

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, May 7, 2019

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for April 16, 2019.

[19 - 159](#)

Attachments: [DRAFT OF THE 04-16-19 MINUTES](#)

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: Heath, Ash, Holmes, Malm, Thompson

2. Consideration of the Special Meeting Minutes of Proceedings for April 23, 2019.

[19 - 171](#)

Attachments: [DRAFT 04-23-19 SPECIAL MEETING MINUTES](#)

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

Aye: Heath, Ash, Holmes, Malm, Thompson

Consent Agenda

Approval of the Consent Agenda

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

Aye: Heath, Ash, Holmes, Malm, Thompson

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3. Consideration of the following fees collected by various County entities for March 2019: County Clerk, \$127,384.94; Sheriff, \$147,209.80; Clerk of District Court, \$15,251.50; Shooting Sports, \$19,132.27; Planning & Development, \$238,893.66; Circuit Court, \$52,465.00; DUI Court, \$540.00; Drug Court, \$526.00. [19 - 160](#)

Attachments: [MARCH FEES](#)

This agenda item was approved.

4. Consideration of warrants in the amount of \$3,760,932.22 for April 2019. [19 - 162](#)

Attachments: [APRIL WARRANTS](#)

This agenda item was approved.

5. Consideration of the following part-time salaries in the amount of \$30,762.16 for April 2019: Planning, \$460.00; Shooting Sports, \$4,277.50; Fair \$1,606.00; Buildings/Maintenance, \$15,499.28; Sheriff Operations, \$1,254.61; Detention \$7,055.94; District Court, \$75.00; Drug/DUI Courts, \$533.83. [19 - 161](#)

Attachments: [PART TIME SALARIES](#)

This agenda item was approved.

6. Consideration of a malt beverage permit submitted by Cindy and Dave Delancey, dba Delancey Enterprises, LLC, for a rodeo located at 1806 Torrington Road, Cheyenne, WY, on June 11, 2019. [19 - 146](#)

Attachments: [Malt Beverage Permit - Delancy](#)

This agenda item was approved.

7. Consideration of a catering permit submitted by Viper Inc., dba The Den, located at 8 US Hwy 85, Cheyenne, WY, for a bike rally on June 22, 2019. [19 - 145](#)

Attachments: [Catering Permit-Viper](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and Childress Accounting and Consulting for non-attest accounting services for FY2019. The agreement provides bookkeeping and accounting services as described in Attachment A. The County shall pay the contractor an amount not to exceed \$11,202. [19 - 147](#)

Attachments: [Childress Service Agreement](#)

This agenda item was approved.

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9. Consideration of an addendum with Meridian Fire and Security, LLC, for the purpose of testing and inspection of fire and alarm detection systems at the Laramie County Juvenile Detention Center, 3794 Prairie Center Circle, Cheyenne, WY. The County shall pay the contractor \$1,366 to perform maintenance and inspection services described in the scope of work set out in the agreement. [19 - 151](#)

Attachments: [Meridian Fire & Safety \(Juvenile\)](#)

This agenda item was approved.

10. Consideration of an addendum with Meridian Fire and Security, LLC, for the purpose of testing and inspection of fire and alarm detection systems at the Laramie County Sheriff's Complex, 1910 Pioneer Avenue, Cheyenne, WY. The County shall pay the contractor \$3,193 to perform maintenance and inspection services described in the scope of work set out in the agreement. [19 - 152](#)

Attachments: [Meridian & Fire \(Adult\)](#)

This agenda item was approved.

11. Consideration of a maintenance agreement between Laramie County, WY, and Phoenix Fire Protection for maintenance and inspection of portable handheld fire extinguishers, automatic fire sprinkler systems, and FM 200 fire suppression systems at the Laramie County Detention Center. The County shall pay the contractor \$13,387.98 for services described in the maintenance agreement, effective July 1, 2019, through June 30, 2020. [19 - 178](#)

Attachments: [Phoenix Fire Protection Agreement-Adult](#)

This agenda item was approved.

12. Consideration of a maintenance agreement between Laramie County, WY, and Phoenix Fire Protection for maintenance and inspection of handheld fire extinguishers, automatic fire sprinkler systems, and the wet chemical kitchen extinguishing system for the Laramie County Sheriff's Department Youth Correctional Facility located at the Laramie County Juvenile Service Center. The County shall pay the contractor \$1,430.52 for services described in the maintenance agreement, effective July 1, 2019, through June 30, 2020. [19 - 179](#)

Attachments: [Phoenix Fire Protection Agreement-Juvenile](#)

This agenda item was approved.

