

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, March 5, 2024

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

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

Minutes

1. Consideration of the Minutes of Proceedings for Feb 20, 2024.

[24 - 090](#)

Attachments: [Draft Minutes Feb 20, 2024](#)

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: Malm, Heath, Holmes, Thompson

Excused: Lovett

Consent Agenda

Approval of the Consent Agenda

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

Aye: Malm, Heath, Holmes, Thompson

Excused: Lovett

2. 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, 2024, through June 30, 2026.

[24 - 088](#)

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

This agenda item was approved.

3. Consideration of the ratification of a resolution authorizing submission of a three part grant application to the WY Office of the Attorney General, Division of Criminal Investigation, for FY19, FY22 and FY23 Project Safe Neighborhoods Grant for the Sheriff's office in the amount of \$49,814 to provide funding for training, equipment and a public education campaign. [24 - 089](#)

Attachments: [Grant Application, Office of AG, Project Safe Neighborhoods Grant](#)

This agenda item was approved.

4. Consideration of the deletion from the Sheriff's fixed asset inventory of a 2013 GMC Terrain to be traded to KGA-Chey, LLC. [24 - 091](#)

Attachments: [Asset Deletion, Sheriff, 2013 GMC](#)

This agenda item was approved.

5. Consideration of a contract between Laramie County, WY, and Quality Electric to provide electrical service work for Laramie County Maintenance. [24 - 098](#)

Attachments: [Contract, Quality Electric](#)

This agenda item was approved.

6. Consideration of a contract between Laramie County, WY, and Summit Fire & Security to provide annual testing and inspection of the fire suppression system. [24 - 105](#)

Attachments: [Contract, Summit Fire & Security](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and Clear Outlook Window Cleaning in an amount not to exceed \$7,249.50 to provide window cleaning services as described in exhibit A. [24 - 100](#)

Attachments: [Agreement, Clear Outlook Window Cleaning](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and D&D Concrete, LLC, in an amount not to exceed \$9,430 to provide concrete replacement for the historical courthouse walkway as described in attachment A. [24 - 099](#)

Attachments: [Agreement, D&D Concrete, LLC](#)

This agenda item was approved.

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9. Consideration of amendment one to extend the term of the original agreement (220705-24) between Laramie County, WY, and AVI, PC. [24 - 101](#)

Attachments: [Amendment, AVI, PC.](#)

This agenda item was approved.

10. Consideration of an amendment to extend the term of the original agreement (230502-28) between Laramie County, WY, and Top Flight Maintenance. [24 - 102](#)

Attachments: [Amendment, Top Flight Maintenance](#)

This agenda item was approved.

11. Consideration of the annual public investment disclosure by public officers or public servants who invest government funds pursuant to WS 6-5-118 for calendar year 2024. [24 - 107](#)

Attachments: [Public Investment Disclosure 2024](#)

This agenda item was approved.

12. Consideration of a three-day catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event March 15 through 17, 2024, at the Archer Complex. [24 - 097](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquors, March 15 - 17, 2024](#)

This agenda item was approved.

13. Consideration of the following fees collected by various county entities for Jan 2024: County Clerk, \$106,743.38; Sheriff, \$196,437.82; Clerk of District Court, \$23,401.50; Shooting Sports, \$17,559.51; Planning & Development, \$65,053.89; Public Works, \$5,441.99; Circuit Court, \$56,014.00; DUI Court, \$300.00; Drug Court, \$605.00. [24 - 104](#)

Attachments: [Jan Fees 2024](#)

This agenda item was approved.

14. Consideration of the following part-time salaries in the amount of \$55,660.69 for Feb 2024: Planning, \$5,347.68; Shooting Sports, \$6,083.23; Buildings/Maintenance, \$19,403.28; Sheriff Operations, \$5,743.44; Detention, \$14,558.00; District Court, \$2,211.06; Drug/DUI Courts, \$2,314.00. [24 - 106](#)

Attachments: [Feb Part-time Salaries 2024](#)

This agenda item was approved.

Warrants

15. Consideration of warrants in the amount of \$5,958,246.96 for Feb 2024. [24 - 108](#)

Attachments: [Feb Warrants 2024](#)

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, Heath, Holmes, Thompson

Excused: Lovett

Proclamations

16. Consideration of a resolution proclaiming March 12, 2024, as National Service Recognition Day. [24 - 094](#)

Attachments: [Resolution Proclaiming March 12, 2024, National Service Recognition Day](#)

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: Malm, Heath, Holmes, Thompson

Excused: Lovett

17. Consideration of a resolution proclaiming March 2024 as Red Cross Month. [24 - 095](#)

Attachments: [Resolution Proclaiming March 2024 as Red Cross Month](#)

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, Heath, Holmes, Thompson

Excused: Lovett

Grants

18. Consideration of an agreement between Laramie County, WY, and the Wyoming Machinery Co in an amount not to exceed \$155,000 to purchase a used 2018 Case IH Optum 300 CVT tractor for Public Works. [24 - 093](#)

