

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



---

**Tuesday, October 4, 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 Sept 20, 2022.

[22 - 594](#)

**Attachments:** [Draft Minutes Sept 20, 2022](#)

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

Chairman Thompson removed Item #20 from the Consent Agenda.

### Approval of the Consent Agenda

A motion was made by Commissioner Malm, seconded by Commissioner Heath, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

2. Consideration of a contract between the WY Assoc of Sheriffs and Chiefs of Police and Laramie County, WY, in an amount not to exceed \$1,700 for alcohol inspection and compliance checks to run through May 28, 2023.

[22 - 569](#)

**Attachments:** [Alcohol Inspection Contract, WASCOP](#)

This agenda item was approved.

3. Consideration of a contract between the WY Assoc of Sheriffs and Chiefs of Police and Laramie County, WY, in an amount not to exceed \$1,700 for tobacco inspection and compliance checks to run through June 10, 2023.

[22 - 570](#)

**Attachments:**    [Tobacco Inspection Contract, WASCOP](#)

This agenda item was approved.

4. Consideration of four subgrantee agreements between Laramie County, WY, Greater WY Big Brothers Big Sisters \$13,757.14; Boys and Girls Club of Cheyenne \$62,571.43; CLIMB WY of Cheyenne \$75,000; and My Front Door \$9,171.43 for the FFY23 WY Dept of Family Services TANF grant. [22 - 578](#)

**Attachments:**    [Subgrantee Agreements, FFY23 TANF](#)

This agenda item was approved.

5. Consideration of a lease agreement between Laramie County, WY, Cheyenne-Laramie County Health Dept and Dr Lucase Wang. The lease agreement shall commence July 1, 2022, and shall remain in full force until June 30, 2023. [22 - 566](#)

**Attachments:**    [Lease Agreement, Dr. Lucase Wang](#)

This agenda item was approved.

6. Consideration of a lease agreement between Laramie County, WY, and Mike Peterson in the amount of \$3,000 to lease property as described in the agreement for erecting, using and maintaining a radio tower and equipment building for Laramie County Combined Communications. [22 - 587](#)

**Attachments:**    [Lease Agreement, Mike Peterson](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Employee On-Boarding Specialties, LLC to perform drug collection screening services. [22 - 565](#)

**Attachments:**    [Agreement, EOB Specialties, LLC](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and Carey's Heating and Air Conditioning, Inc in an amount not to exceed \$13,115 to provide ventilation services at the Laramie County Shooting Sports as outlined in attachment A. [22 - 568](#)

**Attachments:**    [Agreement, Carey's Heating and Air Conditioning, Inc](#)

This agenda item was approved.

9. Consideration of an amendment to the client service agreement and renewal schedule of services and fees between Laramie County, WY, and Novo Benefits, LLC to provide consulting and management of the [22 - 589](#)

---

self-funded employee benefit plans.

**Attachments:** [Amendment and Schedule, Novo Benefits, LLC](#)

This agenda item was approved.

10. Consideration of the deletion from Planning's fixed asset inventory of a 2019 Ford F-150 to be scrapped. [22 - 577](#)

**Attachments:** [Asset Deletion, Planning, 2019 Ford](#)

This agenda item was approved.

11. Consideration of the annual economic development services agreement between Laramie County, WY, and Cheyenne LEADS in the amount of \$55,000 to remain in full force and effect until June 30, 2023. [22 - 572](#)

**Attachments:** [FY23 Agreement, Cheyenne LEADS](#)

This agenda item was approved.

12. Consideration of the annual funding agreement between Laramie County, WY, and Cheyenne Downtown Development Authority in the amount of \$5,000 to remain in full force and effect until June 30, 2023. [22 - 573](#)

**Attachments:** [FY23 Agreement, Cheyenne Downtown Development Authority](#)

This agenda item was approved.

13. Consideration of the annual human services agreement between Laramie County, WY, and Pine Bluffs Senior Citizens, Inc in the amount of \$30,000 to remain in full force and effect until June 30, 2023. [22 - 574](#)

**Attachments:** [FY23 Agreement, Pine Bluffs Senior Citizens, Inc](#)

This agenda item was approved.

14. Consideration of the annual human services agreement between Laramie County, WY, and United Way of Laramie County in the amount of \$125,000 to remain in full force and effect until June 30, 2023. [22 - 575](#)

**Attachments:** [FY23 Agreement, United Way of Laramie County](#)

This agenda item was approved.

15. Consideration of the annual human services agreement between Laramie County, WY, and Volunteers of America-Northern Rockies in the amount of \$40,000 to remain in full force and effect until June 30, 2023. [22 - 576](#)

**Attachments:**    [FY23 Agreement, Volunteers of America-Northern Rockies](#)

This agenda item was approved.

