

# Board of County Commissioners

## Minutes of the Proceedings

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, January 8, 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, and Commissioner Troy Thompson

### Agenda Priority Item

1. Appointment of a new Chairman and Vice Chairman of the Board of Laramie County Commissioners for calendar year 2019.

[18 - 439](#)

Chairman Buck Holmes called for nominations for the new Chairman and Vice Chairman of the Board of Laramie County Commissioners for calendar year 2019.

A motion was made by Commissioner Thompson, seconded by Commissioner Malm, that Linda Heath be appointed Chairman of the Commission for calendar year 2019 and that Amber Ash be appointed Vice Chairman.

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

### Minutes

2. Consideration of the Minutes of Proceedings for December 18, 2018.

[18 - 442](#)

**Attachments:** [Draft Minutes 12-18-2018](#)

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

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

## Consent Agenda

### Approval of the Consent Agenda

A motion was made by Vice Chairman Ash, seconded by Commissioner Malm, to approve the Consent Agenda. The motion carried by the following vote:

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

3. Consideration of a resolution appointing a member to the Laramie County Community Juvenile Services Joint Powers Board to serve as the designated representative of the Cheyenne Police Department and to complete Lt. Rob Dafoe's term which will expire on June 30, 2020. [18 - 432](#)

**Attachments:** [Resolution Appointing JSJPB Member](#)

This agenda item was approved.

4. Consideration of an agreement between Laramie County and Pine Bluffs EMS for the purpose of providing communication equipment. [18 - 436](#)

**Attachments:** [Agreement for Pine Bluffs EMS](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County and Laramie County Fire District #5 for the purpose of providing communication equipment to the fire district. [18 - 437](#)

**Attachments:** [Agreement for LCFD#5](#)

This agenda item was approved.

6. Consideration of an agreement between Laramie County and Fire District #9 to provide communication equipment to the fire district. [18 - 438](#)

**Attachments:** [Agreement for LCFD#9](#)

This agenda item was approved.

7. Consideration of an agreement between Laramie County and Laramie County Fire District #10 for communications equipment. [18 - 440](#)

**Attachments:** [LCFD#10 Equipment Agreement](#)

This agenda item was approved.

8. Consideration of warrants in the amount of \$5,580,454.44 for December 2018. [18 - 443](#)

**Attachments:** [DECEMBER WARRANTS.pdf](#)

This agenda item was approved.

9. Consideration of the following part-time salaries in the amount of \$32,836.14 for December 2018: Planning, \$470.00; Shooting Sports, \$4,055.00; Events Center, \$1,094.50; Buildings/Maintenance, \$15,301.88; Sheriff Operations, \$1,440.07; Detention \$7,055.93; District Court, \$2,662.50; Drug Court, \$756.26. [18 - 444](#)

**Attachments:** [PART TIME SALARIES.pdf](#)

This agenda item was approved.

10. Consideration of the following fees collected by various County entities for November 2018: County Clerk, \$121,445.75; Sheriff, \$39,201.59; Clerk of District Court, \$14,722.07; Shooting Sports, \$16,495.92; Planning & Development, \$95,829.25; Circuit Court, \$54,636.50; DUI Court, \$400.00; Drug Court, \$370.00. [18 - 445](#)

**Attachments:** [NOVEMBER FEES.pdf](#)

This agenda item was approved.

11. Consideration of a resolution appointing Hanna D. Toland as an Assistant Public Defender in Laramie County, Wyoming. [18 - 446](#)

**Attachments:** [Appointment Resolution of Hanna Toland](#)

This agenda item was approved.

12. Consideration of a legal services agreement between Laramie County and Donald Miller for the purpose of providing legal representation to indigent parents in accordance with W.S.S. 14-3-422(b) and to comply with Laramie County's obligation pursuant to W.S.S. 14-3-434(b) at a rate of \$90/hour.

[18 - 447](#)

**Attachments:** [Legal Service Agreement-Donald Miller](#)

This agenda item was approved.

13. Ratification of a memorandum of understanding (MOU) between High West Energy and Laramie County regarding power poles on Iron Mountain Road. The purpose of the MOU is to bring closure to and resolution of issues created by the presence of power poles located in the right-of-way on Iron Mountain Road.

[18 - 448](#)

**Attachments:** [High West Energy MOU](#)

### Report & Public Petitions

14. Presentation of the FY2018 audit of Laramie County.

[18 - 454](#)

**Attachments:** [Laramie County FY2018 Financial & Compliance Report](#)

Amber Nuse, partner, MHP LLP, reviewed results of the audit for Laramie County, ending June 30, 2018. She stated Laramie County has a clean audit report. Ms Nuse noted this was the earliest date the audit had been issued and acknowledged the cooperation with the Clerk's office and its Finance department.

A motion was made by Commissioner Holmes, seconded by Vice Chairman Ash, that the FY2018 audit be received and filed. The motion carried by the following vote:

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

### Resolution

15. Consideration of a resolution proclaiming the week of January 20-26, 2019, as Laramie County School Choice Week.

[18 - 433](#)

**Attachments:** [School Choice Resolution.pdf](#)

Beth Thompson, St. Mary's Catholic School, spoke to the resolution and read the proclamation into the record. Chairman Heath acknowledged representatives of private schools in attendance.

