

**LARAMIE COUNTY CLERK  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM PROCESSING FORM**

**1. DATE OF PROPOSED ACTION:** February 7, 2012

**2. AGENDA ITEM:** ☐ Appointments ☐ Bids/Purchase ☐ Claims  
☐ Contracts/agreements/lease ☐ 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:** Debbye Lathrop

**4. DESCRIPTION :** Consideration of the Minutes of Proceedings for January 17, 2012.

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

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

**Clerks Use Only:**

Commissioner

Humphrey \_\_\_\_\_

Woodhouse \_\_\_\_\_

Thompson \_\_\_\_\_

Action \_\_\_\_\_

Postponed/Tabled \_\_\_\_\_

Signatures

Co Attny \_\_\_\_\_

Assist Co Attny \_\_\_\_\_

Grants Manager \_\_\_\_\_

Outside Agency \_\_\_\_\_

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

Tuesday, January 17, 2012

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- 120117 00** The Laramie County Commissioners met in regular session Tuesday, January 17, 2012 at 3:30 p.m. Those in attendance were Commissioner Gay Woodhouse, Chairman; Commissioner Troy Thompson, Vice-Chairman; Commissioner Diane Humphrey; County Attorney Mark Voss; County Clerk Debbye Lathrop; and Chief Deputy County Clerk Rhonda Bush.

Those signing the register were Jim Woods, Heartland Home Builders; Guy Cleveland, Right Brain Digital; Marty Luna, Coroner; Gary M. Hickman, Cheyenne Laramie County Health Department/Environmental Health; Heather N. Smith, EOG Resources, Inc.; Don Beard, Laramie County Public Works; Richard Campbell; Lorraine Campbell; Amanda Carbajal; Sandra Newland, Laramie County Grants; Trudy Eisele, County Treasurer; Lisa Pafford, City Development; Rob Cleveland, Laramie County EMA; Jeanine West, Laramie County EMA; John Haukap; Marilyn Ham; John Steil, Steil Surveying; James Perot MacNeil; Brad Emmons, AVI.

- 01** Commissioner Humphrey asked Heather Smith from EOG to come forward and be recognized on behalf of EOG Resources, Inc. for their check in the amount of \$700,000 to help with the repair of County Road 203 South of Carpenter. A coffee mug was presented to Heather.
- 02** Commissioner Thompson moved to have Commissioner Woodhouse be Chairman and himself be Vice-Chairman of the Board of Laramie County Commissioners. Commissioner Woodhouse seconded the motion, which passed unanimously.
- 03** Commissioner Thompson moved to approve the Minutes of Proceedings for January 3, 2012. Commissioner Humphrey seconded the motion, which passed unanimously.
- 04** Commissioner Thompson moved to approve the disposal of various computer equipment submitted by Information Technology. Commissioner Humphrey seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 05** Commissioner Thompson moved to approve the appointment of John Rogers as Magistrate for the Circuit Court of the First Judicial District, Laramie County, State of Wyoming. Commissioner Humphrey seconded the motion, which passed unanimously. The resolution is filed in central files with the County Clerk.
- 06** Commissioner Thompson moved to approve the appointment of Timothy Kingston as Magistrate for the Circuit Court of the First Judicial District, Laramie County, State of Wyoming. Commissioner Humphrey seconded the

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

- 07** Commissioner Thompson moved to approve a resolution designating Laramie County Financial Institutions as depositories and authorization to place investments for the calendar year of 2012. Commissioner Humphrey seconded the motion, which passed unanimously. The resolution is filed in central files with the County Clerk.
- 08** Commissioner Thompson moved to approve addendum number six to Security System Design, Installation, and Service Agreement 100504-17 between Laramie County and VTI to install front door security system on the Sheriff's Department main entrance north doors in the amount of \$4,772.94 to be paid from the Byrne Grant Funds. Commissioner Humphrey seconded the motion, which passed unanimously. The addendum is filed in central files with the County Clerk.
- 09** Commissioner Thompson moved to approve a grant award from the Wyoming Office of Homeland Security Grant Program Law Enforcement and Terrorism Prevention-Oriented Activities (LETPA) in the amount of \$6,167.13 to run September 1, 2011 through March 31, 2014. Commissioner Humphrey seconded the motion, which passed unanimously. After obtaining all signatures, the grant award is to be filed in central files with the County Clerk.
- 10** Commissioner Thompson moved to approve amendment one to grant agreement 100504-28 between Laramie County and The Wyoming Business Council for the NCAR project to extend construction service completion from December 31, 2011 to June 30, 2012. Commissioner Humphrey seconded the motion, which passed unanimously. The amendment is filed in central files with the County Clerk.
- 11** Commissioner Thompson moved to approve Certificate of County Warrant or Order Cancellation for the following: #320489 SCCDA \$50.00; #321504, Linda Burt \$525.00; #322361 Linda Burt \$255.00; #322672 Thomas H Coyne \$195.00; #322796 Danny Glick \$39.00. Commissioner Humphrey seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 12** Commissioner Thompson moved to approve an onsite support contract and addendum between Laramie County and DocuTek, Inc. for the annual maintenance agreement for the Minolta PS700MKII in the amount of \$1,500 to run January 7, 2012 to January 6, 2013. Commissioner Humphrey seconded the motion, which passed unanimously. The contract/addendum is filed in central files with the County Clerk.
- 13** Commissioner Thompson moved to approve a grant award agreement between Laramie County and the Wyoming Office of Homeland Security Grant Program Law Enforcement and Terrorism-oriented Prevention Activities (SHSGP LETPA) in the amount of \$38,984.86 from September 1, 2011 through March 31, 2014. Commissioner Humphrey seconded the motion, which passed unanimously. After obtaining all signatures, the

