

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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Tuesday, October 1, 2024

3:30 PM

Commissioners Board Room

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### Roll Call/Call to Order

**Present:** Chairman Brian Lovett, Vice Chairman Gunnar Malm, Commissioner Linda Heath, Commissioner K. N. Buck Holmes, Commissioner Troy Thompson

### Minutes

1. Consideration of the Minutes of Proceedings for Sept 17, 2024.

[24 - 472](#)

**Attachments:** [Draft Minutes Sept 17, 2024](#)

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

### Consent Agenda

#### Approval of the Consent Agenda

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

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

2. Consideration of the ratification of an agreement between Laramie County, WY, and Appraise Wyoming, Inc, to provide for appraisal of the property in connection with the Pacific Ave project.

[24 - 482](#)

**Attachments:** [Agreement, Appraise Wyoming, Inc](#)

This agenda item was approved.

3. Consideration of amendment two to the memorandum of understanding (240319-9) between the WY Livestock Board, funding agency, and Laramie County, WY, to increase the total dollar amount to \$45,000.

[24 - 483](#)

**Attachments:** [Amendment Two, WY Livestock Board](#)

This agenda item was approved.

4. Consideration of a resolution authorizing the acceptance of a grant award from the Cheyenne Community Recreation District in the amount of \$50,000 to replace playground equipment at Clear Creek Park. [24 - 470](#)

**Attachments:** [Grant Award, CCRD](#)

This agenda item was approved.

5. Consideration of a grant award contract between Laramie County, WY, and the State of WY, Office of the Attorney General, Division of Criminal Investigation, for a FY22 Project Safe Neighborhoods Grant for the Sheriff's office in the amount of \$11,543 to provide funding for training and travel. [24 - 471](#)

**Attachments:** [Grant Award Contract, Office of AG, Project Safe Neighborhoods Grant](#)

This agenda item was approved.

6. Consideration of a subgrantee agreement between Laramie County, WY, and the Greater WY Big Brothers Big Sisters of Laramie County for a WY Dept of Family Services TANF grant in the amount of \$13,264.29 to run through Sept 30, 2025. [24 - 480](#)

**Attachments:** [Subgrantee Agreement, TANF Grant, Greater WY Big Brothers Big Sisters](#)

This agenda item was approved.

7. Consideration of a subgrantee agreement between Laramie County, WY, and CLIMB WY of Cheyenne for a WY Dept of Family Services TANF grant in the amount of \$72,313.08 to run through Sept 30, 2025. [24 - 481](#)

**Attachments:** [Subgrantee Agreement, TANF Grant, CLIMB WY of Cheyenne](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring, Inc, in the amount of \$12,711 to install carpet at the Guardian ad Litem office, located at 310 W 19th St, Suite 100, pursuant to estimate JE022707-001, attached and incorporated herein as "Attachment". [24 - 484](#)

**Attachments:** [Agreement, Carpet One Commercial Flooring, Inc](#)

This agenda item was approved.

9. Consideration of an addendum to the 2024-2025 janitorial services agreement for 2020 Carey Ave between Laramie County, WY, and [24 - 485](#)

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TFM22, LLC, in the amount of \$9,256 per month to provide and complete the services as fully described in attachment A, commencing Oct 1, 2024, until July 31, 2025.

**Attachments:** [Addendum, TFM22, LLC](#)

This agenda item was approved.

10. Consideration of the ratification of an addendum between Laramie County, WY, and Power Systems West, Inc in the amount of \$5,434.32 to provide and complete the services as fully described in attachment A.

[24 - 487](#)

**Attachments:** [Addendum, Power Systems West, Inc](#)

This agenda item was approved.

11. Consideration of the ratification of a catering permit submitted by Omasai Hospitality, LLC, dba Red Lion Hotel & Conference Center, for an event on Sept 27, 2024, at the Archer Complex.

[24 - 467](#)

**Attachments:** [24-hour Permit, Red Lion Hotel & Conference Center, Sept 27, 2024](#)

This agenda item was approved.

12. Consideration of the annual human services agreement between Laramie County, WY, and Cheyenne Housing Authority in the amount of \$150,000 to remain in full force and effect until June 30, 2025.

[24 - 473](#)

**Attachments:** [FY25 Agreement, Cheyenne Housing Authority](#)

This agenda item was approved.

