

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



---

**Tuesday, May 2, 2023**

**3:30 PM**

**Commissioners Board Room**

---

### Roll Call/Call to Order

**Present:** Chairman Troy Thompson, Vice Chairman Brian Lovett, Commissioner Linda Heath, Commissioner Gunnar Malm

**Excused:** Commissioner K. N. Buck Holmes

### Minutes

1. Consideration of the Minutes of Proceedings for April 18, 2023.

[23 - 187](#)

**Attachments:** [Draft Minutes April 18, 2023](#)

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

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

**Excused:** Holmes

2. Consideration of the Minutes of Proceedings for the special meeting April 24, 2023.

[23 - 188](#)

**Attachments:** [Draft Minutes Special Meeting April 24, 2023](#)

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

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

**Excused:** Holmes

## Consent Agenda

### Approval of the Consent Agenda

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

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

**Excused:** Holmes

3. Consideration of an appraisal service contract between Laramie County, WY, and Thomas Y Pickett & Co, Inc. [23 - 160](#)

**Attachments:** [Appraisal Service Contract, T Y Pickett Co, Inc](#)

This agenda item was approved.

4. Consideration of a legal services agreement between Laramie County, WY, and Lemke & Associates, LLC, to provide legal services to indigent parents in accordance with WS 14-3-422(b) and to comply with the County's obligation pursuant to WS 14-3-434(b) at a rate of \$100 per hour. [23 - 172](#)

**Attachments:** [Legal Services Agreement, Lemke & Associates, LLC](#)

This agenda item was approved.

5. Consideration of an amendment to the legal services agreement between Laramie County, WY, and Domonkos & Thorpe, LLC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 173](#)

**Attachments:** [Amendment, Domonkos & Thorpe, LLC](#)

This agenda item was approved.

6. Consideration of a legal services agreement between Laramie County, WY, and Harris Harris & Quinn, PC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 174](#)

**Attachments:** [Legal Services Agreement, Harris Harris & Quinn, PC](#)

This agenda item was approved.

7. Consideration of a legal services agreement between Laramie County, WY, and Steamboat Law, LLC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 175](#)

**Attachments:** [Legal Services Agreement, Steamboat Law, LLC](#)

This agenda item was approved.

- 
8. Consideration of a legal services agreement between Laramie County, WY, and Woodhouse Roden Ames & Brennan, LLC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 176](#)
- Attachments:** [Legal Services Agreement, WRA & B, LLC](#)
- This agenda item was approved.
9. Consideration of a legal services agreement between Laramie County, WY, and Donald E Miller to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 191](#)
- Attachments:** [Legal Services Amendment, Donald Miller](#)
- This agenda item was approved.
10. Consideration of a legal services agreement between Laramie County, WY, and Wyoming Legal Group, LLC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 193](#)
- Attachments:** [Legal Services Amendment, Wyoming Legal Group LLC](#)
- This agenda item was approved.
11. Consideration of an amendment to the legal services agreement between Laramie County, WY, and Steiner, Fournier & Zook, LLC, to provide legal services to indigent parents at a rate of \$100 per hour. [23 - 180](#)
- Attachments:** [Amendment, Steiner, Fournier & Zook](#)
- This agenda item was approved.
12. Consideration of a resolution adopting the Wyoming Region 7 Hazard Mitigation Plan 2023 update for Laramie County, WY. [23 - 182](#)
- Attachments:** [Resolution , Adopting Mitigation Plan Laramie County, WY Reg 7 HMP](#)
- This agenda item was approved.
13. Consideration of the ratification of a resolution authorizing acceptance of an award from the American Heart Assoc in the amount of \$2,500 for a Healthy for Life Community Nutrition Grant program for the Extension office to run through Oct 15, 2023. [23 - 158](#)
- Attachments:** [Grant Award, American Heart Assoc](#)
- This agenda item was approved.
14. Consideration of amendment one to the grant agreement between Laramie County, WY, and WY Dept of Health, Public Health Division, to extend the term of the agreement through May 31, 2024. [23 - 159](#)
-

**Attachments:** [Amendment One, DOH- Public Health Div](#)

This agenda item was approved.