- 13.** Consideration of the ratification of a memorandum of understanding between Laramie County, WY, and the Wyoming Association of Sheriffs and Chiefs of Police for the Sheriff's Department to provide meals to association members as consideration for providing assessment center services to the Laramie County Sheriff's Department. [19 - 156](#)
- Attachments:** [Sheriffs & Chiefs of Police MOU](#)
- This agenda item was approved.
- 14.** Consideration of a credit account application between Laramie County, WY, and Tyrrell Chevrolet Company. [19 - 183](#)
- Attachments:** [Tyrrell Credit Account Application](#)
- This agenda item was approved.
- 15.** Consideration of a request to trade in a 2009 Chevy Malibu and a 2009 Chevy Equinox with a total trade-in value of \$4,800, toward the purchase of a new vehicle from Spradley Barr Ford. [19 - 155](#)
- Attachments:** [Vehicle trade April 2019](#)
- This agenda item was approved.
- 16.** Consideration of the disposal of 53 TASER X26. [19 - 163](#)
- Attachments:** [Asset Deletion TASER](#)
- This agenda item was approved.
- 17.** Consideration of a resolution authorizing the ratified submission of a grant application to the Wyoming Office of Homeland Security for the FFY2019 Security Grant Program to request funding for the Cheyenne Laramie County Health Department in the amount of \$41,530 for a building security project. [19 - 157](#)
- Attachments:** [Health Dept WOHS Application \\$41,530](#)
- This agenda item was approved.
- 18.** Consideration of a resolution authorizing the ratified submission of a grant application to the Wyoming Office of Homeland Security for the FFY2019 State Homeland Security Grant Program for the Risk Management Department in the amount of \$108,575.83 for an emergency egress project. [19 - 158](#)
- Attachments:** [Risk WOHS Application \\$108,575.83](#)
- This agenda item was approved.
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19. Consideration of a resolution authorizing the ratified submission of a grant application to the Cheyenne Regional Medical Center for the Laramie County Prevention Grant to requesting funding for the Sheriff's Department in the amount of \$15,000 to address enforcement activities (tobacco/vaping, adult binge drinking and opioid abuse). [19 - 164](#)

Attachments: [Prevention Grant Sheriff-Ratification](#)

This agenda item was approved.

20. Consideration of a resolution authorizing the ratified submission of four combined applications to the Wyoming Department of Family Services for the Temporary Assistance to Needy Families, Community Program Initiative to request funding for the Boys and Girls Club, CLIMB Wyoming, Greater Wyoming Big Brothers Big Sisters, and the Wyoming Family Home Ownership Program (dba My Front Door) in the amount of \$206,100. [19 - 172](#)

Attachments: [Ratified Submittal of TANF Applications 2019-2020](#)

This agenda item was approved.

21. Consideration of a resolution authorizing the submission of a grant application to the Wyoming Office of Homeland Security for the Emergency Management Planning Grant, on behalf of the governing body of Laramie County, WY, to request funding for Laramie County Emergency Management Agency in the amount of \$140,895 to support operations in FY2020. [19 - 184](#)

Attachments: [EMPG 2019 Application \\$140,895](#)

This agenda item was approved.

22. Consideration of a lease agreement between Laramie County, WY, and Vicky Koch for mowing services at Archer. [19 - 169](#)

Attachments: [Archer Complex Mowing Lease](#)

This agenda item was approved.

Contract/Agreement/Leases

23. Consideration of an audit services agreement between Laramie County, WY, and CliftonLarsonAllen, LLP. The purpose of the agreement is to audit financial statements of Laramie County for the fiscal year ending June 30, 2019. County shall pay contractor not more than \$77,975. [19 - 166](#)

Attachments: [CliftonLarsonAllen, LLP, Audit Service Agreement](#)

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

Aye: Heath, Ash, Holmes, Malm, Thompson

- 24.** Consideration of an amendment to oil and gas lease 181204-13 between Laramie County, WY, and EOG Resources, Inc.

[19 - 168](#)

Attachments: [Amendment to EOG Oil and Gas Lease 181204-13](#)

Dave Bumann, Public Works Director, explained the amendment is to adjust the existing surface land at the Archer Complex and noted that the County would be compensated accordingly to the surface use agreement.

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

Aye: Heath, Ash, Holmes, Malm, Thompson

- 25.** Consideration of a service agreement between Laramie County, WY, and Stericycle, Inc./Shred-it for the purpose of providing document destruction services for EMA.

[19 - 173](#)

Attachments: [Stericycle/Shred-it Agreement](#)

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

Aye: Heath, Ash, Holmes, Malm, Thompson

License/Permits

- 26.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Shawna Williams-McDonald, dba Wyoming Fireworks Warehouse, located at 12616 I-80 Service Road.

[19 - 167](#)

Attachments: [Wyoming Fireworks Warehouse Fireworks application](#)

Matt Butler, County Fire Warden, advised the Board that he and Environmental Health performed the required inspections and everything was in order.

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

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

Aye: Heath, Ash, Holmes, Malm, Thompson

27. PUBLIC HEARING regarding a yearly fireworks permit submitted by Michael Johnson, dba Pyro City Fireworks, located at 245 I-25 Service Road. [19 - 174](#)

Attachments: [Pyro City - I-25 Fireworks yearly application](#)

Matt Butler, County Fire Warden, advised the Board that he and Environmental Health performed the required inspections and everything was in order for agenda items 27 through 30.

