

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, June 2, 2020**

**3:30 PM**

**Commissioners Board Room**

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### 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 May 19, 2020.

[20 - 239](#)

**Attachments:** [Draft Minutes May 19, 2020](#)

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

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

### Consent Agenda

#### Approval of the Consent Agenda

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

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

2. Consideration of an agreement between Laramie County, WY, and Legal Aid of WY, Inc., to provide legal representation to individuals detained under the involuntary hospitalization process. The agreement shall remain in full force and effect until June 30, 2021. The County shall pay the contractor \$100 per hour to provide legal services as described in the agreement.

[20 - 221](#)

**Attachments:** [Legal Aid of WY, Inc., Legal Services Agreement](#)

This agenda item was approved.

3. Consideration of an addendum to renew contract 150707-17 between Laramie County, WY, and KONE, Inc., to provide service and maintenance for elevators in various county buildings as described in Exhibit 4, until June 30, 2023.

[20 - 234](#)

**Attachments:** [KONE, Inc., Addendum](#)

This agenda item was approved.

4. Consideration of an addendum and facility rental agreements between Laramie County, WY, and Cheyenne Frontier Days, Inc., to provide vote center facilities for the 2020 Primary and General Elections. [20 - 249](#)

**Attachments:** [Cheyenne Frontier Days, Inc., Facility Rental Addendum and Agreements](#)

This agenda item was approved.

5. Consideration of the following fees collected by various County entities for April 2020: County Clerk, \$107,561.10; Sheriff, \$68,506.95; Clerk of District Court, \$14,627.00; Shooting Sports, \$15,173.82; Planning & Development, \$124,481.02; Circuit Court, \$30,527.00; DUI Court, \$1,325.00. [20 - 240](#)

**Attachments:** [April Fees 2020](#)

This agenda item was approved.

6. Consideration of the following part-time salaries in the amount of \$35,686.32 for May 2020: Coroner, \$2,440.70; Planning, \$540.00; Shooting Sports, \$4,580.46; Events Department, \$1,758.75; Buildings/Maintenance, \$17,416.15; Detention, \$8,096.12; Drug/DUI Courts, \$854.14. [20 - 241](#)

**Attachments:** [May Part-time Salaries 2020](#)

This agenda item was approved.

7. Consideration of warrants in the amount of \$2,079,014.63 for May 2020. [20 - 242](#)

**Attachments:** [May Warrants 2020](#)

This agenda item was approved.

**Report & Public Petitions**

8. Consideration of an amendment to the PlanCheyenne Future Land Use Map for an area along E. Lincolnway, west of Ridge Rd. (Amendment before the Board of County Commissioners for comment) [20 - 235](#)

**Attachments:** [County Memo PlanCheyenne Amendment](#)  
[E. Lincolnway Future Land Use Map Amendment Staff Report](#)  
[E. Lincolnway Future Land Use Map Amendment Presentation](#)

Mark Christensen, Cheyenne City Planning, gave a short presentation to obtain comments from Laramie County. The Board did not have any comments and thanked Mr. Christensen for the information.

This presentation was received and filed.

## Resolutions

9. Consideration of a resolution for compensation for election judges and canvassing board members. [20 - 183](#)

**Attachments:** [Resolution for Compensation for Election Judges and Canvassing Board Members](#)

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

## Grants

10. Consideration of a resolution authorizing the ratified submission of a grant application to the Bureau of Justice Assistance for a FY20 Coronavirus Emergency Supplemental Funding Program solicitation for the Sheriff's Dept. in the amount of \$40,275, to be used to prevent, prepare and respond to COVID19 through the purchase of PPE, Overtime, and Tele-working supplies. [20 - 222](#)

**Attachments:** [FY20 BJA COVID Grant Application, Sheriff](#)

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

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

11. Consideration of a resolution authorizing the ratified submission of a grant application to the Cheyenne Regional Medical Center for the Laramie County Prevention Grant (FY21-22), to request funding for the Sheriff's Dept. to provide enforcement activities in tobacco/vaping, adult binge drinking, drug abuse, and youth use of alcohol and marijuana in the amount of \$30,000. [20 - 223](#)

