

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, May 17, 2022

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for May 3, 2022.

[22 - 269](#)

Attachments: [Draft Minutes May 3, 2022, Revised](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

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, Holmes, Malm

2. Consideration of a FY22 annual compensation agreement between Laramie County, WY, and the University of Wyoming.

[22 - 234](#)

Attachments: [FY22 UW Extension Annual Compensation Agreement, Brittany Newlin](#)

This agenda item was approved.

3. Consideration of a cooperative agreement to delineate responsibilities between the WY Dept of Family Services Child Support Program and the Laramie County Clerk of District Court. The term of the agreement is July 1, 2022, through June 30, 2024.

[22 - 235](#)

Attachments: [Cooperative Agreement, WY Dept of Family Services](#)

This agenda item was approved.

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4. Consideration of a stop loss insurance policy between Laramie County, WY, and BCS Insurance Co. [22 - 238](#)

Attachments: [Stop Loss Policy, BCS Insurance Co](#)

This agenda item was approved.

5. Consideration of a juvenile housing agreement between Laramie County, WY, and Carbon County, WY, at the rate of \$195 per detainee per day plus transportation costs. [22 - 253](#)

Attachments: [Juvenile Housing Agreement, Carbon County](#)

This agenda item was approved.

6. Consideration of a juvenile housing agreement between Laramie County, WY, and Weston County, WY, at the rate of \$195 per detainee per day plus transportation cost. [22 - 249](#)

Attachments: [Juvenile Housing Agreement, Weston County](#)

This agenda item was approved.

7. Consideration of an addendum between Laramie County, WY, and Southwest Dairy Farmers in the amount of \$9,100 to provide mobile dairy classroom for Fair between August 6-12, 2022. [22 - 255](#)

Attachments: [Addendum, Southwest Dairy Farmers](#)

This agenda item was approved.

8. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on July 23, 2022 at the Archer Complex. [22 - 275](#)

Attachments: [24-hour Permit, Hells on Wheels Package Liquors, July 23, 2022](#)

This agenda item was approved.

9. Consideration of the ratification of a catering permit submitted by ARCHCO Albany, LLC, dba Albany Restaurant, Bar & Package Liquor, for an event on May 9, 2022 at LCCC Pathfinder Building. [22 - 274](#)

Attachments: [24-hour Permit, ARCHCO Albany, LCC, May 9, 2022](#)

This agenda item was approved.

10. Consideration of the ratification of an addendum between Laramie County, WY, and Xtract Environmental Services in the amount of \$5,697.82 to remove the lead-contaminated carpet at the Shooting Sports Facility. [22 - 236](#)

Attachments: [Addendum, Xtract Environmental Services](#)

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, FFY22 State Homeland Security Grant Program, for the Coroner's Office to purchase two powered gurneys and eight belt-mounted hood PAPRs in the amount of \$96,368. [22 - 239](#)

Attachments: [FFY22 SHSP Grant Application, Coroner](#)

This agenda item was approved.

12. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY22 State Homeland Security Grant Program, for the IT Dept to purchase two web application firewalls for county cybersecurity operations in the amount of \$80,000. [22 - 240](#)

Attachments: [FFY22 SHSP Grant Application, IT Dept](#)

This agenda item was approved.

13. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY22 State Homeland Security Grant Program, for the Sheriff's Dept to purchase three bomb suits in the amount of \$131,232. [22 - 241](#)

Attachments: [FFY22 SHSP Grant Application, Sheriff Dept](#)

This agenda item was approved.

14. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY22 State Homeland Security Grant Program, for the Sheriff's Dept to purchase law enforcement riot response gear in the amount of \$78,374.45. [22 - 244](#)

Attachments: [FFY22 SHSP Grant Application, Sheriff](#)

This agenda item was approved.

15. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Office of Homeland Security, FFY22 State Homeland Security Grant Program, for the Laramie County CERT team for outreach materials and equipment in amount of \$15,000. [22 - 250](#)

Attachments: [FFY22 SHSP Grant Application, CERT](#)

This agenda item was approved.

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16. Consideration of the ratification of a resolution authorizing submission of a grant application to the Dept of Justice for a FY22 Bullet Proof Vest Grant in the amount of \$10,682.50 with a 50% match to purchase up to 20 vests. [22 - 243](#)

Attachments: [Grant Application, Dept of Justice, Bullet Proof Vest Grant](#)

This agenda item was approved.

17. Consideration of the ratification of a resolution authorizing submission of a grant application to the WY Dept of Health, 2022-2024 Community Prevention Grant, for community prevention services surrounding alcohol, tobacco, controlled substances and suicide prevention in the amount of \$920,247. [22 - 245](#)

Attachments: [Grant Application, WY Dept of Health](#)

This agenda item was approved.

18. Consideration of the ratification of a resolution authorizing acceptance of a grant award from the WY Secretary of State in the amount of \$41,775 for an elections/cybersecurity grant to purchase trail cams and ID barcode scanners effective through July 1, 2022. [22 - 254](#)

Attachments: [Grant Award, SoS, Election Security](#)

This agenda item was approved.

19. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring in an amount not to exceed \$23,299 to provide carpeting for the Commissioners office and entrance areas. [22 - 266](#)

Attachments: [Agreement, Carpet One Commercial Flooring, Commissioners and Entrance Area](#)

This agenda item was approved.

20. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring in an amount not to exceed \$39,613 to provide carpeting in the District Attorney's office. [22 - 265](#)

Attachments: [Agreement, Carpet One Commercial Flooring, DA](#)

This agenda item was approved.

21. Consideration of an agreement between Laramie County, WY, and Carpet One Commercial Flooring in an amount not to exceed \$64,126 to provide carpeting for the Assessor and Treasurer offices. [22 - 264](#)

Attachments: [Agreement, Carpet One Commerical Flooring, Assessor & Treasurer](#)

This agenda item was approved.

22. Consideration of an agreement between Laramie County, WY, and Glass Masters in an amount not to exceed \$22,500 to replace the EMA front doors. [22 - 257](#)

Attachments: [Agreement, Glass Masters, EMA](#)

This agenda item was approved.

23. Consideration of an agreement between Laramie County, WY, and KUBL Group in an amount not to exceed \$52,500 to provide exterior security system upgrades for the Juvenile Services Center. [22 - 251](#)

Attachments: [Agreement, KUBL Group](#)

This agenda item was approved.

24. Consideration of an agreement between Laramie County, WY, and Wyoming Machinery Co in an amount not to exceed \$65,860 to purchase two new WR90-3 Roller Compactors for Public Works. [22 - 267](#)

Attachments: [Agreement, Wyoming Machinery Co](#)

This agenda item was approved.

Resolutions

25. Consideration of a resolution giving public notice of Laramie County's intent to adopt updated Planning and Development fee schedules for FY23. [22 - 256](#)

Attachments: [Resolution, FY23 Planning and Development Fee Schedules](#)

Justin Arnold, Planning, went over the proposed fee schedules.

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: Thompson, Lovett, Heath, Holmes, Malm

26. Consideration of a resolution giving public notice of Laramie County's intent to adopt Laramie County Clerk procedures, fees, costs, and charges for inspecting, copying and producing public records. [22 - 272](#)

Attachments: [Resolution, County Clerk, Procedures, Fees, Costs and Charges for Inspecting, Copying, and Producing Public Records](#)

County Clerk Debra Lee explained the reason for the rules and said they mirrored rules adopted by the State of Wyoming.

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, Holmes, Malm

27. Consideration of a resolution changing the speed limit for county roads on segments of Steward Rd and Glencoe Dr. [22 - 262](#)

Attachments: [Resolution, Speed Study, Stewart Rd & Glencoe Dr](#)

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, Holmes, Malm

28. Consideration of a resolution setting county officials salaries for the years 2023-2026. [22 - 273](#)

Attachments: [Salaries County Officials 2023-2026](#)

Chairman Thompson opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the comment period.

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

Contract/Agreement/Leases

29. Consideration of an addendum between Laramie County, WY, and JJ Kane Exchange, LLC and JJ Kane Assoc, Inc, dba JJ Kane Auctioneers and Ken Porter Auctions, to assist Public Works with auction services as described in attachment A. [22 - 268](#)

Attachments: [Addendum, JJ Kane Auctioneers and Ken Porter Auctions](#)

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, Holmes, Malm

30. Consideration of an agreement between Laramie County, WY, and Tanco Engineering in the amount of \$111,500 to provide permanent [22 - 263](#)

repair services to the Archer Complex water tower.

Attachments: [Agreement, Tanco Engineering](#)

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 31.** Consideration of an agreement between Laramie County, WY, and Glass Masters in an amount not to exceed \$15,688 to provide demolition of existing glass and installation of insulated units for the County Clerk's Records Center as listed in the estimate. (Postponed from May 3, 2022 meeting) [22 - 237](#)

Attachments: [Agreement, Glass Masters](#)

Sandra Newland, Grants, explained the agenda item was postponed from the May 3, 2022 meeting to allow the vendor to register in SAMS.gov and the vendor is now activated.

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

Aye: Thompson, Lovett, Heath, Holmes, Malm

License/Permits

- 32.** PUBLIC HEARING regarding a yearly fireworks permit submitted by Breanna Elliott, dba Artillery World, located at 237 I-25 Service Rd Bldg A. [22 - 270](#)

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

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

Chairman Thompson questioned the insurance on the two buildings. Dale Davis, County Clerk's office, explained that the two liability insurance certificates of coverage noted building A and B, respectively.