agreement is to be filed in central files with the County Clerk.

- 14** Guy Cleveland, representing Right Brain Digital, presented changes to the capability and content of the electronic sign in the atrium and also consideration of a name change on the contract to "Right Brain Digital." Commissioner Thompson moved to postpone consideration of the changes and content as well as the name change until the first meeting in February, 2012. Commissioner Humphrey seconded the motion, which passed unanimously.
- 15** Gary Kranse, Planning and Development, presented an agreement among Laramie County, Rolling Rock Apartments LP, and Heartland Home Builders, Inc. to provide for the completion of certain projects at the Rolling Rock property for the remediation of runoff or erosion control issues that may result from the site with payment being made to Laramie County in the amount of \$5,265 for all labor, material, permits, and equipment charges. Mr. Kranse stated the agreement requires a \$25,000 cash deposit in the event the work does not resolve all of the drainage and erosion control issues due to the Rolling Rock development. County Attorney Mark Voss stated Section 5, paragraph C, of the contract has been modified to include a provision that the deposit may be used by the County in the event the agreement is terminated by breach by either party. There is no signature from the representatives of Rolling Rock on the agreement with the new provision. Jim Woods, Heartland Home Builders, stated he has not seen the change, but appreciates the cooperation of the County and is anxious to remedy the problem. Commissioner Thompson moved to approve the agreement with the modification of Section 5, Paragraph C of the agreement. Commissioner Humphrey seconded the motion, which passed unanimously. After obtaining all signatures, the agreement is to be filed in central files with the County Clerk.
- 16** Don Beard presented bids from John Deere and Wyoming Machinery for motor graders. The total bid from John Deere is \$870,675; the bid from Wyoming Machinery is \$917,190. At the time of delivery, the County will sell two motor graders, bringing the total cash outlay to \$502,447 if the bid from John Deere is accepted, which is the recommendation of the Public Works Director. Commissioner Humphrey moved to approve the bid from John Deere. Commissioner Thompson seconded the motion, which passed unanimously. The original bids were not received into record.
- 17** Brad Emmons, AVI PC, agent for the applicant, presented a request to allow a real estate sign to be erected on County property located at the corner of West College Drive and Cedar Avenue, Tract 5, Allison Draw Flood Control Project. Gary Kranse, Planning and Development, presented the staff report and recommended approval with the following condition: 1) All required permits, including sign permits, shall be submitted for review and approval prior to sign erection; the sign permit shall address a defined date of sign removal. Chairman Woodhouse opened the meeting as a PUBLIC HEARING. James Perot MacNeil questioned if there was a conflict of interest. Hearing no further public comment, the Chairman closed the PUBLIC HEARING. Commissioner Thompson moved to approve the

request with the above condition. Commissioner Humphrey seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.

