

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

Tuesday, February 01, 2005

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- 050201 00** The Laramie County Board of Commissioners met in regular session Tuesday, February 1, 2005 at 3:30 p.m. Those in attendance were Commissioner Diane Humphrey, Chairman; Commissioner Jack Knudson, Vice-Chairman; Commissioner Jeff Ketcham; County Attorney Peter Froelicher; Assistant County Attorney Mark Voss; County Clerk Debbye Lathrop.

Those signing the register included: David Thompson, Laramie County Emergency Management Agency; Don Beard, Laramie County Public Works; Lisa Pafford, City/County Development; Kerry Beutler, City/County Development; Larry Sutherland, Developer; Jim Cochran, LCCD; Rick Fortney, Information Technology; Colleen Johnson, Laramie County Risk Management; Gary M. Hickman, City/County Health; John Kluever, Grants Manager; Mark Reid, Planning; Bill Ryan, Coroner; C.J. McCabe, Cooperation Extension; Paula Qualls, SCCDA;

- 01** Commissioner Ketcham moved to approve the Minutes of Proceedings for January 18 and January 25, 2005. Commissioner Knudson seconded the motion, which passed unanimously.
- 02** County Grants Manager John Kluever presented a resolution approving the submission of a grant application to the Wyoming Community Development Authority for funding under the Economic Development Block Grant for the Laramie County Home Rehabilitation Funding Program in the amount of \$105,000. Mr. Kluever stated he is including a one-time cost for lead-based paint testing equipment; the majority of the money will go to rehabilitating homes. Chairman Humphrey opened the meeting as a PUBLIC HEARING. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Knudson moved to approve the resolution. Commissioner Ketcham seconded the motion, which passed unanimously. The resolution is filed in central files with the County Clerk.
- 03** Laramie County 4-H Coordinator C.J. McCabe introduced Lindsey and Kinzey Freeman who read into the record a proclamation designating February 6-12 as Laramie County 4-H Week. Commissioner Ketcham moved to approve the proclamation. Commissioner Knudson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 04** Commissioner Ketcham moved to approve a resolution approving the submission of a grant application to the Division of Victim Services, a Division of the Wyoming Attorney Generals' Office for Victim of Crime Act (VOCA), funding in the amount of \$41,587.00. Commissioner Knudson

seconded the motion, which passed unanimously. The resolution is filed in central files with the County Clerk.

- 05** County Grants Manager John Kluever presented an Audit Not Complete form related to an Economic Development Block Grant approved by the Wyoming Business Council on behalf of the Early Education Partnership in the amount of \$25,000 to run October 21, 2003 to December 17, 2004. Mr. Kluever stated this action is necessary to close out the grant. Commissioner Ketcham moved to approve the form. Commissioner Knudson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 06** County Grants Manager John Kluever presented a Certification of Applicant form related to an Economic Development Block Grant approved by the Wyoming Business Council on behalf of the Early Education Partnership in the amount of \$25,000 to run October 21, 2003 to December 17, 2004. Mr. Kluever stated this is also required as part of the close-out process for the grant. Commissioner Knudson moved to approve the form. Commissioner Ketcham seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 07** County Grants Manager John Kluever presented an agreement between Laramie County and the Wyoming Department of Family Services, Division of Juvenile Services, for Juvenile Accountability Block Grant funding in the amount of \$21,810 to run February 1, 2005 to January 31, 2007. Commissioner Knudson moved to approve the agreement. Commissioner Ketcham seconded the motion, which passed unanimously. After obtaining all signatures, the agreement is to be filed in central files with the County Clerk.
- 08** Commissioner Ketcham moved to approve a Property Sales Agreement between Laramie County and Michael Armstrong for Phase III of Allison Draw in the amount of \$26,580. Commissioner Knudson seconded the motion, which passed unanimously. The agreement is filed in central files with the County Clerk.
- 09** Commissioner Knudson moved to approve a lease/purchase agreement between Laramie County and Laramie County Fire District No. 6 for Thermal Imaging equipment in the amount of \$13,235. Commissioner Ketcham seconded the motion, which passed unanimously. The agreement is filed in central files with the County Clerk.
- 10** Rick Fortney, Information Technology, presented a service agreement and addendum between Laramie County and The Root Group, Inc. to perform services required by the Information Technology Department. Commissioner Ketcham moved to approve a service agreement and addendum. Commissioner Knudson seconded the motion, which passed unanimously.
- 11** Colleen Johnson, Risk Manager, presented a Drug-Free Workplace addendum as required by the Safety Discount Program of the State of Wyoming Worker's Compensation. Commissioner Knudson moved to

