

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



---

**Tuesday, April 4, 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 March 21, 2023.

[23 - 134](#)

**Attachments:** [Draft Minutes March 21, 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 Commissioner Malm, 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 an amendment to Next Generation 911 System agreement between Laramie County, WY, and CoverageOne, Inc, as successor-in-interest to ISC, Inc, dba Venture Technologies, in the amount of \$36,059.92.

[23 - 120](#)

**Attachments:** [Amendment, CovergeOne, Inc](#)

This agenda item was approved.

3. Consideration of a resolution authorizing the submission of a grant application to Cheyenne Regional Medical Center, General Community Benefit Funding Program, for the Coroner's Office to purchase suicide prevention materials in the amount of \$2,500.

[23 - 133](#)

**Attachments:** [General Community Benefit Application, CRMC](#)

This agenda item was approved.

4. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, FFY23 State Homeland Security Grant Program, for the EMA to fund a thermal imaging camera system to be installed on the jointly owned Sno-Cat in the amount of \$23,000. [23 - 139](#)

**Attachments:** [FFY23 SHSP Grant Application, EMA](#)

This agenda item was approved.

5. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, FFY23 State Homeland Security Grant Program, for the Coroner's Dept to purchase a powered gurney in the amount of \$49,095.40. [23 - 113](#)

**Attachments:** [FFY23 SHSP Grant Application, Coroner](#)

This agenda item was approved.

6. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, FFY23 State Homeland Security Grant Program, for the IT Dept to purchase two web application firewalls for county cybersecurity operations in the amount of \$80,000. [23 - 114](#)

**Attachments:** [FFY23 SHSP Grant Application, IT Dept](#)

This agenda item was approved.

7. Consideration of an addendum between Laramie County, WY, and QLess, Inc, in an amount not to exceed \$13,542.52 to provide additional training and its associated costs. [23 - 124](#)

**Attachments:** [Addendum, QLess, Inc](#)

This agenda item was approved.

8. Consideration of the deletion from the County Clerk's fixed asset inventory of a Neopost IS6000B mail machine decertified by USPS. [23 - 126](#)

**Attachments:** [Asset Deletion, County Clerk, Neopost IS6000B Mail Machine](#)

This agenda item was approved.

9. Consideration of the ratification of a three-day catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on March 24 - 26, 2023 at the Archer Complex. [23 - 122](#)

**Attachments:** [24-hour Permit, Hell on Wheels Package Liquors, March 24 - 26, 2023](#)

This agenda item was approved.

10. Consideration of a catering permit submitted by S&W Properties, dba [Vino's Wine and Spirits](#) for an event on May 5, 2023 at the Archer Complex. [23 - 128](#)

**Attachments:** [24-hour Permit, Vino's Wine and Spirits, May 5, 2023](#)

This agenda item was approved.

11. Consideration of the following fees collected by various County entities for Feb 2023: County Clerk, \$99,520.20; Sheriff, \$181,956.86; Clerk of District Court, \$17,274.50; Shooting Sports, \$14,185.22; Planning & Development, \$104,440.08; Circuit Court, \$38,869.00; DUI Court, \$300.00; Drug Court, \$700.00. [23 - 135](#)

**Attachments:** [Feb Fees 2023](#)

This agenda item was approved.

12. Consideration of the following part-time salaries in the amount of \$38,007.73 for March 2023: Grants, \$1,739.10; Planning, \$990.50; Shooting Sports, \$4,632.14; Events Dept, \$783.00; Buildings/Maintenance, \$15,376.13; Sheriff Operations, \$3,050.28; Detention, \$9,506.11; District Court, \$699.45; Drug/DUI Courts, \$1,231.02. [23 - 136](#)

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

This agenda item was approved.