- 18** Brad Emmons, AVI PC, agent for the applicant, presented a change in zone districts from the Overland Trail PUD to the Swan Ranch Rail Park North PUD, A2, L1, and CB zone districts for the area to be included in the Swan Ranch Rail Park 5th Filing, located in portions of Sections 10, 11, 14, 15, 16, 21, 22, 23, 27, & 28 all in T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming. (postponed from November 15, 2011) Mr. Emmons stated the delay on this was due to the alignment of the roads and those alignments have now been determined. The PUD zoning will mostly be in the areas that are adjacent to rail spurs. Gary Kranse, Planning and Development, presented the staff report and recommended approval on four separate actions with four separate resolutions with the condition to eliminate all references to Swan Ranch Rail Park 5th Filing and replace with Swan Ranch Rail Park North PUD. Chairman Woodhouse opened the meeting as a PUBLIC HEARING. Mr. James Perot MacNeil opposed the zone changes; he stated the land will remain agricultural and that "they" have no right to do anything except graze cattle. Hearing no further comment, the Chairman closed the PUBLIC HEARING. Commissioner Thompson moved to approve a resolution for a change in Zone District from the Overland Trails PUD to the Agricultural (A2) Zone District, located in portions of Sections 10, 11, 14, 15, and 16, all in T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming. Commissioner Humphrey seconded the motion, which passed unanimously. Commissioner Thompson moved to approve a resolution for a change in Zone District from the Overland Trails PUD to the Community Business (CB) Zone District, located in portions of Sections 23, 26, and 27, all in T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming. Commissioner Humphrey seconded the motion, which passed unanimously. Commissioner Thompson moved to approve a change in Zone District from The Overland Trails PUD to the Light Industrial (LI) Zone District, located in portions of Sections 11, 14, 15, 22, and 23, all in T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming. Commissioner Humphrey seconded the motion, which passed unanimously. Commissioner Thompson moved to approve a change in Zone District from The Overland Trails PUD to The Swan Ranch Rail Park North Planned Unit Development (PUD) Zone District, located in portions of Sections 14, 15, 16, 21, 22, 23, 27, and 28, all in T.13N., R.67W., of the 6th P.M., Laramie County, Wyoming. Commissioner Humphrey seconded the motion, which passed unanimously.

- 19** Gary Hickman, Cheyenne/Laramie County Health Department presented an exception to the "201 Agreement" to allow a septic permit for a temporary holding tank for a commercial property located in the N1/2N1/2NE1/4NE1/4 of Section 11, Township 13N., Range 67W., a/k/a 4121 West Fifth Street. (The exception is being requested because of the potential of WYDOT taking the property to enhance an interstate interchange at I-25 and I-80,

which would destroy infrastructure of a hookup to city sewer.) Mr. Hickman stated this has been approved by the Planning Commission and that the approval also requires action by the Cheyenne City Council. The holding tank may be temporary until such time as the Wyoming Department of Transportation determines whether or not they need to acquire some of the property for a cloverleaf exit off I-25. John Steil, agent for the applicant, stated that the intent of the original building was to be cold storage; however, there has been interest in leasing the buildings for purposes which would require restrooms for use by the occupants of the leased property. Chairman Woodhouse opened the meeting as a PUBLIC HEARING. Hearing no public comment, the Chairman closed the PUBLIC HEARING. Commissioner Thompson moved to approve the septic permit for a temporary holding tank. Commissioner Humphrey seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.

- 20** Gary Hickman, Cheyenne/Laramie County Health Department, presented an exception to the "201 Agreement" to allow a septic permit to repair a septic system for a residential property located at Tract 1, Lincoln Valley Tracts; Section 36, T.14N., R.66W., a/k/a 6509 Tate Road. (The exception is being requested because of hardship due to severe costs to hookup to city sewer.) The permit was denied by the department; however, that decision was appealed to the Planning Commission, which approved the permit. The applicant stated the septic system was installed in 1999, but they now have adult grandchildren living temporarily in the home, bringing the total number to seven. This has saturated the system, and they need to extend the drain field so the system can handle the temporary occupancy. In response to a question from Commissioner Thompson, Mr. Hickman stated the estimated cost to hook into the City system could be at least \$60,000 which does not include the additional annexation costs of water, sidewalk, and other amenities required by the City. Chairman Woodhouse opened the meeting as a PUBLIC HEARING. James Perot MacNeil rose to speak in favor of the septic permit. Hearing no further public comment, the Chairman closed the PUBLIC HEARING. Commissioner Humphrey moved to approve the exception to the "201 Agreement" and issue a septic permit for the property. Commissioner Thompson seconded the motion, which passed unanimously. Documentation is filed in central files with the County Clerk.
- 21** Commissioner Thompson moved to approve a three-year lease agreement between Laramie County and Messenger LLC for the front part of a storage facility located at 2507 East 7th Street in the amount of \$15,750 per year through August 30, 2014 with the payments coming from Homeland Security Grant Funds. Commissioner Humphrey seconded the motion, which passed unanimously. The agreement is filed in central files with the County Clerk.

The meeting adjourned at 4:19 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, January 17, 2012

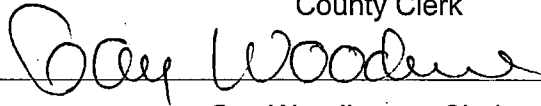
## SEAL

Approved by : \_\_\_\_\_



Debra K. Lathrop  
County Clerk

Reviewed by : \_\_\_\_\_



Gay Woodhouse, Chairman  
Board of County Commissioners

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources, 310 West 19th Street, Cheyenne, WY 82001, (307)633-4355 within a reasonable time.