

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, September 17, 2024**

**3:30 PM**

**Commissioners Board Room**

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### 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 the Aug 5, 2024,  
Public Hearing, 2024 Laramie County Mill Levies. [24 - 461](#)

**Attachments:** [Draft of the Mill Levies Hearing Aug 5, 2024 Minutes](#)

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

2. Consideration of the Minutes of Proceedings for Aug 6, 2024. [24 - 462](#)

**Attachments:** [Draft Minutes Aug 6, 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

3. Consideration of a certificate of no default for fiscal year ending June 30, 2024, from Cheyenne Regional Medical Center for Hospital Revenue Bonds, Series 2021. [24 - 437](#)

**Attachments:** [Certificate of No Default, CRMC, Hospital Revenue Bonds, Series 2021](#)

This agenda item was approved.

4. Consideration of the appointment of Jennyssa Moore, as a part-time magistrate in the Circuit Court of the First Judicial District, Laramie County, WY, in accordance with WS 5-9-210(b). [24 - 446](#)

**Attachments:** [Appointment of Magistrate to Circuit Court, Jennyssa Moore](#)

This agenda item was approved.

5. Consideration of a contract for services between Laramie County, WY, and the city of Cheyenne, Office of Youth Alternatives, in an amount not to exceed \$88,580 to provide crisis shelter services to remain in effect until June 30, 2025. [24 - 423](#)

**Attachments:** [FY25 Contract for Services, Youth Alternatives Crisis Shelter](#)

This agenda item was approved.

6. Consideration of an annual agreement between Laramie County, WY, and the city of Cheyenne, Office of Youth Alternatives, in the amount of \$78,280 to provide juvenile probation services to remain in full force and effect until June 30, 2025. [24 - 422](#)

**Attachments:** [FY25 Agreement, Youth Alternatives, Juvenile Probation Services](#)

This agenda item was approved.

7. Consideration of a grant agreement between Cheyenne Regional Medical Center and Laramie County, WY, for a Community Benefit grant award in the amount of \$2,500 to provide funds to the Coroner's office for suicide prevention materials and resources to run through June 30, 2025. [24 - 452](#)
- Attachments:** [Community Benefit Award, CRMC, Coroner](#)
- This agenda item was approved.
8. Consideration of a grant agreement between Cheyenne Regional Medical Center and Laramie County, WY, for a Community Benefit grant award in the amount of \$1,000 to provide funds to Law Enforcement Assisted Diversion Program to purchase meals and/or groceries for participants to run through June 30, 2025. [24 - 453](#)
- Attachments:** [Community Benefit Award, CRMC, LEAD](#)
- This agenda item was approved.
9. Consideration of the ratification of amendment one to the Highway Safety Program FFY24 subaward agreement between Laramie County, WY, and WY Dept of Transportation to increase the award to a total of \$30,000 to run through Sept 30, 2024. [24 - 419](#)
- Attachments:** [Amendment One, FFY24 HSP Subaward Agreement, WYDOT, DUI](#)
- This agenda item was approved.
10. Consideration of the ratification of amendment one to the Highway Safety Program FFY24 subaward agreement between Laramie County, WY, and WY Dept of Transportation to increase the award to a total of \$15,000 to run through Sept 30, 2024. [24 - 420](#)
- Attachments:** [Amendment One, FFY24 HSP Subaward Agreement, WYDOT, HVE](#)
- This agenda item was approved.
11. Consideration of the ratification of a grant award agreement between WY Office of Homeland Security and Laramie County, WY, for an election security grant in the amount of \$35,410 for election firewall security, overtime for the primary and general elections and an enclosed trailer for voting equipment storage to run through Aug 31, 2026. [24 - 440](#)
- Attachments:** [FFY23 SHSP Grant Award, County Clerk](#)
- This agenda item was approved.
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12. Consideration of the ratification of a contract between WY Dept of Health, Behavioral Health Division, and Laramie County, WY, in an amount not to exceed \$152,200 for the court supervised treatment program to address opioid and stimulant use disorders by providing medication-assisted treatment and other evidence-based treatment and recovery services to run through Sept 29, 2025. [24 - 441](#)

**Attachments:** [Contract, WY Dept of Health, Court Supervised Treatment Program](#)

This agenda item was approved.

