

Board of County Commissioners

Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, August 6, 2019

3:30 PM

Commissioners Board Room

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 July 16, 2019.

[19 - 292](#)

Attachments: [Draft of the July 16, 2019 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 Thompson, seconded by Commissioner Malm, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

2. Consideration of the equitable sharing agreement and certification for the Laramie County Sheriff's Department.

[19 - 299](#)

Attachments: [Equitable Sharing Agreement and Certification](#)

This agenda item was approved.

3. Consideration of the following fees collected by various County entities for June 2019: County Clerk, \$143,167.27; Sheriff, \$110,185.44; Clerk of District Court, \$12,593.99; Shooting Sports, \$16,137.68; Planning & Development, \$161,191.97; Circuit Court, \$59,614.00; DUI Court, \$1,260.00; Drug Court, \$520.00.

[19 - 293](#)

Attachments: [June Fees 2019](#)

This agenda item was approved.

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4. Consideration of the following part-time salaries in the amount of [19 - 294](#)
\$44,093.02 for July 2019: Planning, \$250.00; Shooting Sports,
\$4,402.04; Events Department, \$10,522.00; Buildings/Maintenance,
\$15,389.60; Sheriff Operations, \$916.41; Detention, \$6,925.04;
District Court, \$5,092.50; Drug/DUI Court, \$595.43.

Attachments: [July Part-time Salaries 2019](#)

This agenda item was approved.

5. Consideration of warrants in the amount of \$4,044,878.29 for July 2019. [19 - 296](#)

Attachments: [July Warrants 2019](#)

This agenda item was approved.

6. Consideration of a catering permit submitted by Kimberly Wides Stewart, S & W Properties, dba Vino's Wine and Spirits, to cater the Stecklein wedding reception at the Hereford Ranch on September 14, 2019. [19 - 307](#)

Attachments: [Vino's Wine and Spirits 24-hour Catering Permit
September 14, 2019](#)

This agenda item was approved.

7. Consideration of an on-call electrical services contract between the Laramie County Events Department and High West Communication, Inc., dba High West Wiring. [19 - 302](#)

Attachments: [High West Communication, Inc - On-Call Electrical
Services Contract](#)

This agenda item was approved.

8. Consideration of an agreement between Laramie County, WY, and High West Wiring for installation of an RV park shower at the Laramie County Fairground. [19 - 303](#)

Attachments: [High West Wiring - RV Park Shower Agreement](#)

This agenda item was approved.

9. Consideration of an agreement between Laramie County, WY, and High West Wiring for installation of 20 RV pedestals with services at the Laramie County Fairground. [19 - 305](#)

Attachments: [High West Wiring - RV Pedestals Agreement](#)

This agenda item was approved.

10. Consideration of an agreement between Laramie County, WY, and Pole Mountain Fencing, LLC., for installation of a five-wire fence at the [19 - 306](#)

Laramie County Motorsports Park.

Attachments: [Pole Mountain Fencing LLC Agreement - Motorsport Park Fencing](#)

This agenda item was approved.

Bids/Purchases

11. Consideration of a notice of award to Simon Contractors for a full depth reclamation and paving project on a portion of north Yellowstone Road in the amount of \$1,459,377.49. [19 - 315](#)

Attachments: [Notice of Award - Yellowstone Road Project](#)

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

12. Consideration of a notice of award to JTL Group, Inc., dba Knife River, for the Venture Drive overlay project in the amount of \$477,569.40. [19 - 316](#)

Attachments: [Notice of Award - Venture Drive Overlay Project](#)

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, Thompson

Public Hearings/Rules & Reg's

13. PUBLIC HEARING to solicit public opinion on a U.S. Department of Justice 2019 Justice Assistance grant application between Laramie County, WY, and the City of Cheyenne not to exceed \$45,419. [19 - 311](#)

Attachments: [Public Notice - U.S. Dept. of Justice Grant Application](#)

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

Documentation was received and filed.

Resolutions

14. Consideration of a resolution to adopt or amend the following personnel policies: Cell Phone, Credit Card, Education Expenses, Personal Leave of Absence, Social Media, Travel, and Use of County Property. [19 - 318](#)

Attachments: [Personnel Policy Resolution](#)
 [Cell Phone Policy](#)
 [Credit Card Policy](#)
 [Credit Card Policy - Revised](#)
 [Education Expenses Policy](#)
 [Personal Leave of Absence Policy](#)
 [Social Media Policy](#)
 [Travel Policy](#)
 [Travel Policy - Revised](#)
 [Use of County Property Policy](#)

Human Resources Director Heather Rudy provided a summary of the seven policies under consideration. County Attorney Mark Voss and Ms. Rudy noted minor changes made to the Travel and Credit Card policies: The Travel policy section on reimbursement of elected officials' cost of meals was amended to strike language "the total of which cannot exceed the daily M& IE per diem." The Credit Card policy was amended to authorize the Board of County Commissioners to cancel an individual's credit/purchasing card.