## Warrants

Chairman Thompson announced he had a conflict of interest with agenda item #13

13. Consideration of warrants in the amount of \$3,199,588.59 for March 2023. [23 - 140](#)

**Attachments:** [March Warrants 2023](#)

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:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

**Proclamations**

14. Consideration of a resolution proclaiming April 2023 as Child Abuse Awareness and Prevention Month. [23 - 131](#)

**Attachments:** [Resolution Proclaiming April 2023 Child Abuse Awareness and Prevention](#)

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

15. Consideration of a resolution proclaiming the week of April 9 - 15, 2023, as National Public Telecommunicators Week. [23 - 129](#)

**Attachments:** [Resolution Proclaiming April 9 - 15, 2023 National Public Telecommunicators Week](#)

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

**Resolutions**

16. Consideration of a resolution to approve the consolidation of the July 2023 meetings of the Board of County Commissioners. [23 - 123](#)

**Attachments:** [Resolution Consolidating July 2023 Commission Meetings](#)

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

**Grants**

Chairman Thompson announced he had a conflict of interest with agenda items #17 and 18

17. Consideration of the ratification of a resolution authorizing the submission of a grant application to K9s4COPS, Inc, for the Sheriff's Dept to request funds for two narcotic detection K9s and associated training. [23 - 115](#)

**Attachments:** [K9s4COPS, Inc, Grant Application, Sheriff](#)

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:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

18. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, FFY23 State Homeland Security Grant Program, for the Sheriff's Dept to fund an explosive detection canine and training in the amount of \$17,000. [23 - 116](#)

**Attachments:** [FFY23 SHSP Grant Application, Sheriff](#)

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:** Lovett, Heath, Holmes, Malm

**Recused:** Thompson

19. Consideration of an agreement between Laramie County, WY, and Kois Brothers Equipment Co, Inc, in an amount not to exceed of \$399,776 to purchase four new beds and sanders retrofitted for Public Works Dept existing fleet. [23 - 121](#)

**Attachments:** [Agreement, Kois Brothers Equip Co, Inc](#)

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

**Contract/Agreement/Leases**

20. Consideration of information agreements between Laramie County, WY, and Blue Cross Blue Shield of WY, to submit the 2020, 2021 and 2022 data into the Health Information Oversight System. [23 - 132](#)

**Attachments:** [Section 204 Information Agreements](#)

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

21. Consideration of a three-year hardware maintenance and software license, maintenance and support services agreement between Laramie County, WY, and Election Systems & Software, LLC, in the amount of \$206,400 from Aug 1, 2023 through July 31, 2026.

[23 - 125](#)

**Attachments:** [Agreement, Election Systems & Software, LLC](#)

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

22. PUBLIC HEARING regarding a seasonal fireworks permit submitted by Breanna Elliott, dba Jurassic Fireworks, located at 201 I-25 Service Rd Bldg A.

[23 - 119](#)

**Attachments:** [Permit, Jurassic Fireworks - 201 I-25 Service Rd Bldg A](#)

Matt Butler, County Fire Warden, advised the Board the required inspections were performed and everything was in order.

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

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

### Appointments

23. Consideration of a resolution appointing a member to the Laramie County Adult Community Corrections Board to complete an unexpired four-year term for Aimee Foster, expiring on Dec 31, 2026.

[23 - 127](#)

**Attachments:** [Adult Community Corrections Board](#)

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

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

**Land Use:Variances/Board App./Plats**

24. PUBLIC HEARING regarding approval for a vacation of Tracts 13A and 13B, Riata Ranch at Campstool, 1st Filing, Laramie County, WY.

[23 - 137](#)

**Attachments:**    [Ferguson, Board Approval Vacation](#)

Justin Arnold, Planning, said Ruth Ferguson submitted an application for a vacation of Tracts 13A and 13B, Riata Ranch at Campstool, 1st Filing. The properties are located in the south 1/2 of Sect 5 and north 1/2 of Sect 8, T13N, R64W, northwest of the intersection of Campstool Rd and County Rd 138.

Mr. Arnold said the purpose of the application was to revert property tax status from residential to agricultural. He noted the vacation would not abridge or deny any rights or privileges of other property situated within the same plat.

Mr. Arnold said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a, b and c with two conditions.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Bill Miller, resident, thanked the board for the condition to keep the easements. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to grant approval of the vacation of Tracts 13A and 13B, Riata Ranch at Campstool, Laramie County, WY, and adopt the findings of fact a, b and c of the staff report with the following conditions: 1) The private ingress/egress easement and utility easement referenced in the Riata Ranch at Campstool, 1st Filing, and recorded as part of the Riata Ranch Record of Survey in Drawer 4, Survey #65A recorded June 19, 2008, shall remain in full force and effect upon vacation and reflected on associated deeds and surveys and 2) The vacation shall take effect upon recordation of newly created deeds and surveys. The motion carried by the following vote:

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

---

## Report & Public Petitions

25. PUBLIC HEARING regarding a request for the establishment of a 60-foot public right-of-way, also known as Laramie St, situated in the NE1/4 of the SE1/4 of Sect 26, T14N, R66W, of the 6th PM, Laramie County, WY.

