

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



---

**Tuesday, June 4, 2024**

**3:30 PM**

**Commissioners Board Room**

---

### 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 May 21, 2024.

[24 - 283](#)

**Attachments:** [Draft Minutes May 21, 2024](#)

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

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

2. Consideration of a legal services contract between Laramie County, WY, and Ronnie Lopez and/or his designee to provide hearing officer services for administrative hearings, legal counsel to the Laramie County Board of Equalization, and to serve as hearing officer for the 2024 CBOE appeal hearings at a rate of \$275/hour.

[24 - 265](#)

**Attachments:** [Legal Services Contract, CBOE, Ronnie Lopez](#)

This agenda item was approved.

3. Consideration of an agreement between Laramie County, WY, and Trane US, Inc, in an amount not to exceed \$2,438 to provide a five-year SMA license to bring licensing to 2024-2025 and an additional five-year SMA license for future software updates to the Niagara Controls, as described in attachment A.

[24 - 264](#)

**Attachments:** [Agreement, Trane US, Inc, SMA License](#)

This agenda item was approved.

4. Consideration of an addendum between Laramie County, WY, and Landree Trehal, dba ShowBarnFix, in an amount not to exceed for \$9,700 to provide livestreaming events at the Laramie County Fair as described in attachment A. [24 - 266](#)

**Attachments:** [Addendum, Landree Trehal dba ShowBarnFlix](#)

This agenda item was approved.

5. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for Risk Management to purchase door sleeves and ramparts for door security at county facilities in the amount of \$8,000. [24 - 268](#)

**Attachments:** [FFY24 SHSP Grant Application, Risk](#)

This agenda item was approved.

6. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for the Local Amateur Radio Emergency Service and the Community Emergency Response Team to purchase mobile and portable radios in the amount of \$20,000. [24 - 269](#)

**Attachments:** [FFY24 SHSP Grant Application, ARES and CERT](#)

This agenda item was approved.

7. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for the Coroner's office to purchase five ferno cots and covers in the amount of \$24,769. [24 - 270](#)

**Attachments:** [FFY24 SHSP Grant Application, Coroner](#)

This agenda item was approved.

8. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for the Sheriff's office to purchase portable radios in the amount of \$39,718.30. [24 - 271](#)

**Attachments:** [FFY24 SHSP Grant Application, Sheriff. Portable Radios](#)

This agenda item was approved.

- 
9. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for Emergency Management to purchase portable radios and chargers in the amount of \$76,000. [24 - 273](#)
- Attachments:** [FFY24 SHSP Grant Application, EMA, Portable Radios](#)
- This agenda item was approved.
10. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for the Sheriff's Office to purchase throwbots and ballistic shields in the amount of \$108,600. [24 - 274](#)
- Attachments:** [FFY24 SHSP Grant Application, Sheriff, Throwbots and Ballistic Shields](#)
- This agenda item was approved.
11. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY24 State Homeland Security Grant Program, for the Sheriff's Office to purchase a body scanner for the courthouse security desk in the amount of \$278,978. [24 - 275](#)
- Attachments:** [FFY24 SHSP Grant Application, Sheriff, Body Scanner](#)
- This agenda item was approved.
12. Consideration of the ratification of a resolution authorizing submission of a grant application to the Dept of Justice for a FY24 Bulletproof Vest Grant for the Sheriff's office to purchase up to 10 vests in the amount of \$5,526.30 with a 50% match. [24 - 276](#)
- Attachments:** [Grant Application, Dept of Justice, Bulletproof Vest Grant](#)
- This agenda item was approved.
13. Consideration of a nonattest accounting services agreement between Laramie County, WY, and RLR, LLP, in an amount not to exceed \$26,800 for nonattest accounting services. [24 - 277](#)
- Attachments:** [FY24 Nonattest Accounting Services Agreement, RLR, LLP](#)
- This agenda item was approved.
-

14. Consideration of an agreement between Laramie County, WY, and Butler Accounting, Inc, in an amount not to exceed \$12,900 to provide year-end bookkeeping and accounting services as described in attachment A. [24 - 286](#)

**Attachments:** [Agreement, Butler Accounting, Inc](#)

This agenda item was approved.

15. Consideration of an audit services agreement between Laramie County, WY, and CliftonLarsonAllen, LLP, in an amount not to exceed \$105,000 to audit financial statements of Laramie County for the fiscal year ending June 30, 2024. [24 - 290](#)

**Attachments:** [Agreement, CliftonLarsonAllen LLP](#)

This agenda item was approved.