Chairman Heath opened the hearing for PUBLIC COMMENT on agenda items 27 through 30. Hearing no PUBLIC COMMENT, Chairman Heath 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: Heath, Ash, Holmes, Malm, Thompson

28. PUBLIC HEARING regarding a seasonal fireworks permit submitted by Michael Johnson, dba Pyro City, located at 3115 West College Dr. [19 - 176](#)

Attachments: [Pyro City - W College Drive Fireworks application](#)

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: Heath, Ash, Holmes, Malm, Thompson

29. PUBLIC HEARING regarding a seasonal fireworks permit submitted by Michael Johnson, dba Fireworks Outlet, located at 251 I-25 Service Road. [19 - 175](#)

Attachments: [Fireworks Outlet - I-25 Fireworks application](#)

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: Heath, Ash, Holmes, Malm, Thompson

30. PUBLIC HEARING regarding a seasonal fireworks permit submitted by Michael Johnson, dba Fireworks Outlet, located at 207 S Greeley Highway.

[19 - 177](#)

Attachments: [Firework Outlet Fireworks - S Greeley Hwy application](#)

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: Heath, Ash, Holmes, Malm, Thompson

Land Use:Variances/Board App./Plats

31. PUBLIC HEARING regarding a Subdivision Permit and Plat for Carpenter Pump Station, 1st Filing, a portion of land located in the SW1/4 NW1/4, Section 35, T. 13N., R. 63W., of the 6th P.M., Laramie County, WY.

[19 - 181](#)

Attachments: [Carpenter Pump Station, 1st Filing Subdivision](#)

Brad Emmons, Planning, said the proposed tract, currently owned by Mr. Roof, is located on vacant land with agriculture being the primary land use. The surrounding properties consist of larger tracts of land, with single-family residences and associated accessory structures. A tract of land, approximately three and a half acres in size, lies in the southwest portion of Section 35. This tract is owned by the Applicant, with an existing Compressor Station in operation on the site.

Mr. Emmons said based on evidence provided, staff recommends approval with the adoption of findings of fact a and with the condition that remaining clerical corrections on the plat be addressed prior to recordation.

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

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to approve the Subdivision Permit and Plat for Carpenter Pump Station, 1st Filing, with condition 1, and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

Report & Public Petitions

32. PUBLIC HEARING regarding a request for vacation of the public right-of-way known as Grove Drive, described as beginning at the W1/2 SW1/4, SW1/4 NW1/4, Section 34, T. 15N., R. 66W., and Block 4, Block 5, Block 10, and Block 11, Wyoming Ranchettes, 1st Filing, a length of 5,333.28 feet more or less, along the east line of Section 33.

[19 - 182](#)

Attachments: [Wyoming Ranchettes, 1st Filing Grove Drive Vacation Petition](#)

Dave Bumann, Public Works Director and appointed viewer, recommended denial of the petition to vacate a portion of Grove Drive. Mr. Bumann spoke of the various reasons for his recommendation.

Chairman Heath opened the hearing for PUBLIC COMMENT.

Barbara Carley, resident of the area, spoke in favor of vacation of the portion of Grove Drive. Ms. Carley noted the reason she wanted the road vacated was to keep the area for recreational use only and for it not to be developed. Chairman Heath and Commissioner Thompson both advised Ms. Carley that if the road is vacated, a potential owner could construct a fence to prevent use of the land.

Ellen Southwell, resident of the area, asked the Board to deny vacation of the road or to consider postponing the decision in order to discuss the vacation with other neighbors.

John Sayers, representative for Jordan Pasture LLC., questioned how Jordan Pasture Subdivision would be able to get the third access into the subdivision if the road was vacated. Mr. Sayers also spoke about research he had done for the Grove Drive right-of-way the State granted to the County.

Hearing no further PUBLIC COMMENT, Chairman Heath closed the hearing.

Commissioner Thompson questioned the plan for development of the road. Mr. Bumann noted the northern property owner is the State and said if the road was vacated and future needs required a right-of-way or easement, the cost would be at a premium. Commissioner Ash questioned the difference when the Board did not require Jordan Pasture Subdivision to have a public right-of-way. Mr. Bumann stated Grove Drive is currently an existing public right-of-way. Chairman Heath spoke about the new method the State is using to determine the price for an easement.

Commissioner Thompson noted there were other access points for the surrounding areas. Commissioner Ash noted her conflicts with the vacation and with granting Jordan Pasture Subdivision the ability to have a private right-of-way to the subdivision. Commissioner Ash also stated the property in the area could be developed in the future and a public right-of-way may be needed for Grove Drive.

A motion was made by Commissioner Holmes, seconded by Commissioner Malm, to deny the vacation of Grove Drive. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm

Nay: Thompson

The meeting adjourned at 4:27 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.