approve the addendum. Commissioner Ketcham seconded the motion, which passed unanimously. The addendum is filed in central files with the County Clerk.

- 12 Colleen Johnson, Risk Manager, presented a Proof of Loss between Laramie County and Lexington Insurance Company because of a broken sewer line that resulted in damages at 1910 Pioneer Avenue in the amount of \$2,055.02. Commissioner Ketcham moved to approve the Proof of Loss. Commissioner Knudson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 13 John Kluever, Grants Manager, presented an agreement and addendum between Laramie County and Wyoming Department of Transportation in the amount of \$487,186.00 for Industrial Road Program Funding. Commissioner Ketcham moved to approve the agreement and addendum. Commissioner Knudson seconded the motion, which passed unanimously. After obtaining all signatures, the agreement/addendum is to be filed in central files with the County Clerk.
- 14 John Kluever, Grants Manager, presented an agreement between Laramie County and the Juvenile Extensive Management Services to provide correctional services in the amount of \$13,000 to run February 1, 2005 to January 10, 2006. Commissioner Knudson moved to approve the agreement. Commissioner Ketcham seconded the motion, which passed unanimously. The agreement is filed in central files with the County Clerk.
- 15 Applicant Larry Sutherland presented a Preliminary Plat of Red Sky Estates, a parcel of land situate in a portion of the SE1/4 of Section 20, T.14N., R.65W., 6th P.M., Laramie County, Wyoming (located at the NW corner of the intersection of US Highway 30 and Westedt Road). Mr. Sutherland stated the development would consist of 21 residential tracts with the average tract size being 2.94 acres. This area is not in a flood plain but there is natural low area, which will create a unique design. Chairman Humphrey commented about the various agencies not responding to comments regarding this plat. Lisa Pafford, City/County Development Office, said the Office is attempting to get reports from the non-responding agencies. Mrs. Pafford spoke to both the Preliminary Plat and PUD. If approved, the PUD can deviate from required 20-acre minimum tract size. A variance for each lot is necessary for small waste water system for lots under the five acres. The Planning Commission unanimously recommended approval of the Preliminary Plat and Preliminary PUD with the following conditions: 1) A map showing potential small waste water system and private well locations of each lot with appropriate setbacks and well radii be submitted and evaluated by appropriate agencies; 4) The developer or agent shall meet with the County Public Works Director to discuss road issues-- impact to Westedt Road needs to be identified for assessment; 5) The PUD resolution should spell out prohibited and permitted uses/activities within the open space tracts; 6) The following statement should be included on the final plat map, "Designated open space shall not be further developed or subdivided." The Development Office recommends the following: A) The open space areas shall be deeded an undivided 1/21 interest to each

homeowner; B) Relocate the north site access 100-feet south of its location represented on the Preliminary Plat--per traffic study assessment. Don Beard, Public Works, said the traffic study agreed that there is a site distance issue with the north site access as shown on the Preliminary Plat, and the road needs to be moved 100 feet south, which the developer has agreed to do. Chairman Humphrey opened the hearing for public comment. Gary Hickman, City/County Health Department, said the small wastewater system variances will have to reviewed by DEQ and State Engineer. Mr. Hickman further stated that based on the history of the soils in the area, there should not be a problem. Hearing no further public comment, Chairman Humphrey closed the public hearing. Commissioner Ketcham moved to approve the Preliminary Plat with conditions 1, 4, 5, 6 of the Planning Commission and the additional conditions A) and B) as recommended by the Development Office. Commissioner Knudson seconded the motion. Documentation is filed in central files with the County Clerk.