16. Consideration of the following fees collected by various county entities for April 2024: County Clerk, \$120,686.18; Sheriff, \$187,029.58; Clerk of District Court, \$25,006.63; Shooting Sports, \$13,363.37; Planning & Development and Public Works, \$308,103.57; Circuit Court, \$51,067.00; DUI Court, \$710.00; Drug Court, \$70.00. [24 - 291](#)

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

This agenda item was approved.

17. Consideration of the following part-time salaries in the amount of \$78,283.96 for May 2024: Planning, \$4,878.66; Shooting Sports, \$9,285.30; Buildings/Maintenance, \$25,238.71; Sheriff Operations, \$8,219.58; Detention, \$26,084.85; District Court, \$1,105.86; Drug/DUI Courts, \$3,471.00. [24 - 292](#)

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

This agenda item was approved.

## Warrants

18. Consideration of warrants in the amount of \$4,061,049.92 for May 2024. [24 - 293](#)

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

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

**Grants**

19. Consideration of a resolution authorizing submission of a grant application to the Cheyenne Community Public Recreation District to fund a playground to be located at the north end of Clear Creek Park in the amount of \$50,000. [24 - 289](#)

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

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, Holmes, Thompson

**Contract/Agreement/Leases**

20. Consideration of an addendum between Laramie County, WY, and Beanworks Solutions USA, Inc, in an amount of \$28,666 to provide the county with subscription access to an accounts payable platform. The county shall pay \$2,606 per month for 11 months from the effective date of agreement. [24 - 278](#)

**Attachments:** [Addendum, Beanworks Solutions USA, Inc](#)

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

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

21. Consideration of an agreement between Laramie County, WY, and Trane US, Inc, in an amount not to exceed \$245,740 to replace the covered equipment at the old courthouse as described in attachment A. [24 - 263](#)

**Attachments:** [Agreement, Trane US, Inc, Old Courthouse](#)

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

22. Consideration of a memorandum of understanding between Laramie County, WY, and US Marshals Service (USMS) for temporary, short-term, joint operations use with state/local agencies, not a part of standing USMS Investigative Operations Division regional and/or district task forces and in a geographic area not routinely served by standing USMS regional and/or district task forces. [24 - 272](#)

**Attachments:** [MOU, US Marshals Service](#)

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

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

- 23.** Consideration of the adoption of a separate contract between Laramie County, WY, as operator, and 24/7 Sobriety Systems, LLC, for county's access and use of software related to the administration of a remote alcohol and drug use monitoring platform. [24 - 282](#)

**Attachments:** [Agreement, 24/7 Sobriety Systems, LLC](#)  
[Agreement, 24/7 Sobriety Systems, LLC, Revised](#)

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, Holmes, Thompson

- 24.** Consideration of the adoption of the Laramie County Events Booking Policy. [24 - 258](#)

**Attachments:** [Laramie County Events Booking Policy](#)

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

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

- 25.** Consideration of a construction services contract between Laramie County, WY, and Alco Fence Co. Inc, in an amount not to exceed \$898,402.84 for construction of a perimeter fence at the Archer Events Complex. [24 - 288](#)

**Attachments:** [Contract, Alco Fence Co, Inc](#)

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

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

**Bids/Purchases**

26. Consideration of the ratification of a notice of award to JTL Group, Inc, dba Knife River, for the Archer Parkway Rd & Site Improvement Project, in an amount not to exceed \$2,763,990. [24 - 267](#)

**Attachments:** [Notice of Award, JTL Group, Inc, dba Knife River, Archer Parkway Rd & Site Improvement Project](#)

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, Holmes, Thompson

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

27. PUBLIC HEARING regarding a zone change from AR - Agricultural Residential to LI - Light Industrial for the north 116 feet of Tracts 143 and 144, Sunnyside Addition, 5th Filing, Laramie County, WY. [24 - 284](#)

**Attachments:** [WC Investments, Inc, Zone Change](#)

Justin Arnold, Planning, said AVI, PC, on behalf of WC Investments, Inc, submitted a zone change for 4919 Cheyenne St. He said the application was submitted for zone change from AR - Agricultural Residential to LI - Light Industrial to allow for an RV Storage Facility.

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

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

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to approve the zone change from AR – Agricultural Residential to LI – Light Industrial for the North 116 feet of Tracts 143 and 144, Sunnyside Addition, 5th Filing, with no conditions, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

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

**Contract/Agreement/Leases**

28. Consideration of change order #8 to the Sampson Construction Co, Inc, agreement (231017-8), adding concrete parking areas instead of asphalt on the north and east sides for the new senior activity center for an additional amount of \$71,340.30.

[24 - 294](#)

**Attachments:** [Change Order #8, Sampson Construction Co, Inc](#)

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 3:57 pm.**

**CERTIFICATION**

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, June 4, 2024.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Brian Lovett, Chairman,

Board of County Commissioners

**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).