13. Consideration of the ratification authorizing submission of a grant application to WY Dept of Transportation for a Congestion Mitigation Air Quality (CMAQ) project in the amount of \$110,400 with a match of \$27,600 for dust suppression on County Rd 146. [24 - 418](#)

**Attachments:** [Grant Application, WYDOT, CMAQ](#)

This agenda item was approved.

14. Consideration of an agreement between Laramie County, WY, and the city of Cheyenne at a rate of \$120 per city prisoner per day and \$60 per city prisoner for book and release from July 1, 2024, through June 30, 2026. [24 - 465](#)

**Attachments:** [Agreement, City of Cheyenne, Adult Housing](#)

This agenda item was approved.

15. Consideration of a juvenile housing agreement between Laramie County, WY, and the city of Cheyenne to outline the terms and agreement for housing juvenile detainees. [24 - 464](#)

**Attachments:** [Agreement, City of Cheyenne, Juvenile Housing](#)

This agenda item was approved.

16. Consideration of an addendum between Laramie County, WY, and TRANE US, Inc, in the amount of \$7,671.43 for the Events Center roof anchor installation. [24 - 450](#)

**Attachments:** [Addendum, TRANE US, Inc](#)

This agenda item was approved.

17. Consideration of an addendum to the janitorial services agreement for 2020 Carey Ave between Laramie County, WY, and TFM22, LLC, in the amount of \$9,256 to provide and complete the services as fully described in attachment A, commencing Sept 1 until Sept 30, 2024. [24 - 435](#)

**Attachments:** [Addendum, TFM22, LLC](#)

This agenda item was approved.

18. Consideration of an agreement between Laramie County, WY, and Employee On-Boarding Specialties, LLC, to perform drug and alcohol screening services. [24 - 449](#)

**Attachments:** [Agreement, EOB Specialties, LLC](#)

This agenda item was approved.

19. Consideration of an agreement between Laramie County, WY, and WY MSHA State Grant Program in an amount not to exceed \$6,184 to provide mine safety and health administration training to Public Works employees as described in attachment A. [24 - 426](#)

**Attachments:** [Agreement, WY MSHA State Grant Program](#)

This agenda item was approved.

20. Consideration of the ratification of an addendum to proposal and change order #2 between Laramie County, WY, Knife River and MDU Resources Co in the amount of \$31,265 for addition of sidewalk at the "M" building as part of the Archer Pkwy Improvements project. [24 - 457](#)

**Attachments:** [Addendum, Change Order 2, Knife River and MDU Resources Co](#)

This agenda item was approved.

21. Consideration of the ratification of an agreement between Laramie County, WY, and Black Hills Wyoming Gas, LLC, in the amount of \$22,863.92 to relocate the facility necessary to provide natural gas service under a portion of Highland Rd between Glencoe Dr and Welchester Dr. [24 - 456](#)

**Attachments:** [Agreement, Black Hills Wyoming Gas, LLC](#)

This agenda item was approved.

- 22.** Consideration of three separate agreements between Laramie County, WY, and Ayres Associates, Inc; HDR Engineering, Inc; and Martin/Martin Wyoming, Inc, to provide engineering and surveying services. [24 - 455](#)

**Attachments:** [Agreement, Ayres Assoc, Inc](#)  
[Agreement, HDR Engineering, Inc](#)  
[Agreement, Martin-Martin WY, Inc](#)

This agenda item was approved.

- 23.** Consideration of an addendum to maintenance agreement and onsite support contract between Laramie County, WY, and DocuTek, Inc, in the amount of \$1,500 to provide maintenance for a Minolta scanner located at County Clerk's Records Center. The term of the contract is from Aug 22, 2024, through Aug 22, 2025. [24 - 433](#)

**Attachments:** [Addendum and Contract, DocuTek, Inc](#)

This agenda item was approved.

