

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, February 16, 2021

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for Feb. 2, 2021.

[21 - 086](#)

Attachments: [Draft Minutes Feb. 2, 2021](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Report & Public Petitions

2. Presentation of the FY20 audit of Laramie County.

[21 - 085](#)

Attachments: [Laramie County FY20 Financial & Compliance Report](#)

Paul Niedermuller, principal auditor, CliftonLarsonAllen, LLP, reviewed results of the Laramie County FY20 audit, ending June 30, 2020. He noted the county has a clean audit report. Mr. Niedermuller explained the process of conducting the audit remotely during the COVID-19 pandemic versus a traditional audit. The auditing firm received and reviewed all the county's transactions electronically and looked for anomalies. Commissioner Lovett asked if the audit was more comprehensive than in years past. Finance Director Stanley Walker stated that in his opinion the FY20 audit was more in depth.

The report was received and filed.

Resolutions

3. Consideration of a resolution authorizing a \$20,000,000 increase in the principal component of rental payments under all lease schedules for certain master equipment lease/purchase agreements with the hospital board. The resolution is for the acquisition, funding and leasing of certain equipment for Cheyenne Regional Medical Center and authorizes the execution and delivery of all documents required and all actions necessary to transactions contemplated by the resolution.

[21 - 084](#)

Attachments: [Resolution, CRMC, Increase in Principal Amount of Leases](#)

Barbara Bonds, agent for the applicant, and Neil Bertrand, Cheyenne Regional Medical Center CFO, explained the resolution would allow an additional increase of \$20 million to a master lease agreement. The original agreement had a maximum amount of \$25 million.

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Grants

4. Consideration of 37 charitable relief applications submitted to the Laramie County Commissioners for review and approval under the Governor's Office Community Charitable Relief Program.

[21 - 079](#)

Attachments: [Charitable Relief Grant Applications](#)
 [Charitable Relief Grant Applications - Revised](#)

Sandra Newland, Grants Manager, explained the State of Wyoming allocated \$1,955,780.23 in CARES Act charitable relief funds to Laramie County non-profit organizations. Non-profit organizations applied for funding in the amount of \$1,919,494.90 to help offset lost revenues and to cover expenses due to the COVID-19 pandemic. Ms. Newland read the applications into the record and explained the timeline for the distribution of the funds. Any unapplied funds will be sent back to the State.

Commissioner Malm opened the meeting for PUBLIC COMMENT. Denise Parrish of the Zonta Foundation thanked for the opportunity to submit an application. Hearing no further PUBLIC COMMENT, Chairman Malm closed public comment.

The Board of County Commissioners thanked Ms. Newland for vetting the applications.

A motion was made by Commissioner Thompson, seconded by

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

5. Consideration of an agreement between Laramie County, WY, and Tobin and Associates, P.C., to provide design services for EMA and Cheyenne/Laramie County Health Dept. storage facility at the Archer Complex in an amount not to exceed \$117,324.

[21 - 080](#)

Attachments: [Agreement, Tobin and Associates, P.C., Storage Facility Design](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

6. Consideration of a FFY21 sub-award agreement between Laramie County, WY, and the WY Dept. of Transportation for a Highway Safety Program Occupant Protection High Visibility Overtime Enforcement award in the amount of \$9,379.39.

[21 - 081](#)

Attachments: [FFY21 Sub-award Agreement, WYDOT, HSP Occupant Protection High Visibility Overtime Enforcement](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

7. Consideration of a FFY21 sub-award agreement between Laramie County, WY, and the WY Dept. of Transportation for a Highway Safety Program Impaired Driving High Visibility Overtime Enforcement award in the amount of \$10,118.52.

[21 - 082](#)

Attachments: [FFY21 Sub-award Agreement, WYDOT, HSP Impaired Driving High Visibility Overtime Enforcement](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Contract/Agreement/Leases

8. Consideration of an agreement between Laramie County, WY, and Cheyenne Regional Air Service Focus Team (CRAFT) in c/o LEADS. The purpose of the agreement is for the County to pay a portion of the Minimum Revenue Guaranteed funds to CRAFT for payments to SkyWest Airlines to provide scheduled flight services between Cheyenne and Denver, Colorado. The County shall pay CRAFT up to \$148,350.50.