**Attachments:** [FY21-22 CRMC Prevention Grant Application, Sheriff](#)

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

12. Consideration of a resolution authorizing the ratified submission of a grant application to the Cheyenne Regional Medical Center for the Laramie County Prevention Grant (FY21-22), to request funding for the Risk Dept. to put together a mental health and suicide prevention program for Laramie County employees in the amount of \$6,090. [20 - 232](#)

**Attachments:** [FY 21-22 CRMC Grant Application, Risk Management](#)

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

13. Consideration of a resolution authorizing the submission of a grant application to the Dept. of Justice for a FY20 Bullet-Proof Vest Grant in the amount of \$6,421.69 with a 50% match to purchase 20 vests. [20 - 230](#)

**Attachments:** [FY20 Bullet-Proof Vest Grant Application, Sheriff Dept.](#)

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

14. Consideration of a grant agreement between Laramie County, WY, City of Cheyenne, Cheyenne Regional Airport Board, and the U.S. Dept. of Transportation Federal Aviation Administration for an Airport Improvement Program grant in the amount of \$54,189 for engineering support during the Runway Reconstruction Project at the airport. [20 - 233](#)

**Attachments:** [FAA Airport Improvement Program Grant Agreement](#)

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

15. Consideration of a grant agreement between Laramie County, WY, City of Cheyenne, Cheyenne Regional Airport Board, and the U.S. Dept. of Transportation Federal Aviation Administration for an FAA CARES Act grant for the Cheyenne Regional Airport for a maximum obligation in the amount of \$4,730,218. [20 - 224](#)

**Attachments:** [FAA CARES Act Grant Agreement](#)

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

16. Consideration of a grant award agreement between Laramie County, WY, and the Dept. of Justice, Bureau of Justice Assistance for a Coronavirus Emergency Supplemental Funding Program award in the amount of \$40,275 to run through January 31, 2022. [20 - 231](#)

**Attachments:** [DOJ Coronavirus Award, Sheriff Dept.](#)

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

### **Contract/Agreement/Leases**

17. Consideration of a lease agreement between Laramie County, WY, and Visionary Communications, Inc., to lease a broadcasting tower located at North Park. The term of the lease is for five years. [20 - 227](#)

**Attachments:** [North Park Tower Lease Agreement](#)

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

18. Consideration of a lease agreement between Laramie County, WY, and Visionary Communications, Inc., to lease a broadcasting tower located at North Park - Berry Tower. The term of the lease is for five years. [20 - 226](#)

**Attachments:** [North Park - Berry Tower Lease Agreement](#)

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

following vote:

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

19. Consideration of a memorandum of understanding between Laramie County, WY, on behalf of the Laramie County Combined Communications Center, and American Medical Response Ambulance Service, Inc., for provision of emergency medical dispatch services, ambulance dispatch services and dispatch software. [20 - 225](#)

**Attachments:** [LCCCC and AMR MOU](#)

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

20. Consideration of an addendum to the service agreement between Laramie County, WY, and Eventbooking.com, LLC, to provide integrated web-based services as described in attachment A. [20 - 229](#)

**Attachments:** [Eventbooking.com, LLC, Addendum to Service Agreement](#)

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

21. Consideration of an addendum to the contract between Laramie County, WY, and Metals Treatment Technologies, LLC, to provide firing range lead maintenance at the Shooting Sports Complex. [20 - 220](#)

**Attachments:** [Metals Treatment Technologies, LLC, Shooting Sports Complex](#)

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

## License/Permits

22. PUBLIC HEARING to consider a 2020-2021 restaurant liquor license renewal application submitted by GMRG ACQ 1, LLC, dba Pizza Hut #035986, located at 1308 S. Greeley Hwy., Unit A. [20 - 238](#)

**Attachments:** [Pizza Hut Restaurant Liquor License Renewal Application](#)

County Clerk Debra Lee said everything was in order with the application.