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

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

### Grants

16. Consideration of a grant award agreement between Laramie County and the Wyoming Office of Homeland Security for a FFY 2018 Emergency Management Preparedness Grant (EMPG) in the amount of \$140,800 with a 50% match to run through June 30, 2019.

[18 - 441](#)

**Attachments:** [EMPG 18 Award Agreement.pdf](#)

Sandra Newland, Grants Manager, stated this was the highest award Laramie County has ever received. Jeanine West, EMA director, explained the grant was for general emergency management processes.

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, and Thompson

17. Consideration of a Wyoming Department of Health, Public Health Division Community Prevention Subgrantee Agreement between Laramie County and Cheyenne Regional Medical Center in the amount of \$900,492 to run through June 30, 2020.

[18 - 449](#)

**Attachments:** [Subgrantee Agreement with CRMC.pdf](#)

Sandra Newland, Grants, explained that the subgrantee agreement was to manage and implement programs to prevent abuse of alcohol, tobacco, and controlled substances, and to prevent suicide. Dr. Phyllis Sherard, CRMC, stated no match was required for the grant and CRMC is donating the services of its professional team.

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

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

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

18. Consideration of Childress Accounting and Consulting's terms of engagement for accounting services on accounting records and supporting documents of the Laramie County Fair for the twelve months ending Dec. 31, 2018.

[18 - 455](#)

**Attachments:** [County and Fair AUP EL 2019-01-04](#)

Stanley Walker, Finance director, presented the terms of engagement by which Childress Accounting and Consulting would inspect and prepare a report of findings on the accounting records and supporting documents of the Laramie County Fair for the 12 months ending Dec. 31, 2018. The projected completion date for the report is Feb. 15, 2019.

Vice Chairman Ash stated the purpose of the agreed-upon engagement procedures was to ensure onboarding of the Fair is in compliance with generally accepted accounting principles and procedures. She said it has come to Commissioners' attention that previous practices are not in compliance with accepted accounting principles and procedures. She listed issues with credit card documentation, accounting for employee leave and overtime, accurate reporting of income and benefits, and accounting of donations.

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, and Thompson

- 19.** Consideration of an agreement and addendum to provide infrastructure services between Laramie County and Bear Communications, Inc., dba BEARCOM. The purpose is for the extension of a bidirectional amplification system for the Laramie County Detention Center. The County shall pay the Contractor \$84,394.40 to provide equipment and services as set forth in the agreement.

[18 - 435](#)

**Attachments:** [Bear Communications Agreement & Addendum](#)

Mark Voss, County Attorney, explained the purpose of the agreement was to provide a radio communications system within the jail.

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

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

- 20.** Consideration of a Guaranteed Maximum Price and Schedule Addendum to the Contract between Laramie County, WY, and FCI Constructors of Wyoming, LLC, on the Laramie County Detention Center HVAC Retro-Commissioning Modification project.

[18 - 451](#)

**Attachments:** [FCI CMAR contract GMP Addendum Dec 21, 2018](#)

Ben Hornok, Laramie County Owner's Representative, explained this item modifies the FCI contract to renovate the HVAC system and provide date parameters for the project in the detention center; total construction budget is \$5,542,033. Hornok said the renovation is tied to the jail expansion and will put the building under one HVAC control system.

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, and Thompson

## Appointments

- 21.** Consideration of resolution to appoint members to the Laramie County Weed and Pest Control District Board of Directors for areas 1, 2, 4, and 6.

[18 - 450](#)

**Attachments:**    [Nominations for Directors.pdf](#)  
[RESOLUTION APPOINTING WEED & PEST BOARD OF DIRECTORS.pdf](#)

County Clerk Debra Lee said her office verified applicants were qualified electors and that each had submitted petitions containing the signatures of at least 10 landowners.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, that the following members be appointed to the Laramie County Weed and Pest Control District Board of Directors:

- Guy Landers - Area 1
- Thomas F. Muhlbach - Area 2
- William Bonham - Area 4
- Ryan Farthing - Area 6

. The motion carried by the following vote:

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

**Public Hearings/Rules & Reg's**

22. PUBLIC HEARING regarding rescinding the 2002 Fireworks Regulations and adopting the 2019 Laramie County Fireworks Regulations.

[18 - 452](#)

**Attachments:** [Adoption of 2019 LC Fireworks Regs](#)

Brad Emmons, Planning, explained that fireworks regulations had not been updated since 2002 and sections of the code were not in conformance with current building regulations. Mr. Emmons stated Antony Pomerleau, County Chief Building Official, took the lead on the project and worked with County Fire Warden Matt Butler and County Attorney Mark Voss. Mr. Emmons noted Planning received one written comment on the proposed regulations from Ben Laws, Pyro City. Mr. Pomerleau addressed the point raised by Mr. Laws concerning definitions in the proposed regulations and emphasized the necessity for definitions highlighting what can and cannot be sold within a consumer fireworks retail sales facility. Mr. Voss echoed Mr. Pomerleau's comment and acknowledged Pomerleau's work in updating the regulations.

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 Vice Chairman Ash, that the 2002 Fireworks be rescinded and that the 2019 Fireworks Consumer Fireworks Retail Sales Regulations be approved. The motion carried by the following vote:

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

The meeting adjourned at 4:26 p.m.

#### 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, January 8, 2019.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Linda Heath, 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 [lchr320@laramiecounty.com](mailto:lchr320@laramiecounty.com) at least two business days prior to the meeting.