[21 - 071](#)

Attachments: [Agreement, MRG Payment, CRAFT](#)

Wendy Volk, president, Cheyenne Regional Air Service Focus Team, explained the request for the county's portion of the minimum revenue guarantee (MRG) is to support SkyWest air service from Cheyenne. Ms. Volk said the airport will have an 11-week runway renovation project beginning in April and ending in July. The MRG will cover a six-month period from November to April. Ms. Volk noted for every \$1 invested in air service, there is a \$10 return on economic development according to an economic study published by the Aeronautics Division of WYDOT.

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

9. Consideration of an addendum and a service agreement between Laramie County, WY, and Motorola Solutions, Inc., in the amount of \$168,049.29, to provide service for Archer Fox Farm radio frequency (RF) sites from Jan. 1, 2021, through Dec. 31, 2025.

[21 - 072](#)

Attachments: [Addendum and Service Agreement, Motorola Solutions, Inc., Archer Fox Farm RF Sites](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

10. Consideration of the deletion from the County Clerk's fixed assets inventory, five Kodak microfilm machines, sold to Crane Imaging.

[21 - 073](#)

Attachments: [Asset Deletion, Kodak Microfilm Machines](#)

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

Aye: Malm, Holmes, Heath, Lovett, Thompson

Appointments

11. Consideration of a resolution appointing Dema Gilbert to Cheyenne LEADS representing Eastern Laramie County beginning Feb. 16, 2021, expiring Dec. 31, 2023.

21 - 070

Attachments: [Cheyenne LEADS Appointment, Eastern Laramie County, Dema Gilbert](#)

A motion was made by Commissioner Lovett, seconded by Commissioner Thompson, to appoint Dema Gilbert. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

Land Use: Variances/Board App./Plats

12. PUBLIC HEARING and consideration of the postponement request regarding a Subdivision Permit & Plat for Meadowlark Airpark, located at Govt. Lots 1, 2, 3, and 4 less a portion, and all of the NW1/4 SE1/4 less a portion, Sect. 6, T.14N., R.64W., of the 6th P.M., Laramie County, WY. (Postponed from the Feb. 2, 2021 meeting)

21 - 083

Attachments: [Meadowlark Airpark, Subdivision Permit & Plat](#)

Marissa Pomerleau, Planning, said a public hearing on the application was held on Jan. 14, 2021 by the Laramie County Planning Commission. Public comment was received regarding a possible runway and airport located within the subdivision, traffic, and access roads. The Planning Commission voted 5 - 0 to recommend approval of the application to the Board with the following conditions: 1) A complete Traffic Study for the subdivision shall be submitted, reviewed and approved prior to the Feb. 2, 2021 Board of County Commissioners Public Hearing. 2) Evidence of submittal of the Chapter 23 study to DEQ shall be provided with proof of DEQ approval prior to plat recordation. 3) All agency comments regarding clerical corrections to the plat shall be addressed prior to plat recordation.

Ms. Pomerleau said since Condition 2 has not yet been addressed, the applicant and Planning Office request the Board of County Commissioners postpone action on this agenda item to the March 2, 2021 meeting.

Chairman Malm opened the hearing for PUBLIC COMMENT. George Halyak, resident, pointed out the runway was not shown on the proposed plat. Brad Emmons, Planning, said no information on a runway was submitted. Mr. Emmons noted if any of the lot lines changed or portion of the plat needed to be vacated for a runway, a new plat would need to be approved. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

Cotton Jones, Jones Land Surveying Co., Inc., and agent for the applicant, stated he

has been in contact with a geologist about the Chapter 23 study and was not certain conditions would be met in time for the March 2, 2021 meeting.

A motion was made by Vice Chairman Holmes, seconded by Commissioner Thompson, to postpone this item indefinitely until the applicant is ready. The motion carried by the following vote:

Aye: Malm, Holmes, Heath, Lovett, Thompson

The meeting adjourned at 4:22 p.m.

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.