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

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

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

23. PUBLIC HEARING and consideration of the postponement request regarding a Subdivision Permit & Plat for Diamond Hills, located in a portion of the NW1/4 NW1/4, Sec. 29, T.14N., R.60W., of the 6th P.M., Laramie County, WY. (Postponed from May 19, 2020) [20 - 236](#)

**Attachments:** [Diamond Hills, Subdivision Permit & Plat](#)

Paul Whalen, Planning, said the applicant requested postponement of this item to the June 16, 2020, meeting.

A motion was made by Commissioner Thompson, seconded by Commissioner Lovett, to postpone the Subdivision Permit and Plat for Diamond Hills Subdivision until the June 16, 2020, Laramie County Commissioners Meeting. The motion carried by the following vote:

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

24. PUBLIC HEARING regarding a Subdivision Permit & Plat for Westedt Meadows, 2nd Filing, located in a portion of land situated in the SW 1/4 Sec. 21, T.14N., R.65W., of the 6th P.M., Laramie County, WY. (Postponed from May 19, 2020) [20 - 237](#)

**Attachments:** [Westedt Meadows, 2nd Filing, Subdivision Permit & Plat](#)  
[Westedt Meadows Filing 2 Subdivision Permit and Plat, Revised](#)

Paul Whalen, Planning, said AVI PC, on behalf of South Ridgeview, LLC, submitted applications for a Zone Change and Subdivision Permit & Plat for Westedt Meadows, 2nd Filing, located northeast of the Westedt Rd. - US Hwy. 30 intersection. The zone change application was approved and the Subdivision Permit and Plat was continued at the Board of County Commissioners' meeting on May 19, 2020. The applicant is requesting permission to subdivide approximately 157.5 acres into 29 single-family residential lots averaging 5.43 acres. The Laramie County Planning Commission

approved the Westedt Meadows Preliminary Development Plan on May 23, 2019.

Scott Cowley, AVI PC, addressed the agency comment from Fire Dist. #2 requesting installation of a cistern. Mr. Cowley said the County does not have a current policy to require a cistern. Mr. Cowley noted the comment was not provided during the pre-development stage of the project, nor was it requested for Westedt Meadows, 1st Filing. Mr. Cowley noted the majority of lots in Westedt Meadows, 1st Filing, have already been sold and the cost of a cistern could not be spread out. He further stated there is a water source approximately two miles away at Archer and an existing cistern approximately one mile at Alpine Ranch Rd. and Railroad Rd. Mr. Cowley said he does not feel a cistern is needed.

Mr. Whalen said based on evidence provided, staff recommends the board adopt the findings of fact a with the following recommendation: A 30,000 gallon cistern at a location to be determined prior to recordation of the plat, contingent upon the agreement that the cistern shall be maintained by Fire Dist. #2. The Community Facility Fees shall be applied to the cost of the installation.

Chairman Malm opened the hearing for PUBLIC COMMENT. Manny Muzquiz, Fire Dist. #2, spoke about the District's request for the cistern. He noted the District has requested cisterns for the last three years for all subdivisions with more than 12 units. Commissioner Thompson spoke about the proposed rules under consideration by the Fire Chiefs Association. Commissioner Thompson said the proposed rules would not require the subdivision to have the cistern installed because of the five-mile rule. Hearing no further PUBLIC COMMENT, Chairman Malm closed the public hearing.

In discussing his motion, Commissioner Thompson stated he did not include the Planning staff recommendation because of the issues raised by Mr. Cowley and the proposed rules of the Fire Chiefs Association.

Commissioner Holmes said he is a proponent of the rural fire district but did not want to burden the developer at the last minute to supply water for an entire neighborhood. He expressed the need to expedite the rules being considered by the fire chiefs.

A motion was made by Commissioner Thompson, seconded by Commissioner Lovett, to approve the Subdivision Permit and Plat for Westedt Meadows, 2nd Filing, with no conditions, and adopt the findings of fact a as shown in the staff report. The motion carried by the following vote:

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

**The meeting adjourned at 4:21 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](mailto:lchr320@laramiecounty.com) at least two business days prior to the meeting.