16. Consideration of a contract for services between Laramie County, WY, and the City of Cheyenne, Office of Youth Alternatives, in the amount of \$75,000 to provide crisis shelter services to remain in effect until June 30, 2023. [22 - 592](#)

**Attachments:**    [FY23 Contract for Services, Youth Alternatives Crisis Shelter](#)

This agenda item was approved.

17. Consideration of the annual agreement between Laramie County, WY, and the City of Cheyenne, Office of Youth Alternatives, to provide juvenile probation services in the amount of \$66,000 to remain in full force and effect until June 30, 2023. [22 - 593](#)

**Attachments:**    [FY23 Juvenile Probation Services, Youth Alternatives](#)

This agenda item was approved.

18. Consideration of the following fees collected by various County entities for Aug 2022: County Clerk, \$145,964.76; Sheriff, \$164,027.72; Clerk of District Court, \$18,147.50; Shooting Sports, \$18,495.00; Planning & Development, \$109,774.01; Circuit Court, \$48,748.00; DUI Court, \$100.00; Drug Court, \$620.00. [22 - 595](#)

**Attachments:**    [Aug Fees 2022](#)

This agenda item was approved.

19. Consideration of the following part-time salaries in the amount of \$35,771.28 for Sept 2022: Grants, \$1,797.72; Planning, \$820.70; Shooting Sports, \$3,199.18; Events Dept, \$768.00; Buildings/Maintenance, \$15,329.17; Sheriff Operations, \$3,187.68; Detention, \$9,519.88; Drug/DUI Courts, \$1,148.95. [22 - 596](#)

**Attachments:**    [Sept Part-Time Salaries 2022](#)

This agenda item was approved.

20. Consideration of warrants in the amount of \$3,107,559.24 for Sept 2022. [22 - 597](#)

**Attachments:**    [Sept Warrants 2022](#)

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:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

## Proclamations

21. Consideration of a resolution proclaiming Oct 7, 2022 as National Manufacturing Day. [22 - 555](#)

**Attachments:** [Resolution Proclaiming Oct 2022 Natl Manufacturing Day](#)

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

## Grants

22. Consideration of an ARPA nonprofit subrecipient agreement between Laramie County, WY, and Carpenter School and Community, Inc in the amount of \$35,008. Agreement to run through May 31, 2023. [22 - 571](#)

**Attachments:** [Agreements, ARPA Nonprofit, Carpenter School & Community, 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

## Contract/Agreement/Leases

23. Consideration of an addendum between Laramie County, WY, and ConvergeOne, Inc in an amount not to exceed \$510,901.26 to provide equipment, installation, services and maintenance of 911 systems for the Laramie County Combined Communications Center as described in attachment A. [22 - 586](#)

**Attachments:** [Addendum, ConvergeOne, 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

24. Consideration of an addendum between Laramie County, WY, and Prestigious Investigative Service, Inc to provide the Sheriff's Dept with [22 - 590](#)

---

employment background investigation services as described in attachment A.

**Attachments:** [Addendum, Prestigious Investigative Service, Inc](#)

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

25. Consideration of an agreement between Laramie County, WY, and Convergent in an amount not to exceed \$174,704.63 to provide and install a gunshot detection system as outlined in attachment B.

[22 - 567](#)

**Attachments:** [Agreement, Convergent](#)

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

26. Consideration of an agreement between Laramie County, WY, and Cheyenne/Laramie County Economic Development Joint Powers Board in an amount of \$200,000 for FY22-23 to provide economic development activities in Laramie County. The term of the agreement is from July 1, 2022 to June 30, 2023.

[22 - 588](#)

**Attachments:** [Agreement, Cheyenne-Laramie Co Econ Development JPB](#)

Trey Rinne, Laramie County Economic Development Joint Powers Board, spoke about the various projects the additional funding will support. Commissioner Malm noted how the funding will assist local entrepreneurs who are valuable to the community.

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

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

27. Consideration of an oil and gas lease between Laramie County, WY, and Hoover & Stacy, Inc in T14N, R66W, 6th PM Sect 10 and 36 and T14N, R65W, 6th PM Sect 31 as specifically described in the lease agreement.

[22 - 591](#)

**Attachments:** [Oil & Gas Lease, Hoover & Stacy, 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

### **Public Hearings/Rules & Reg's**

- 28.** PUBLIC HEARING regarding amendments to the amended 2019 Laramie County Land Use Regulations.

