stop, Retail Liquor License; Bunkhouse Bar, Retail Liquor; Tortilla Factory, Bar & Grill; Race Day Makers, LLC, Events Center. Valerie Roybal, Deputy Clerk, stated that all requirements have been met. Commissioner Thompson opened the meeting as a PUBLIC HEARING. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Ash moved to approve the liquor license applications as presented. Commissioner Kailey seconded the

motion, which passed unanimously.

- 09** Deputy Clerk Valerie Roybal presented a seasonal fireworks permit application submitted by Michael Johnson d/b/a Fireworks Outlet located at 207 South Greeley Highway and stated the requirements have been met. Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing. Commissioner Ash moved to approve the seasonal fireworks permit submitted by Fireworks Outlet. Commissioner Heath seconded the motion, which passed unanimously.
- 10** Deputy Clerk Valerie Roybal presented a seasonal fireworks permit application submitted by Michael Johnson d/b/a Pyro City located at 3115 West College Drive and stated the requirements have been met. Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing. Commissioner Ash moved to approve the seasonal fireworks permit submitted by Pyro City, Commissioner Heath seconded the motion, which passed unanimously.
- 11** Deputy Clerk Valerie Roybal presented a yearly fireworks permit application submitted by Michael Johnson d/b/a Fireworks Outlet located at 251 I-25 Service Road and stated the requirements have been met. Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing. Commissioner Ash moved to approve the yearly fireworks permit submitted by Fireworks Outlet. Commissioner Heath seconded the motion, which passed unanimously.
- 12** Commissioner Holmes moved to approve a resolution appointing Jean A. Halpern as a member of the Laramie County Hospital Board of Trustees for a five-year term beginning July 1, 2017, and ending June 30, 2022. Commissioner Ash seconded the motion, which passed unanimously. After obtaining all signatures, the appointment is to be filed in central files with the County Clerk.
- 13** Commissioner Holmes moved to approve a resolution appointing Michelle Mulberry as a member of the Laramie County Hospital Board of Trustees for a five-year term beginning July 1, 2017, and ending June 30, 2022. Commissioner Ash seconded the motion, which passed unanimously. After obtaining all signatures, the appointment is to be filed in central files with the County Clerk.
- 14** Commissioner Holmes moved to approve a resolution appointing Robin Cooley as a member of the Laramie County Hospital Board of Trustees for a five-year term beginning July 1, 2017, and ending June 30, 2022. Commissioner Ash seconded the motion, which passed unanimously. After obtaining all signatures, the appointment is to be filed in central files with the County Clerk.
- 15** Nancy Trimble, County Planning, presented a subdivision permit and plat for Prairie Sunset Subdivision, 2nd Filing, a replat of Tracts 2 and 4, Prairie Sunset Subdivision, 1st Filing, Laramie County, Wyoming. The purpose of the application is to create four (4) single-family residential lots. Casey

Palma, Steil Surveying, said this is a simple split and meets all requirements. Ms. Trimble stated staff recommends approval with findings of facts a and b of the staff report. Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing. Commissioner Heath moved to approve the subdivision permit and plat for Prairie Sunset Subdivision, 2nd Filing, and to adopt the findings of fact a and b of the staff report. Commissioner Ash seconded the motion, which passed unanimously.

- 16** Nancy Trimble, County Planning, presented a subdivision permit and plat for Swan Ranch Rail Park, Tenth Filing, a replat of Lots 1-3, Block 2, Swan Ranch Rail Park, Second Filing, Laramie County, Wyoming. The purpose of this application is to create two more developable lots which will provide access for Lot 2 to the south and for the unplatted property to the west. Derrick Jared, Cheyenne LEADS, said the requested action will enable more access. Ms. Trimble said staff recommends approval including findings of fact a, b, and c of the staff report. Chairman Thompson opened the hearing for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the hearing. Commissioner Kailey moved to approve the subdivision permit and plat for Swan Ranch Rail Park, Tenth Filing with no conditions and to adopt the findings of fact a, b, and c of the staff report. Commissioner Ash seconded the motion, which passed unanimously. The meeting adjourned at 4:13 p.m.

- 17** (Acting as CBOE). The Board reconvened as the County Board of Equalization at 4:13 p.m. County Assessor Ken Guille presented the abstract of the 2017 county assessment roll pursuant to W.S. 39-13-102 (e). No action was required.

The meeting adjourned at 4:15 p.m.

CERTIFICATION

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SEAL

Approved by : _____

Debra K. Lee
County Clerk

Reviewed by : _____

Troy Thompson, Chairman
Board of County Commissioners

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