15. Consideration of an agreement between Laramie County, WY, City of Cheyenne, Cheyenne Regional Medical Center, and Dr Clair White, University of WY. The purpose of this agreement is for the Behavioral Health Co-Response Project for the use and sharing of protected health information between parties in relation the co-response efforts. [23 - 168](#)

**Attachments:** [Agreement, CRMC, City of Cheyenne and Dr Clair White](#)

This agenda item was approved.

16. Consideration of an agreement between Laramie County WY, and Mac Equipment, Inc in the amount of \$62,490.73 to purchase a multi-purpose tractor for Public Works Dept. [23 - 177](#)

**Attachments:** [Agreement, Mac Equipment, Inc](#)

This agenda item was approved.

17. Consideration of a US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund contract between Laramie County, WY, and K9s 4 Mobility in the amount of \$15,000 to run through Dec 31, 2023. [23 - 184](#)

**Attachments:** [Agreement, US Dept of Treasury, K9s 4 Mobility](#)

This agenda item was approved.

18. Consideration of a memorandum of understanding between Laramie County, WY, and Albany County, WY, for extraterritorial law enforcement assistance with the Sheriff's Dept. [23 - 164](#)

**Attachments:** [MOU, Albany County](#)

This agenda item was approved.

19. Consideration of a memorandum of understanding between Laramie County, WY, and the Laramie Police Dept for extraterritorial law enforcement assistance with the Sheriff's Dept. [23 - 165](#)

**Attachments:** [MOU, City of Laramie](#)

This agenda item was approved.

20. Consideration of a memorandum of understanding between Laramie County, WY, and Goshen County, WY, and for extraterritorial law enforcement assistance with the Sheriff's Dept. [23 - 166](#)

**Attachments:** [MOU, Goshen County](#)

This agenda item was approved.

- 21.** Consideration of a memorandum of understanding between Laramie County, WY, and Platte County, Wyoming for extraterritorial law enforcement assistance with the Sheriff's Dept. [23 - 167](#)

**Attachments:** [MOU, Platte County](#)

This agenda item was approved.

- 22.** Consideration of the following fees collected by various County entities for March 2023: County Clerk, \$119,930.78; Sheriff, \$129,042.40; Clerk of District Court, \$24,044.50; Shooting Sports, \$17,030.74; Planning & Development, \$128,748.79; Circuit Court, \$40,164.00; DUI Court, \$550.00; Drug Court, \$483.00. [23 - 185](#)

**Attachments:** [March Fees 2023](#)

This agenda item was approved.

- 23.** Consideration of the following part-time salaries in the amount of \$39,150.52 for April 2023: Grants, \$1,641.40; Planning, \$1,054.18; Shooting Sports, \$3,869.40; Events Dept, \$570.00; Buildings/Maintenance, \$15,784.47; Sheriff Operations, \$5,418.36; Detention, \$9,581.69; Drug/DUI Courts, \$1231.02. [23 - 186](#)

**Attachments:** [April Part-time Salaries 2023](#)

This agenda item was approved.

## Warrants

Chairman Thompson announced he had a conflict of interest with agenda #24

- 24.** Consideration of warrants in the amount of \$3,189,259.92 for April 2023. [23 - 203](#)

**Attachments:** [April Warrants 2023](#)

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

**Aye:** Lovett, Heath, Malm

**Excused:** Holmes

**Recused:** Thompson

**Contract/Agreement/Leases**

25. Consideration of an agreement between Laramie County, WY, and GE Software, Inc, to provide Laramie County with EKOS software to monitor gas pump usage as described in attachment A. [23 - 178](#)