- 16 Public comment was taken with the previous item and no action is required until the Final Plat is submitted.
- 17 Commissioner Ketcham moved to approve warrants in the amount of \$1,210,899.45 for January 2005. Commissioner Knudson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 18 Commissioner Ketcham moved to approve the following part-time salaries in the amount of \$27,019.60 for January 2005: Planning, \$1,106.56; Public Works, \$1,234.20; Extension Agent, \$1,465.80; Buildings & Grounds, \$13,505.48; Elections, \$1,460.25; Treasurer, \$359.53; Clerk Titles, \$1,361.92; Sheriff Operations; \$2,274.00; Jail Operations, \$1,801.86; District Court, \$1,650.00; Coroner, \$800.00. Commissioner Knudson seconded the motion, which passed unanimously.
- 19 Commissioner Knudson moved to approve the following fees collected by various County entities for December 2004: County Clerk, \$87,495.97; Clerk of District Court, \$17,169.70; City/County Development Office, \$2,143.60; Circuit Court, \$94,304.67; Planning, \$151.00; Sheriff, \$42,484.52. Commissioner Ketcham seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 20 Commissioner Ketcham moved to approve the disposal of fixed assets submitted by the Information Technology Department. Commissioner Knudson 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.
- 21 John Kluever, Grants Manager, requested that a mortgage between Laramie County and Jerrie Gehrman as a requirement for her participation in the Home Rehabilitation Program in the amount of \$9,147.60 to run February 2, 2004 to February 2, 2009 be tabled because of the change of her marital status. Commissioner Ketcham moved to table indefinitely. Commissioner Knudson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.

- 050201 22** Jim Cochran, Laramie County Conservation District, presented an Appropriation Request to the Wyoming Congressional Delegation for funding to support the completion of Phase III of the Allison Draw Watershed Project in the amount of \$2,161,950. Mr. Cochran stated the Conservation District would also like to submit a letter of support with the request. Commissioner Ketcham moved to approve the appropriation request and letter of support. Commissioner Knudson seconded the motion, which passed unanimously. The request is filed in central files with the County Clerk.
- 23** John Kluever, Grants Manager, presented a mortgage between Laramie County and Mary Lou English as a requirement for her participation in the Home Rehabilitation Program in the amount of \$8,815 to run February 1, 2004 to February 1, 2009. Commissioner Knudson moved to approve the mortgage. Commissioner Ketcham seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.

Commissioner Ketcham moved to adjourn the meeting. Commissioner Knudson seconded the motion. The meeting adjourned at 4:11 p.m.

## CERTIFICATION

I, Debra K Lathrop, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, February 01, 2005

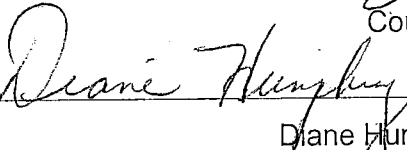
## SEAL

Approved by :



Debra K. Lathrop  
County Clerk

Reviewed by :



Diane Humphrey, Chairman  
Board of County Commissioners

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources, 309 West 20th Street, Cheyenne, WY 82001, (307)633-4355 within a reasonable time.

# LARAMIE COUNTY CLERK

## BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: February 15, 2005

2. AGENDA ITEM: ☐ Appointments ☐ Bids/Purchase ☐ Claims  
☐ Contracts/agreements/leases ☐ Grants ☐ Land Use: Variances/Board App/Plats  
☐ Proclamations ☐ Public Hearings/Rules & Reg's ☐ Reports & Public Petitions  
☐ Resolutions ☒ Other Minutes

3. DEPARTMENT: County Clerk

APPLICANT: \_\_\_\_\_ AGENT: Debbie Lathrop

4. DESCRIPTION: Consideration of the Minutes of Proceedings for  
February 1, 2005.

Amount \$ \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

5. DOCUMENTATION: \_\_\_\_\_ Originals (4) four Copies

<u>Clerks Use Only:</u>	
<u>Commissioner</u>	<u>Signatures</u>
Humphrey _____	Co Attny _____
Knudson _____	Assist Co Attny _____
Ketcham _____	Grants Manager _____
Action _____	Outside Agency _____
Postponed/Tabled _____	