[23 - 138](#)

**Attachments:** [Resolution Acceptance of Road Petition and Appt of Viewer](#)  
[Road Petition Exhibit A](#)  
[Road Petition Viewer's Report](#)

Molly Bennett, Public Works, said a petition was submitted to establish right-of-way (ROW) for Laramie St extending from Whitney Rd westerly to the eastern boundary of Dakota Crossing Subdivision (within Cheyenne, Laramie County). As the appointed viewer, she recommended that a 60-foot publicly dedicated ROW be established in accordance with county policy and existing regulations and laws with the condition the petitioner incurs all associated costs as detailed in the viewer's report.

Ms. Bennett read the list of associated costs and said her recommendation is that Commissioners not establish the road if the petitioner was unwilling to incur the total costs outlined in the report. She also read into the record a list of parcels/lots by address that could potentially be impacted by establishment of the ROW.

The Board discussed the process and noted appraisers will review damage claims and determine the amount of damages.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Bruce Asay, agent for petitioner Hilltop Funding, requested the Board approve the application and said the viewer's recommendations for the most part are appropriate. He expressed concern about damages, stating the road has been in use since 1945. He said he did not believe there will be damages but appreciates the opportunity to address the matter at the appropriate time. Mr. Asay said establishment of the road allows greater public safety access and provides a general public benefit, including development.

Ruth Ferguson, John Welch, Michael Clark, Pat Jenkins, Rick Bruckner, Adam Stuart-Walker and Lonnie Keyser, residents, expressed concerns about safety, increased traffic, ownership of the land for the road, uncertainty of property lines, road maintenance, certain data being presented in favor of the developer and not the residents, cost of water and sewer hookups, lack of support by the majority of landowners, eminent domain, city annexation, and drainage. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

The Board discussed the petition. Questions were raised about easements and property lines. It was noted if a landowner built into the easement, then the county would not be responsible. There was discussion on 40' or 60' easements.



Commissioner Heath expressed her concerns. Ms. Bennett said this is a gray area that can be followed through the deeds, and encroachment information can be reviewed by appraisers.

Commissioner Malm questioned Seth Lloyd, City of Cheyenne Planning and Development, about annexation plans and the 201 Exemption. Mr. Lloyd said the area does not currently qualify as a county pocket and there is no current plan for annexation. However, he noted, annexation could occur at any time. Mr. Lloyd pointed out Environmental Health's recommendation is that a minimum two-and-a-half acres is required for a new septic system. Property owners exceeding the minimum may qualify for the 201 Exemption. Mr. Lloyd said city code does not require utility connections until the time of a development action.

Commissioner Holmes expressed reservations about proceeding with action on the petition until there is a definitive determination of ownership, where the road should go, and the effect on adjacent landowners. Chairman Thompson said evidence in the viewer's report indicates the road has been in existence and it is the Board's duty to proceed.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to proceed with the process of establishing the right-of-way (ROW). Written requests, objections and/or damages are to be submitted by May 16, at which time the Board will set a date for the appraisal of amounts. After the May 16 meeting, the petitioner may withdraw the request if damages assessed are deemed too high for project feasibility. The County Attorney will provide findings of fact and additional supporting information in a written order.

Monique Meese, County Attorney, confirmed the process described is correct. She said Commissioners Holmes and Heath's concerns would be addressed under damages. Chairman Thompson said the Board will reconvene on May 16 but written objections and requests for damages need to be received by May 10. Ms. Meese said objections and damages would be reviewed at the May 16 meeting, appraisers appointed, or acquired by Public Works, and a timeline set. Chairman Thompson said public comment would be allowed at the May 16 meeting.

The motion carried by the following vote:

**Aye:** Thompson, Lovett, Malm

**Nay:** Heath, Holmes

**The meeting adjourned at 4:45 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. Per WS §18-3-516(f), access to county information can be obtained at [laramiecountywy.gov](http://laramiecountywy.gov).