**Attachments:** [Agreement, GE Software, Inc](#)

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

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

**Excused:** Holmes

26. Consideration of the 2023 Wildland Fire Management Annual Operating Plan. [23 - 181](#)

**Attachments:** [2023 Wildland Fire Management Operating Plan](#)

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

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

**Excused:** Holmes

27. Consideration of an agreement between Laramie County, WY, and Axon Enterprise, Inc, to provide digital evidence to the Sheriff's Dept as described in attachment A. [23 - 183](#)

**Attachments:** [Agreement, Axon Enterprise, Inc](#)

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

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

**Excused:** Holmes

28. Consideration of an agreement between Laramie County, WY, and Top Flight Maintenance to provide mowing, trimming and landscaping maintenance of the County building grounds, parks and common areas as described in attachment A. [23 - 189](#)

**Attachments:** [Agreement, Top Flight Maintenance](#)

A motion was made by Commissioner Malm, seconded by Commissioner

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

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

**Excused:** Holmes

### License/Permits

Items #29 and 30 were consolidated into one report and public hearing.

- 29.** PUBLIC HEARING regarding a yearly fireworks permit submitted by Phantom Fireworks Showrooms, LLC, located at 239 I-25 Service Rd East. [23 - 169](#)

**Attachments:** [Permit, Phantom Fireworks 239 I-25 Service Rd East](#)

Matt Butler, County Fire Warden, advised the Board the required inspections on the two locations were performed and everything was in order.

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

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

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

**Excused:** Holmes

- 30.** PUBLIC HEARING regarding a yearly fireworks permit submitted by Phantom Fireworks Showrooms, LLC, located at 227 I-25 Service Rd East. [23 - 170](#)

**Attachments:** [Permit, Phantom Fireworks 227 I-25 Service Rd East](#)

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

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

**Excused:** Holmes

- 31.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Shawna Williams-McDonald, dba Wyoming Fireworks Warehouse, located at 12616 I-80 Service Rd. [23 - 194](#)

**Attachments:** [Permit, Wyoming Fireworks 12616 I-80 Service Rd](#)

Matt Butler, County Fire Warden, advised the Board the required inspections were

performed and everything was in order.

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

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

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

**Excused:** Holmes

Items #32, 33 and 34 were consolidated into one report and public hearing.

- 32.** PUBLIC HEARING regarding a yearly fireworks permit submitted by Breanna Elliott, dba Artillery World, located at 237 I-25 Service Rd, Bldg A. [23 - 199](#)

**Attachments:** [Permit, Artillery World 237 I-25 Service Rd Bldg A](#)

Matt Butler, County Fire Warden, advised the Board the required inspections on the three locations were performed and everything was in order.

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

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

**Aye:** Lovett, Heath, Malm

**Nay:** Thompson

**Excused:** Holmes

- 33.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Breanna Elliott, dba Artillery World, located at 237 I-25 Service Rd, Bldg B. [23 - 200](#)

**Attachments:** [Permit, Artillery World 237 I-25 Service Rd Bldg B](#)

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

**Aye:** Lovett, Heath, Malm

**Nay:** Thompson



**Excused:** Holmes

- 34.** PUBLIC HEARING regarding a seasonal fireworks permit submitted by Breanna Elliott, dba Artillery World, located at 237 I-25 Service Rd, Bldg C.

[23 - 201](#)

**Attachments:** [Permit, Artillery World 237 I-25 Service Rd Bldg C](#)

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

**Aye:** Lovett, Heath, Malm

**Nay:** Thompson

**Excused:** Holmes

### Public Hearings/Rules & Reg's

- 35.** PUBLIC HEARING regarding a resolution adopting Laramie County Public Works fee schedule.

[23 - 179](#)

**Attachments:** [Resolution, Public Works Fee Schedule](#)

Molly Bennett, Public Works, read the executive summary into the record. Notice of Intent required under WS 16-3-103 and public comment was taken during the statutorily required 45-day period. She noted no comments were received.