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, Holmes, Malm

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

[22 - 271](#)

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

Matt Butler, County Fire Warden, advised the Board that 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 Vice Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 34.** PUBLIC HEARING to consider the following liquor license renewal applications for 2022-2023: Retail Liquor: BUNKHOUSE BAR; OUTLAW SALOON; TERRY BISON RANCH; ANTELOPE TRUCK STOP; LITTLE AMERICA; LITTLE BEAR INN; TOWN & COUNTRY SUPERMARKET LIQUORS; TUMBLEWEED BAR; THE DEN GENTLEMAN'S CLUB; T-JOES BAR & LOUNGE; HELL ON WHEELS PACKAGE LIQUORS Limited Retail Liquor (Club); CHEYENNE SHRINE CLUB; FORUM 619; MOOSE LODGE; VFW POST 4343 County Retail Malt Beverage Permit: ANTELOPE TRUCK STOP; TRAVEL CENTERS OF AMERICA Bar and Grill: TORTILLA FACTORY Special Malt Beverage Permit: INTERMOUNTAIN SPEEDWAY.

[22 - 276](#)

Attachments: [2022 Liquor License Applications](#)

County Clerk Debra Lee read the list of applicants into the record.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Raymond Alvarado Black Bear, resident, described an incident at the Outlaw Saloon in which he said he was disrespected and treated differently as a minority. He said management failed to address the issue when it was brought to their attention. Hearing no further PUBLIC COMMENT, Chairman Thompson closed the hearing.

Board members thanked Mr. Alvarado Black Bear for his testimony, expressed their apologies for how he was treated and said everyone should be treated with respect. Board members said they will inquire about actions that may be taken concerning the license holder.

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, Holmes, Malm

Land Use: Variances/Board App./Plats

- 35.** PUBLIC HEARING regarding a Subdivision Permit and Plat for Tract 5, Blue Sky Estates, Laramie County, WY. [22 - 258](#)

Attachments: [Blue Sky Estates, 4th Filing, Subdivision Permit and Plat](#)

Mason Schuricht, Planning, said Steil Surveying, on behalf of Doug Taylor, submitted a Subdivision Permit and Plat application for Blue Sky Estates, 4th Filing, located at the intersection of Blue Sky Rd and Arena Ln. The application was submitted to subdivide the property into five residential tracts.

Mr. Schuricht said based on evidence provided, staff recommends approval of the subdivision permit and plat with the adoption of findings of fact a with no conditions.

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, to approve the Subdivision Permit and Plat for Blue Sky Estates, 4th Filing and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

- 36.** PUBLIC HEARING regarding vacation of Tract 3, Cherry Hills North, 1st Filing, located in a portion of Sect 20, T14N, R65W, of the 6th PM, Laramie County, WY. [22 - 259](#)

Attachments: [Tract 3, Cherry Hills North, 1st Filing, Vacation](#)

Marissa Pomerleau, Planning, said Steil Surveying Services c/o Palma Land Planning LLC, on behalf of Cache Creek Land Co LLC, submitted a vacation for Tract 3, Cherry Hills North, 1st Filing, located northeast of the intersection of US30 and Reese Rd, Cheyenne, WY. The vacation was submitted to create an Administrative Plat so the tract may be split into two lots.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a.

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, to approve the vacation of Tract 3, Cherry Hills North, 1st Filing, located in a portion of Sect 20, T14N, R65W, of the 6th PM, Laramie County, WY, upon approval of the Administrative Plat and adopt the findings of fact a of the staff report The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

37. PUBLIC HEARING regarding vacation of Tract 4, Cherry Hills North, 1st Filing, located in a portion of Sect 20, T14N, R65W, of the 6th PM, Laramie County, WY.

[22 - 260](#)

Attachments: [Tract 4, Cherry Hills North, 1st Filing, Vacation](#)

Marissa Pomerleau said Steil Surveying Services c/o Palma Land Planning LLC, on behalf of Cache Creek Land Company LLC, submitted a vacation for Tract 4, Cherry Hills North, 1st Filing, located northeast of the intersection of US30 and Reese Rd, Cheyenne, WY. The vacation was submitted to create an Administrative Plat so the tract may be split into two lots.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a.

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, to approve the vacation of Tract 4, Cherry Hills North, 1st Filing, located in a portion of Sect 20, T14N, R65W, of the 6th PM, Laramie County, WY, upon approval of the Administrative Plat and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

38. PUBLIC HEARING regarding vacation of a remainder of Tract 12, Prosser Tracts, 1st Filing, located in a portion of Sect 9, T13N, R66W, of the 6th PM, Laramie County, WY, as shown by the deed filed in Book 2406, Page 352 at the Laramie County Clerk and Real Estate Office.

[22 - 261](#)

Attachments: [Tract 12, Prosser Tracts, 1st Filing, Vacation](#)

Marissa Pomerleau, Planning, said AVI, PC, on behalf of Patricia Stief, submitted a vacation for a remainder of Tract 12, Prosser Tracts, 1st Filing, located at 1609 South Ave C, Cheyenne WY. The vacation was submitted to create an Administrative Plat so the tract may be split into two lots.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the vacation with the adoption of findings of fact a.

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, to approve the vacation of a remainder of Tract 12, Prosser Tracts, 1st Filing, located in a portion of Sect 9, T13N, R66W, of the 6th PM, Laramie County, WY, (as shown by the deed filed in Book 2406, Page 352 at the Laramie County Clerk and Real Estate Office) upon approval of the Administrative Plat and adopt the findings of fact a of the staff report. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes, Malm

The meeting adjourned at 4:22 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.