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

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, Heath, Holmes, Thompson

Excused: Lovett

Contract/Agreement/Leases

19. Consideration of amendment three to the agreement (040217-14) between Laramie County, WY, and the WY Dept of Transportation to extend the term to Feb 4, 2025, and amend the county's responsibilities for snow removal of portions of S Greeley Hwy and Fox Farm Rd. [24 - 103](#)

Attachments: [Amendment Three, WYDOT, Snow Removal](#)

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: Malm, Heath, Holmes, Thompson

Excused: Lovett

License/Permits

20. Consideration of liquor license fees for July 1, 2024, through June 30, 2025. [24 - 087](#)

Attachments: [Liquor License fees for 2024](#)

County Clerk Debra Lee presented the schedule for liquor license fees. She noted the only change was that both categories of retail liquor licenses would be \$850, which is a reduction from \$1,500 within the five-mile radius of the city limits category because of a statutory change and clarification from the WY Liquor Division.

Acting Chairman Malm opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Acting Chairman Malm 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: Malm, Heath, Holmes, Thompson

Excused: Lovett

Appointments

- 21.** Consideration of two resolutions appointing members to the Laramie County Hospital Board of Trustees to complete the five-year term of Mel Muldrow, expiring June 30, 2026, and Robin Sessions Cooley, expiring June 30, 2027.

[24 - 096](#)

Attachments: [Hospital Board Appointment](#)

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to appoint Sue Thompson, term expiring June 30, 2026, and Paula Poythress term expiring June 30, 2027. The motion carried by the following vote:

Aye: Malm, Heath, Holmes, Thompson

Excused: Lovett

Land Use:Variances/Board App./Plats

- 22.** PUBLIC HEARING regarding a zone change from A1 - Agricultural & Rural Residential to AR - Agricultural Residential for a portion of the W1/2, NE1/4, NW1/4 of Sect 5, T14N, R66W, of the 6th PM, Laramie County, WY, and a subdivision permit and plat for Beer Gardens Subdivision, Laramie County, WY.

[24 - 092](#)

Attachments: [Beer Gardens, Zone Change and Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Steven J Beer, submitted zone change and subdivision permit and plat applications for a parcel in the NW1/4 of Sect 5, T14N, R66W, 6th PM, Laramie County, WY, to be known as the Beer Gardens Subdivision. He said the subject property lies between 1733 Iron Mountain Rd and 1919 Iron Mountain Rd.

Arnold said the applications were submitted to request a zone change from A1 - Agricultural and Rural Residential to AR Agricultural Residential and to subdivide the property into three tracts. Both applications were combined into one staff report for ease of presentation and discussion, with separate motions required.

Arnold said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b and approval of the subdivision permit and plat with the adoption of findings of fact c, both approvals with no

conditions.

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

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the zone change from A1 to AR for a portion of the W1/2, NE1/4, NW1/4 of Sect 5, T14N, R66W, 6th PM, Laramie County, WY, with no conditions, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

Aye: Malm, Heath, Holmes, Thompson

Excused: Lovett

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the subdivision permit and plat for Beer Gardens Subdivision, with no conditions, and adopt the findings of fact c of the staff report. The motion carried by the following vote:

Aye: Malm, Heath, Holmes, Thompson

Excused: Lovett

Resolutions

23. Consideration of the ratification of a resolution declaring a state of emergency due to March 1, 2024 fire.

[24 - 112](#)

Attachments: [Resolution, Declaring State of Emergency Due to March 1, 2024 Fire](#)

Jeanine West, EMA, explained the resolution's purpose. West said it would facilitate any mitigation funding from FEMA.

West acknowledged the cooperation from various county departments, fire districts and the state in assisting with the fire.

The board thanked staff, the fire districts, and volunteers for their assistance. Acting Chairman Malm spoke about how special district property taxes assist residents in their time of need to save homes and lives.

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: Malm, Heath, Holmes, Thompson

Excused: Lovett

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- 24.** Consideration of a resolution imposing Stage 2 fire restrictions for Laramie County, WY, as a result of extreme fire danger.

24 - 113

Attachments: [Resolution, Imposing Stage 2 Fire Restrictions](#)

Matt Butler, Fire Warden, presented the resolution and said it would become effective March 6, 2024, at 8 am. He said there have been several fires within the last two weeks.

The board spoke about the current severe and dry conditions and requested citizens be proactive.

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: Malm, Heath, Holmes, Thompson

Excused: Lovett

The meeting adjourned at 4:02 pm.

CERTIFICATION

I, Debra K. Lee, Clerk of Laramie County, do hereby certify the above to be a true and correct copy of the Minutes of the Proceedings for Tuesday, March 5, 2024.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Brian Lovett, Chairman,
Board of County Commissioners

Reasonable Accommodations

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or humanresources@laramiecountywy.gov 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.