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

A motion was made by Vice Chairman Lovett, seconded by Commissioner Malm, to approve the Laramie County Public Works fee schedule as required under Wyoming State Statute. The motion carried by the following vote:

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

**Excused:** Holmes

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

- 36.** PUBLIC HEARING regarding a high power transmission line by Roundhouse Interconnect, LLC, located in Sects 12 and 13, T13N, R68W, and Sects 18 and 19, T13N, R67W of the 6th PM Laramie County, WY.

[23 - 204](#)

**Attachments:** [Public Hearing Roundhouse Interconnect, LLC, Power Transmission Line](#)

Justin Arnold, Planning, said this is a public hearing only, as required by the Laramie County Land Use Regulations Section 2-2-127. The attached resolution acknowledges that a public hearing was held and the proposed route map was reviewed. Roundhouse Interconnect, LLC, on behalf of Black Hills Energy, the State of Wyoming, King Ranch Company, and Dyno Nobel, submitted an application for a public hearing before the Board of County Commissioners for a high power transmission line that will cross Laramie County for an approximate distance of 2.53 miles, roughly five miles west of Cheyenne and south of Interstate 80. All public notice requirements of the Laramie County Land Use Regulations pursuant to Section 1-2-104 have been met to conduct the public hearing.

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

The report was received and filed.

- 37.** PUBLIC HEARING regarding a zone change from CB - Community Business to MR - Medium Density Residential for Madeline Subdivision, a portion of Lot 3, Laramie County, WY.

**23 - 190**

**Attachments:** [Mellecker, Zone Change](#)

Justin Arnold, Planning, said Chris Lovas, Lovas Engineering, on behalf of William Mellecker, submitted a zone change application from CB - Community Business to MR - Medium Density Residential for property located at 130 Williams St. If approved, an administrative plat pursuant to section 2-1-102(d)(c)(iii) will be submitted to subdivide the tract into two residential parcels. A single family modular will be placed on the northern parcel and the southern parcel's current residential use will remain .

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

Chairman Thompson opened the hearing for PUBLIC COMMENT. Michael White, resident, asked if there would need to be an outside user agreement with the Board of Public Utilities. Mr. Lovas, agent for the applicant, said the South Cheyenne Water and Sewer District serves the parcel. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

A motion was made by Commissioner Malm, seconded by Vice Chairman Lovett, to adopt the findings of fact a and b of the staff report and to approve a zone change from CB – Community Business to MR – Medium Density Residential for a portion of Lot 3 of Madeline Subdivision, Laramie County, WY. The motion carried by the following vote:

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

**Excused:** Holmes

- 38.** PUBLIC HEARING regarding a vacation and replat of Tract 16, The Horse Creek Ranch, situated on a portion of Sect 34, T15N, R67W of the 6th PM, Laramie County, WY.

[23 - 192](#)

**Attachments:** [Vacation, Horse Creek Ranch, 3rd filing](#)

Bryce Hamilton, Planner, said Shane Hansen, Steil Surveying, on behalf of Frank Sanchez and Sanchez Land Development, LLC, submitted a vacation for Tract 16, The Horse Creek Ranch, located at Butch Cassidy Tr, Cheyenne, WY. The vacation was submitted in order to perform an administrative plat on Tract 16, The Horse Creek Ranch, to be replatted as The Horse Creek Ranch, 3rd Filing, with a new drainage easement reflecting the updated FEMA floodplain mapping from 2007.

Mr. Hamilton said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a, b and c.

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

A motion was made by Commissioner Heath, seconded by Commissioner Malm, to approve the vacation of Tract 16, The Horse Creek Ranch, Laramie County, WY, upon approval of the administrative plat and adopt the findings of facts a, b, and c of the staff report. The motion carried by the following vote:

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

**Excused:** Holmes

**The meeting adjourned at 4:07 pm.**

**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](mailto:lchr320@laramiecounty.com) 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).