**[22 - 585](#)**

**Attachments:** [2019 Laramie County Land Use Regulations Amendments](#)

Justin Arnold, Planning, said Planning staff began reviewing the amended 2019 Laramie County Land Use Regulations (LCLUR) in 2021. Planning provided the Notice of Intent required under WS 16-3-103 and public comment was taken during the statutorily required 45-day period. Staff received two written comments. Mr. Arnold gave a synopsis of the proposed amendments.

Mr. Arnold said given the number of amendments to the LCLUR in recent years, Planning, in conjunction with Public Works, intends to do an indepth analysis of the LCLUR and promulgate a clean version. Chairman Thompson asked how the public could be involved with that process. Mr. Arnold noted there will be meetings with stakeholders and a 45-day public comment period.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Steve True, resident, commended staff for the open house and voiced support for the proposed regulations, the public safety fees and work with fire suppression. Jason Caughey, Laramie County Fire Authority chief, addressed proposed recommendations for the fire protection plan for rural subdivisions, which he said was a collaborative effort based on what was fair, equitable, and reasonable, with a fundable and sustainable fee structure. Chief Caughey asked the Board to adopt the proposed amendments as written with no additional amendments.

Commissioner Malm thanked the fire districts for working on the proposed amendments and discussed a potential amendment. He said he is struggling with the fire station item and dedication of land for a fire station. Commissioner Malm said a developer is being asked, at today's prices, to sacrifice an additional \$125,000 to \$150,000 in value and an additional \$1000 per lot fee. He referred to other instances when government entities require a dedication of land and it sits vacant.

Commissioner Holmes talked about the land dedication requirement and thought it was too much to put on a single developer. Commissioner Lovett expressed the need to identify placement of fire stations in comments during the planning process. Commissioner Heath said she favored a proactive approach and noted developers worked with the fire chiefs and fire districts and they are the appropriate ones to

determine placement of fire stations. She further noted she would be opposed to removing the item from the requirement. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to approve amendments to the amended 2019 Laramie County Land Use Regulations and approve the adoption of the 2019 Laramie County Land Use Regulations rulemaking draft amendments with the revisions contained in the staff report as changes, to be known as the Amendments to the Amended 2019 Laramie County Land Use Regulations, effective October 5, 2022.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to amend by striking Section 1-1-106 C. i. Fire station development.

Commissioner Holmes argued against doing away with the fire station development section. Commissioner Malm pointed out a future developer may not be amenable and could provide a lot that would not be buildable for a fire station.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to amend the amendment to read "land located in the proposed subdivision may be provided for future fire stations depending on the need of the fire districts." The motion failed by the following vote:

**Aye:** Heath, Holmes

**Nay:** Thompson, Lovett, Malm

Chairman Thompson said he was not in favor of Commissioner Malm's amendment because the Board has tasked the fire chiefs to do this and striking the item was not in the best interests of those who worked on the amendments to the regulations. Commissioner Malm said he would vote no on his amendment in the hope another Roman numeral would be added to allow for Board approval.

The original amendment failed by the following vote:

**Nay:** Thompson, Lovett, Heath, Holmes, Malm

A motion was made by Commissioner Malm, seconded by Commissioner Holmes, to amend Section 1-1-106 C. i. Fire station development and add Roman numeral iii to require approval by the Board of County Commissioners.

Commissioner Malm expressed concerns about the requirement being arbitrary such



as the one for cisterns. He noted some fire districts will review the criteria and request a fire station and others will not. Chairman Thompson said the requirement is definitive: It requires a fire station for proposed subdivisions greater than 25 units and further than 10 road miles from an existing fire station. He said the requirement will be in the staff report as a condition that will go before the elected board of county commissioners.

Commissioner Holmes talked about how developers do phases of projects and this may not trigger the requirement because the development is less than 25 lots. Chairman Thompson said this was covered in the document because it says all phases in five years are equal to total units.

Chairman Thompson opened the amendment discussion for PUBLIC COMMENT. Chief Caughey spoke in support of the amendment because it closes loopholes. Matt Butler, County Fire Warden, also spoke in favor of the amendment. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the comment period.

The motion on the amendment carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

The Board directed Planning and the County Attorney to work on the language as intended by the Board.

Commissioners Malm and Holmes thanked the fire districts, county attorney and staff for their work and acknowledged input from the public on the proposed changes to the Rules and Regulations.

The original motion as amended carried by the following vote:

**Aye:** Thompson, Lovett, Heath, Holmes, Malm

Commissioner Holmes noted Oct 2 through Oct 8 is National 4H Week.

**The meeting adjourned at 4:47 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](mailto:lchr320@laramiecounty.com) at least two business days prior to the meeting.