- 24.** Consideration of the annual economic development services agreement between Laramie County, WY, and Cheyenne LEADS in the amount of \$100,000 to remain in full force and effect until June 30, 2025. [24 - 430](#)

**Attachments:** [FY25 Agreement, Cheyenne LEADS](#)

This agenda item was approved.

- 25.** Consideration of the annual funding agreement between Laramie County, WY, and Cheyenne Downtown Development Authority in the amount of \$5,000 to remain in full force and effect until June 30, 2025. [24 - 459](#)

**Attachments:** [FY25 Agreement, Cheyenne Downtown Development Authority](#)

This agenda item was approved.

- 26.** Consideration of the annual human services agreement between Laramie County, WY, and Pine Bluffs Senior Citizens, Inc, in the amount of \$45,000 to remain in full force and effect until June 30, 2025. [24 - 375](#)

**Attachments:** [FY25 Agreement, Pine Bluffs Senior Center, Inc](#)

This agenda item was approved.

27. Consideration of the annual human services agreement between Laramie County, WY, and Volunteers of America - Northern Rockies in the amount of \$40,000 to remain in full force and effect until June 30, 2025. [24 - 431](#)

**Attachments:** [FY25 Agreement, Volunteers of America - Northern Rockies](#)

This agenda item was approved.

28. Consideration of the annual human services agreement between Laramie County, WY, and United Way of Laramie County in the amount of \$125,000 to remain in full force and effect until June 30, 2025. [24 - 460](#)

**Attachments:** [FY25 Agreement, United Way of Laramie County](#)

This agenda item was approved.

29. Consideration of the fourth amendment to the e-commerce agreement (200901-39) between Laramie County, WY, and ArcaSearch, LLC, in an amount not to exceed \$1,799 to renew access to indexes and records for e-commerce solution for a period of one year. [24 - 463](#)

**Attachments:** [Fourth Amendment, ArcaSearch, LLC](#)

This agenda item was approved.

30. Consideration of the following fees collected by various county entities for July 2024: County Clerk, \$118,445.47; Sheriff, \$107,679.50; Clerk of District Court, \$20,851.50; Shooting Sports, \$13,576.83; Planning & Development, \$150,014.27; Circuit Court, \$69,834.00; DUI Court, \$840.00; Drug Court, \$550.00. [24 - 447](#)

**Attachments:** [July Fees 2024](#)

This agenda item was approved.

31. Consideration of the following part-time salaries in the amount of \$52,486.53 for Aug 2024: Assessor, \$298.49; Planning, \$995.62; Shooting Sports, \$6,787.99; Buildings/Maintenance, \$19,476.10; Sheriff Operations, \$6,399.45; Detention, \$15,172.80; District Court, \$1,405.38; Events Dept, \$630.00; Drug/DUI Courts, \$1,320.70. [24 - 448](#)

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

This agenda item was approved.

## Warrants

Commissioner Thompson announced he had a conflict of interest with agenda item #32.

- 32.** Consideration of warrants in the amount of \$4,233,277.25 for Aug 2024. [24 - 434](#)

**Attachments:** [Aug Warrants 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

**Excused:** Lovett

**Recused:** Thompson

## Resolutions

- 33.** Consideration of a resolution authorizing establishment election in the matter of the proposed Woods Landing Estates Road Maintenance Improvement and Service District. [24 - 429](#)

**Attachments:** [Resolution, Establishment Election, Proposed Woods Landing Estates Road Maintenance I&S District](#)

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

## Grants

- 34.** Consideration of the ratification of a subaward agreement between Laramie County, WY, and South Cheyenne Water and Sewer Dist for the US Dept of the Treasury Coronavirus State and Local Fiscal Recovery Fund in the amount of \$100,254.35 to support the Ave B6 Rehabilitation project to run through Dec 31, 2025. [24 - 421](#)

