

# Board of County Commissioners

## Minutes of the Proceedings - Draft

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, May 21, 2019**

**3:30 PM**

**Commissioners Board Room**

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### 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 May 7, 2019.

[19 - 191](#)

**Attachments:** [DRAFT OF THE 05-07-19 MINUTES](#)

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

### Consent Agenda

#### Approval of the Consent Agenda

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

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

2. Consideration of the disposal of one Automatic Fingerprint Machine and eight SCUBA bottles.

[19 - 189](#)

**Attachments:** [Asset Deletion - Automatic Fingerprint Machine and SCUBA Bottles](#)

This agenda item was approved.

3. Consideration of Amendment No. 7 to food service contract between Laramie County, WY, and Summit Food Service, LLC, for the purpose of providing management of food service operations at the Laramie County Juvenile Center. The agreement is for one additional year, effective July 1, 2019, through June 30, 2020.

[19 - 186](#)

**Attachments:**    [Amendment No. 7 Summit LLC Food Service Contract - \(Juvenile\)](#)

This agenda item was approved.

4. Consideration of Amendment No. 13 to food service contract between Laramie County, WY, and Summit Food Service, LLC, for the purpose of providing management of food service operations at the Laramie County Jail. The agreement is for one additional year, effective July 1, 2019, through June 30, 2020. [19 - 185](#)

**Attachments:**    [Amendment No. 13 Summit LLC Food Service Contract - \(Adult\)](#)

This agenda item was approved.

5. Consideration of a legal services contract between Laramie County, WY, and Wallace Stock and/or his designee. The purpose of the agreement is to provide hearing officer services to Laramie County for administrative hearings as well as legal counsel to the Laramie County Commissioners acting as the Laramie County Board of Equalization. [19 - 187](#)

**Attachments:**    [Legal Service Contract-Wally Stock](#)

This agenda item was approved.

6. Consideration of a resolution authorizing the ratified submission of a grant application to FireHouse Subs Public Safety Foundation to request funding for the Laramie County Coroner's Office to purchase a lights and sirens package for an existing vehicle in the amount of \$6,671.40. [19 - 195](#)

**Attachments:**    [FireHouse Subs Application \\$6,671.40](#)

This agenda item was approved.

7. Consideration of five malt beverage permits submitted by The Knotty Pine Saloon for the Bulls and Barrels located at the Archer Complex: June 7, 14, 21, 23, and 28. [19 - 199](#)

**Attachments:**    [Knotty Pine Malt Beverage Permits](#)

This agenda item was approved.

8. Consideration of the ratification of a catering permit submitted by The Knotty Pine Saloon for the LCCC Alumni Banquet located at Hereford Ranch on May 17, 2019. [19 - 200](#)

**Attachments:**    [Knotty Pine Catering Permit](#)

This agenda item was approved.

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9. Consideration of a catering permit submitted by Little America for outside catering located at Hereford Ranch Arena on June 3, 2019. [19 - 202](#)

**Attachments:** [Little America Catering Permit](#)

This agenda item was approved.

## Proclamations

10. Consideration of a resolution proclaiming May 2019 as Drug Court Month. [19 - 194](#)

**Attachments:** [Resolution Proclaiming May as Drug Court Month](#)

Kurt Zucker, Drug Court Director, spoke about the three programs operating in Laramie County. Five graduates or current participants spoke of the programs and the benefits the programs have provided for them.

The Board recessed at 4:02 p.m. and reconvened at 4:23 p.m.

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

## Resolution

11. Consideration of a resolution designating a public records person pursuant to 2019 legislation from the Wyoming Legislature (Senate Enrolled Act No. 72). Each governmental entity is required to designate prior to July 1, 2019, a person to receive all applications for public records. [19 - 188](#)

**Attachments:** [Resolution Designating Public Records Person](#)

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

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

12. Consideration of a resolution delegating authority to the Laramie County Events Department Director to enter into contracts and agreements on behalf of the Laramie County Events Department. [19 - 192](#)

**Attachments:** [Resolution Delegating Authority](#)

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

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

- 13.** Consideration of a software license and maintenance agreement between Laramie County, WY, and Northpointe, Inc., dba equivalent. [19 - 190](#)

**Attachments:** [Software license and maintenance 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

- 14.** Consideration of a license agreement between Laramie County, WY, and Centennial Woods, LLC. The purpose of this agreement is to construct, repair, and maintain snow fences in Laramie County. [19 - 203](#)

**Attachments:** [Centennial Woods LLC. License Agreement](#)

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

### **License/Permits**

- 15.** PUBLIC HEARING regarding a yearly fireworks permit submitted by Phantom Fireworks Showrooms, LLC, located at 227 I-25 Service Road East. [19 - 201](#)

**Attachments:** [Phantom Fireworks](#)  
[Phantom Fireworks Amended Inspection Form](#)

Matt Butler, County Fire Warden, advised the Board that he and Environmental Health performed the required inspections and everything was in order. County Clerk Debra Lee informed the Board the application 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 Vice Chairman Ash, seconded by Commissioner Thompson, that this agenda item be approved. The motion carried by the following vote:

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

- 16. PUBLIC HEARING** to consider the following liquor license applications for 2019-2020: Little Bear Inn, Retail Liquor License; Travel Centers of America, County Retail Liquor License; Cheyenne Shrine Club, Fraternal Club; Outlaw Saloon, Retail Liquor License; Terry Bison Ranch, Retail Liquor License; Moose Lodge, Fraternal Club; Town & Country Supermarket Liquors, Retail Liquor License; The Den Gentleman's Club, Retail Liquor License; VFW Post 4343, Veterans' Club; T-Joe's Bar & Lounge, Retail Liquor License; Tumbleweed Bar, Retail Liquor License; Forum 619, Social Club; Little America Hotel, Retail Liquor License; Bhagat LLC, Antelope Truck Stop, County Retail Liquor License; Kartar, LLC, Antelope Truck Stop, Retail Liquor License; Bunkhouse Bar, Retail Liquor License; Tortilla Factory, Bar & Grill; Intermountain Speedway, County Retail Liquor License.

**19 - 204**

**Attachments:**     [2019 Liquor License Application](#)

County Attorney Mark Voss said the application for Intermountain Speedway should not be considered at this time because the Wyoming Liquor Division informed the County Clerk that a County Retail Malt Beverage Permit cannot be issued within the 5-mile radius of the City of Cheyenne. County Clerk Debra Lee read the list of applicants into the record, excluding Intermountain Speedway.

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

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

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

- 17. PUBLIC HEARING** regarding a Subdivision Permit and Plat for Mesa Tracts, 3rd Filing, a replat of Tract 8, Mesa Tracts, Laramie County, WY.

**19 - 196**

**Attachments:**     [Mesa Tracts, 3rd Filing Subdivision](#)

Bryan Nicholas, Planning, said a single-family residence with associated structures and an access from US Hwy 30 lies on the northern portion of Tract 8. The residence is currently on a private water well and septic system. A portion of Tract 8 was deeded to the City of Cheyenne in April 2018, which is being re-platted and dedicated as part of the 100-foot right-of-way for Christensen Road.

Mr. Nicholas said based on evidence provided, staff recommends approval with the adoption of findings of fact a with no conditions.

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

A motion was made by Vice Chairman Ash, seconded by Commissioner Malm, to approve the Subdivision Permit and Plat for Mesa Tracts, 3rd Filing, and adopt the findings of fact a, as shown in the staff report. The motion carried by the following vote:

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

- 18.** PUBLIC HEARING regarding a Zone Change and a Subdivision Permit and Plat for Merrill Estates, 1st Filing, for portions of land located in the SW1/4, Section 30, T. 14N., R. 65W., of the 6th P.M., Laramie County, WY. (Two motions required)

[19 - 197](#)

**Attachments:** [Merrill Estates, 1st Filing Zone Change and Subdivision](#)

Bryan Nicholas, Planning, said three existing tracts share one access by a 40-foot road and utility easement from Christensen Road, traversing through the property owned by John J Lafond. The construction of Christensen Overpass and expansion to US Hwy 30 will cause the access to be closed. As shown on the proposed plat, a 40-foot access easement (Bk. 1403, Pg. 551) overlaid on a new 50-foot access easement will serve as the new source of access. A mix of residential and commercial land use occupies the tracts, with septic and water systems in place.

Jennifer Merrill, President of Merrill, Inc., explained the purpose of the request and stood for questions.

Mr. Nicholas said based on evidence provided, staff recommends approval of the zone change from A2 to AR with adoption of the findings of fact a and b with the following condition: Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the Zone Change Map as shown as Exhibit A.

Mr. Nicholas further noted based on evidence provided, staff recommends approval of the subdivision permit and plat, with adoption of the findings of fact a with the following condition: Any remaining revisions, per County or City comments, shall be addressed prior to recordation of the plat.

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

A motion was made by Commissioner Thompson, seconded by Commissioner Malm, to approve the Zone Change from A2 to AR for the portions of land located in the SW1/4, Section 30, T.14N., R. 65W., of the 6th P.M., Laramie County WY, with condition 1, and adopt the findings of fact a and b for the zone change, as shown in the staff report. The motion

carried by the following vote:

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

A motion was made by Commissioner Thompson, seconded by Vice Chairman Ash, to approve the Subdivision Permit and Plat for Merrill Estates, 1st Filing with condition 1, and adopt the findings of fact a for the subdivision permit & plat, as shown in the staff report. The motion carried by the following vote:

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

- 19. PUBLIC HEARING** regarding a Board Approval for the Hound Haven Resort and Training Center, located on a portion of land in the SW1/4, Section 30, T. 14N., R. 65W., of the 6th P.M., Laramie County, WY.

**19 - 198**

**Attachments:** [Hound Haven Resort and Training Center Board Approval](#)

Bryan Nicholas, Planning, said a mix of residential and commercial land use occupies the tracts, with septic and water systems in place. These uses will remain in place and may require alterations to existing well and septic infrastructure. Access to the facility will now rely on the easements shown on the plat previously approved by the Board.

Lindsey Norman, owner, spoke of the various services the proposed facility will offer the residents of Laramie County and stood for questions.

Mr. Nicholas said based on evidence provided, staff recommends approval with the adoption of the findings of fact a and b with no conditions.

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 grant Board Approval for the Hound Haven Resort and Training Facility, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

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

**The meeting adjourned at 5:10 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 [Ich320@laramiecounty.com](mailto:Ich320@laramiecounty.com) at least two business days prior to the meeting.