13. Consideration of the following fees collected by various county entities for Aug 2024: County Clerk, \$131,000.64; Sheriff, \$54,058.92; Clerk of District Court, \$25,500.50; Shooting Sports, \$16,608.90; Planning & Development, \$1,002,758.73; Circuit Court, \$59,780.00; DUI Court, \$150.00; Drug Court, \$565.00.

[24 - 474](#)

**Attachments:** [Aug Fees 2024](#)

This agenda item was approved.

14. Consideration of the following part-time salaries in the amount of \$51,011.67 for Sept 2024: Planning, \$832.16; Shooting Sports, \$6,548.44; Buildings/Maintenance, \$17,449.78; Sheriff Operations, \$3,811.50; Detention, \$19,606.00; Drug/DUI Courts, \$2,763.79.

[24 - 475](#)

**Attachments:** [Sept Part-time Salaries 2024](#)

This agenda item was approved.

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**Warrants**

15. Consideration of warrants in the amount of \$4,038,624.69 for Sept 2024. [24 - 488](#)

**Attachments:** [Sept Warrants 2024](#)

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

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

**Report & Public Petitions**

16. Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co Hwy, pursuant to WS 24-3-101 et seq, and Appointment of Viewer." This petition pertains to the vacation of the public right-of-way known as Rd 103, as identified on exhibit A. [24 - 477](#)

**Attachments:** [Resolution for Road Petition & Appt Viewer, Rd 103 Road Petition](#)  
[Resolution for Road Petition & Appt Viewer, Rd 103 Road Petition Corrected Petition No.](#)

A motion was made by Commissioner Holmes, seconded by Vice Chairman Malm, to appoint Molly Bennett, Public Works director, or her designee, as viewer for the road vacation petition. The motion carried by the following vote:

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

17. Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co Hwy, pursuant to WS 24-3-101 et seq, and Appointment of Viewer." This petition pertains to the vacation of the public right-of-way known as Astronaut Dr, as identified on exhibit A. [24 - 478](#)

**Attachments:** [Resolution for Road Petition & Appt Viewer, Astronaut Dr Road Petition](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to appoint Molly Bennett, Public Works director, or her designee, as viewer for the road vacation petition. The motion carried by the following vote:

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

18. Consideration of the "Acceptance of Petition for Establishment, Alteration, and/or Vacation of Co Hwy, pursuant to WS 24-3-101 et seq, and Appointment of Viewer." This petition pertains to the vacation of the public right-of-way known as Knowlwood Rd, as identified on exhibit A.

[24 - 479](#)

**Attachments:** [Resolution for Road Petition & Appt Viewer, Knowlwood Road Road Petition](#)

A motion was made by Commissioner Thompson, seconded by Vice Chairman Malm, to appoint Molly Bennett, Public Works director, or her designee, as viewer for the road vacation petition. The motion carried by the following vote:

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

## Resolutions

19. Consideration of a resolution giving public notice of Laramie County's intent to adopt the 2024 International Code Council Building Codes.

[24 - 486](#)

**Attachments:** [Resolution, 2024 International Code Council Building Codes](#)

Justin Arnold, Planning, said the county is adopting the updated international building codes and starting the 45-day comment period. Arnold noted the department will reach out to local contractors and stakeholders to facilitate an open house on Nov 20.

Commissioner Holmes said he would vote no on this item because he does not like the way the International Building Code Council forces the county to buy a new book every three years, and he is not sure if the upgrades are doing anything to protect public health.

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

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

**Nay:** Holmes

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

20. PUBLIC HEARING regarding a vacation and administrative plat for Cheyenne Pass, 2nd Filing, located on Tracts 10 and 11, Cheyenne Pass, 1st Filing, Laramie County, WY.

[24 - 476](#)

**Attachments:** [G & G Enterprises of Wyoming, LLC, Board Approval Vacation and Administrative Plat, Cheyenne Pass, 2nd Filing](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of G & G Enterprises of Wyoming, LLC, submitted an administrative plat application for Cheyenne Pass, 2nd Filing, situated in a portion of Sect 11, T14N, R70W, 6th PM, Laramie County, WY. He said the subject property lies at 415 Lynx Ln, and the application combines both parcels, creating a 6.92-acre lot for residential use and correcting a problem with setbacks on a residence currently being built.

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

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

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

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

**The meeting adjourned at 3:48 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 [humanresources@laramiecountywy.gov](mailto:humanresources@laramiecountywy.gov) 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).