**Attachments:** [Agreement, US Dept of the Treasury, South Cheyenne Water and Sewer Dist](#)

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

- 35.** Consideration of a contract between WY Dept of Family Services and Laramie County, WY, for a FFY25 Temporary Assistance to Needy Families Community Partnership Initiative grant award in an amount not to exceed \$154,750 to run through Sept 30, 2025. [24 - 439](#)

**Attachments:** [Contract, DFS, FFY25 TANF](#)

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

### Contract/Agreement/Leases

- 36.** Consideration of the ratification of an assignment and assumption of lease between Voss Family Limited Partnership and Laramie County, WY. [24 - 458](#)

**Attachments:** [Assignment and Assumption of Lease, Voss Family Limited Partnership](#)

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

### Appointments

- 37.** Consideration of a resolution reappointing Mark T Voss as the Laramie County Attorney in accordance with WS 18-3-301(a) effective Sept 1, 2024. [24 - 436](#)

**Attachments:** [Resolution Reappointing County Attorney Mark T Voss](#)

A motion was made by Commissioner Thompson, seconded by Commissioner Heath, to reappoint Mark T Voss. The motion carried by the following vote:

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

**Excused:** Lovett

**Public Hearings/Rules & Reg’s**

- 38. PUBLIC HEARING regarding the correction of the 2024 mill levies pursuant to WS 39-13-102(g), (c)(iii), (j). [24 - 428](#)

**Attachments:** [Mill Levy 2024, Revised](#)

County Attorney Mark Voss explained that mill levies are set in August. He said that after a review, it was determined that a clerical error caused the mill levy for a fire district to be set too low. Voss said the district's voters approved repayment of a bond, and without adjusting the mill levy, the bond payment would be insufficient. Voss noted that the assessor has recalculated the amount that needs to be assessed and to correct the tax roll.

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

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

**Excused:** Lovett

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

- 39. PUBLIC HEARING regarding a subdivision permit and plat for Allison Tracts, 11th Filing, a subdivision located in Tract 2, Allison Tracts, 10th Filing, Laramie County, WY. [24 - 442](#)

**Attachments:** [Allison Tracts, 11th Filing, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Shane Hansen, Steil Surveying Service, LLC, on behalf of Everyday Homes, LLC, of Cheyenne, WY, submitted a subdivision permit and plat application for Allison Tracts, 11th Filing. He said the property is located adjacent to 619 E Allison Rd. Arnold said it would be a seven-tract subdivision: six will be tiny home tracts and one common space tract. The common space tract is intended for ingress/egress and utility and drainage easement, with each tiny home tract accommodating a 650-sq ft single-family residence with porches, lawn, and off-street parking.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b 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 Heath, to approve the subdivision permit and plat for Allison Tracts, 11th Filing, 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

- 40. PUBLIC HEARING regarding a subdivision permit and plat for Deer Valley at Chalk Bluff, located on a portion of Tract 9 and all of Tracts 10 to 27, Chalk Bluffs Estates Record of Survey, Laramie County, WY. [24 - 443](#)

**Attachments:** [Deer Valley at Chalk Bluff, Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Community Investment, Inc, submitted a subdivision permit and plat application for Deer Valley at Chalk Bluff Subdivision, located at 3371 Rd 203. He said the purpose of the application is to divide the 40-acre parcel into four residential tracts averaging 10 acres each.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b 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 Heath, seconded by Commissioner Thompson, to approve the subdivision permit and plat for Deer Valley at Chalk Bluff Subdivision 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

- 41. Consideration of the cancellation of the public hearing regarding an administrative plat for Northland Ranchettes, 2nd Filing, Laramie County, WY. [24 - 444](#)

**Attachments:** [Northland Ranchettes, 2nd Filing, Administrative Plat](#)

Justin Arnold, Planning, said the applicant elected to pull the permit, and no further action is required.

The staff report was received and filed.

