

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, March 7, 2023**

**3:30 PM**

**Commissioners Board Room**

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### 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 Feb 21, 2023.

[23 - 87](#)

**Attachments:** [Draft Minutes Feb 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 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 an agreement between Laramie County, WY, and Matthew Davis dba Adventure Quests Events in the amount of \$10,000 to provide mini golf services at the Laramie County Fair.

[23 - 73](#)

**Attachments:** [Agreement, Adventure Quests Events](#)

This agenda item was approved.

3. Consideration of the following fees collected by various County entities for Jan 2023: County Clerk, \$108,239.97; Sheriff, \$126,554.38; Clerk of District Court, \$17,097.50; Shooting Sports, \$15,632.95; Planning & Development, \$62,400.17; Circuit Court, \$31,014.00; DUI Court, \$600.00; Drug Court, \$895.00.

[23 - 88](#)

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

This agenda item was approved.

4. Consideration of the following part-time salaries in the amount of [23 - 89](#)  
\$38,271.90 for Feb 2023: Grants, \$1,778.18; Planning, \$1,061.25;  
Shooting Sports, \$5,334.77; Events Dept, \$652.00;  
Buildings/Maintenance, \$15,027.10; Sheriff Operations, \$3,187.68;  
Detention, \$9,429.98; District Court, \$569.92; Drug/DUI Courts,  
\$1,231.02.

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

This agenda item was approved.

5. Consideration of a resolution appointing Margaret M White and David  
A Marcum to the Laramie County Canvassing Board. [23 - 61](#)

**Attachments:** [Resolution Appointing Laramie County Canvassing  
Board Members](#)

This agenda item was approved.

## Warrants

6. Consideration of warrants in the amount of \$2,379,373.29 for Feb  
2023. [23 - 90](#)

**Attachments:** [Feb 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

## Report & Public Petitions

7. Presentation of the FY22 audit of Laramie County. [23 - 74](#)

**Attachments:** [Laramie County FY22 Financial & Compliance Report](#)

Paul Niedermuller, principal auditor, CliftonLarsonAllen, LLP, reported the results of  
the Laramie County audit for fiscal year ending June 30, 2022. Mr. Niedermuller said  
the auditors issued a clean opinion on all materiel respects and this was a very  
positive result for the county. He noted that since Laramie County received more than  
\$750,000 in federal funding, a deeper dive was required and auditors had no findings  
or recommendations which was a very positive result and something to be proud of.  
Mr. Niedermuller pointed out the financial statement showed a general fund balance of  
more than \$62 million in reserves, with spending of \$32 million. He said a finding  
from last year was resolved.

Commissioners acknowledged the work of the finance office and director Stanley

Walker and the work of Sandra Bay, grants manager. Mr. Walker lauded the wise stewardship of county funds, the work of the financial office, and cited Ms. Bay and Tammy Deisch, treasurer.

The report was received and filed.

## Resolutions

8. Consideration of a resolution to amend the personnel policy emergency closure pay. [23 - 80](#)

**Attachments:** [Resolution, Emergency Closure Policy](#)

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

9. Consideration of a resolution to adopt personnel policies for payment of hiring bonuses and referral bonuses. [23 - 84](#)

**Attachments:** [Resolution, Hiring and Referral Bonus Policy](#)

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

10. Consideration of a resolution designating referrals for detention deputy and emergency telecommunicator bonuses under the referral bonus policy. [23 - 81](#)

**Attachments:** [Resolution, Referral Bonuses](#)

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

11. Consideration of a resolution designating detention deputy and emergency telecommunicator new hires eligible for hiring bonuses. [23 - 83](#)

**Attachments:** [Resolution, Hiring Bonuses](#)

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

**Grants**

- 12.** Consideration of an addendum between Laramie County, WY, and South Cheyenne Water and Sewer Dist for the US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund subaward contract to grant an additional \$156,000 towards the pressure-reducing valve and bore under S Greeley Hwy for a total of \$774,750 to run through Dec 31, 2024. [23 - 78](#)

**Attachments:** [Addendum, US Dept of the Treasury, South Cheyenne Water and Sewer Dist](#)

Jim Rish, president of South Cheyenne Water and Sewer District board, explained bids for the project were higher than expected and he thanked Commissioners for considering additional funding.

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

- 13.** Consideration of a subaward agreement between Laramie County WY, and the Laramie Co Library for the use of the US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund to hire a consultant who specializes in library buildings and an architectural firm to explore two new potential library locations (Pine Bluffs and the Sweetgrass Development) in the amount of \$200,000 to run through Dec 31, 2026. [23 - 86](#)

**Attachments:** [SLFRF Subaward Agreement, US Dept of the Treasury, Laramie Co Library](#)

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

**Contract/Agreement/Leases**

- 14.** Consideration of a lease agreement between Laramie County, WY, and Visionary Communications, Inc, in an amount not to exceed \$1,800 annually to lease a broadcasting tower located at Chalk Bluffs; agreement to remain in full force and effect for five years. [23 - 72](#)

**Attachments:** [Agreement, Visionary Communications, 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

### License/Permits

- 15.** PUBLIC HEARING regarding a new county malt beverage permit submitted by Marc and Jane Harrington, dba Harrington's South Side Pub, located at 1529 W College Dr.

[23 - 82](#)

**Attachments:** [Harrington's South Side Pub Malt Beverage Permit Application](#)

Chairman Thompson opened the hearing for PUBLIC COMMENT. Marc Harrington, applicant, gave an overview of the establishment. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

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

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

- 16.** PUBLIC HEARING regarding a zone change from CB - Community Business to MR - Medium Density Residential for Cowboy Brew Subdivision, 1st Filing, Tract 2, Laramie County, WY.

[23 - 75](#)

**Attachments:** [BT II, LLC, Zone Change](#)

Michael Surface, Planning, said Baseline Engineering, on behalf of BT II, LLC (John Agnew), submitted a zone change application for Cowboy Brew Subdivision, 1st Filing, Tract 2. The application was submitted to change the zone district from CB - Community Business to MR - Medium Density Residential. If approved, a site plan for three structures with eight living units per lot will be submitted.

Mr. Surface said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b.

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 Vice Chairman Lovett, to approve a zone change from CB - Community Business to MR -Medium Density Residential for Cowboy Brew Subdivision, 1st Filing, Tract 2, Laramie County, WY, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

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

17. PUBLIC HEARING regarding a subdivision permit and plat for Pita Ranch located in the N1/2S1/2 of Sect 34, T14N, R63W, of the 6th PM, Laramie County, WY.

[23 - 79](#)

**Attachments:** [Pita Ranch Subdivision and Permit](#)

Mason Schuricht, Planning, said Steil Surveying, LLC, on behalf of Tanner J Leuning, submitted a subdivision permit and plat application for Pita Ranch, located just over a mile south of Interstate 80 west of Rd 146. The application was submitted to subdivide an unplatted area to allow for creation of a lot in the southwest corner. Mr. Schuricht noted that since an administrative replat had been previously done on the tract, a subdivision permit and plat is required for any further development.

Mr. Schuricht said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a and b with one condition: Correct clerical errors on revised plat.

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 approve the subdivision permit and plat for Pita Ranch and adopt the findings of fact a and b of the staff report with one condition. The motion carried by the following vote:

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

**The meeting adjourned at 4:05 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.