- 42. PUBLIC HEARING regarding a vacation and administrative plat for Thunder Basin Estates, 7th Filing, located on Lot 7, Block 1, Thunder Basin Estates, Laramie County, WY. [24 - 445](#)

**Attachments:**    [Moon, Board Approval Vacation and Administrative Plat, Thunder Basin Estates, 7th Filing](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of John R and Kathryn Moon, submitted an administrative plat application for Thunder Basin Estates, 7th Filing, situated in a portion of the NW1/4 of the S1/2 of Sect 27, T14N, R63W, of the 6th PM, Laramie County, WY. He said the subject property lies at 1034 Mallard Ln. Arnold said the purpose of the application is to divide the 19-acre parcel into two residential tracts. Tract 1 will include the existing residence.

Arnold said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with one condition: Any further or future development actions of either of the tracts will require Mallard Ln to be built and/or brought up to current Laramie County standards between Canvasback Ln and Teal Ln.

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 administrative plat for Thunder Basin Estates, 7th Filing, with one condition, 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

- 43. PUBLIC HEARING regarding an approval for the High Plains Business Park sanitary sewer main located from College Dr to High Plains Rd. [24 - 451](#)

**Attachments:**    [High Plains Business Park, Board Approval](#)

Justin Arnold, Planning, AVI, PC, on behalf of Cheyenne Leads, submitted a board approval application for a 24-inch sanitary sewer interceptor from College Dr to High Plains Rd. He said the main sanitary sewer will connect to the existing BOPU system at a manhole near W College Dr and Cedar Ave. Arnold said it will be routed through the neighborhood south of College Dr until it reaches the north boundary of Goat Systems, LLC, property. He said the 24-inch sanitary sewer line will parallel the Allison Draw floodplain through Goat Systems, LLC, property until it intersects High Plains Rd.

Trey Rinne, AVI, PC, and agent for the applicant, said the sewer line is being sized for future growth in the area.

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

Acting Chairman Malm opened the hearing for PUBLIC COMMENT.

Linda Parrott, Orchard Valley Community Association, expressed her concerns that if the sewer line went under the community center's parking lot, it would affect the center's rental space because the lot would be torn up. Rinne said the line would be next to a playground area, and all care will be given to preserve or replace the existing playground equipment. Rinne requested Parrott's contact information and said he would keep the community informed. Arnold said the floodplain development permits are being reviewed. He said if it is in the FEMA floodplain, then boring would be required.

Hearing no further PUBLIC COMMENT, Acting Chairman Malm closed the hearing. A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the High Plains Business Park sanitary sewer main, located from College Dr to High Plains Rd, Laramie County, WY, and adopt the findings of fact a of the staff report. The motion carried by the following vote:

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

**Excused:** Lovett

- 44. PUBLIC HEARING regarding a vacation of Tract 1, Abbreviated Plat San Rae Subdivision, 2nd Filing, and Tract 11-A, San Rae Subdivision, and approval of the administrative plat known as San Rae Subdivision, 3rd Filing.

[24 - 454](#)

**Attachments:** [Parry Housley, Board Approval Vacation and Administrative Plat, San Rae Subdivision, 3rd Filing](#)

Justin Arnold, Planning, said Steil Surveying, on behalf of Richard Parry and Karen Housley, submitted an administrative plat application for properties located in the Abbreviated Plat San Rae Subdivision, 2nd Filing, and San Rae Subdivisions, located near the corner of Lampman Ct and Draper Rd in South Cheyenne. He said the application asks for Tract 1, Abbreviated Plat San Rae Subdivision, 2nd Filing, and Tract 11-A of San Rae Subdivision, to be replatted together with their dividing line moved to the north.

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

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 administrative plat for San Rae

Subdivision, 3rd Filing, and adopt the findings of fact a, b and c of the staff report. The motion carried by the following vote:

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

**Excused:** Lovett

**The meeting adjourned at 4:12 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, Sept 17, 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](mailto: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](http://laramiecountywy.gov).