A motion was made by Vice Chairman Ash, seconded by Commissioner Malm, to approve the personnel policies to include the Cell Phone Policy, Education Expenses Policy, Personal Leave of Absence Policy, Social Media Policy, Travel Policy, and Use of County Property Policy with the changes described by the County Attorney and HR Department. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

Commissioner Thompson expressed his appreciation for considering the Credit Card Policy separately. He said the current system is working and he felt there are inherent problems with giving out a significant number of credit cards. Commissioner Thompson informed he is not in favor of the Credit Card Policy. Commissioner Ash acknowledged Commissioner Thompson's concerns and said there are benefits to using credit cards provided there are appropriate internal controls. She said the absence of cards has placed undue financial burdens on county staff. She further noted the board has the ability to cancel cards that are not being responsibly used.

A motion was made by Vice Chairman Ash, seconded by Commissioner Holmes, to approve the Credit Card Policy. The motion carried by the following vote:

Aye: Heath, Ash, Holmes

Nay: Malm, Thompson

15. Consideration of a resolution to approve the Parsley Boulevard Corridor Study. [19 - 300](#)

Attachments: [Resolution Approving the Parsley Boulevard Corridor Study](#)
 [Parsley Boulevard Corridor Study Presentation](#)

Tom Mason, Director, Cheyenne Metropolitan Planning Organization, spoke briefly about the project and said it will facilitate the future expansion of College Drive. Scott Cowley of AVI gave a PowerPoint presentation and stood for questions.

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, Thompson

16. Consideration of a resolution to approve the Archer Trails Connector Plan. [19 - 301](#)

Attachments: [Resolution Approving the Archer Trail Connector Plan](#)
 [Archer Trail Connector Plan Presentation](#)

Tom Mason, Director, Cheyenne Metropolitan Planning Organization, spoke briefly about the project. Darci Hendon of Summit Engineering gave a PowerPoint presentation and stood for questions.

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, Thompson

17. Consideration of a resolution to amend the legal description on the previously approved wind energy site plan for the Roundhouse Wind Energy Project. [19 - 308](#)

Attachments: [Roundhouse Energy Site Plan Amended Resolution](#)

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

18. Consideration of a resolution to amend the legal description on the previously approved high power transmission line for the Roundhouse Wind Energy Project. [19 - 309](#)

Attachments: [Roundhouse Wind Energy Transmission Line Amended Resolution](#)

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

- 19.** PUBLIC HEARING regarding a Zone Change and a Subdivision Permit & Plat for Westedt Meadows, 1st Filing, located in a portion of land situated in the NW1/4 Section 21, T. 14N., R. 65W., of the 6th P.M., Laramie County, WY. (Two motions required)

[19 - 304](#)

Attachments: [Westedt Meadows, 1st Filing Zone Change and Subdivision Permit & Plat](#)

Nancy Trimble, Planning, said both applications have been combined into one staff report for ease of presentation and discussion, with separate motions required on the two actions. The subject property is unplatted and is primarily surrounded by subdivisions of similar density, with some larger agricultural properties to the west. Scott Cowley of AVI and representative for the applicant stood for questions.

Ms. Trimble said based on evidence provided, staff recommends approval of the zone change with the adoption of findings of fact a and b with no conditions. She stated that based on evidence provided for the subdivision permit and plat, staff recommends approval with the adoption of findings of fact a with no conditions.

Chairman Heath opened the hearing for PUBLIC COMMENT.

Seth Lloyd, City of Cheyenne Development Office, expressed concerns about the lack of connection from Raymond Road to the south. He noted that based on conversation with county staff, tract 20 and land to the south would be replatted which makes the issue less of a concern. Mr. Cowley further explained the current plan for the phase two plat.

Hearing no further PUBLIC COMMENT, Chairman Heath closed the hearing.

A motion was made by Commissioner Thompson, seconded by Vice Chairman Ash, to approve the Zone Change from A2 to AR for a portion of the NW1/4 Section 21, T14N, R65W, of the 6th PM, Laramie County, WY, and adopt the findings of facts 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 Malm, seconded by Commissioner Thompson, to approve the subdivision permit and plat for Westedt Meadows, 1st Filing, 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

- 20.** PUBLIC HEARING regarding a Subdivision Permit & Plat for Jordan Ranch, 1st Filing, located in a portion of land in the SW1/4 SW1/4, Sec. 22, T. 15N., R. 66W., of the 6th P.M., Laramie County, WY.

19 - 313

Attachments: [Jordan Ranch, 1st Filing Subdivision Permit & Plat](#)

Bryan Nicholas, Planning, said the tract under consideration is assessed as agricultural and has not yet been developed. The gross acreages of the proposed tracts are 10.04 and 30.04, and meet the minimum density requirements for groundwater recharge based on the AMEC Memo per section 2-1-103(c)(i) of the Laramie County Land Use Regulations. The surrounding area consists of single-family residences with individual water and septic systems to the west, residential vacant tracts to the east and south, and Wyoming state land to the north. John Sayers, representative for the applicant, requested another one-month postponement of the Board's decision because of a delay in meeting one of the conditions recommended by the Planning Commission.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to postpone this agenda item to the September 3, 2019, meeting. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

- 21.** PUBLIC HEARING regarding a Board Approval for campground use with park model mobile units for the East 100' of the North 300' of Tract 88, Allison Tracts, 3rd Filing, Laramie County, WY.

19 - 314

Attachments: [Everyday Homes, LLC Campground Development](#)
[Everyday Homes, LLC Board Approval - Amended](#)
[Resolution](#)

Bryan Nicholas, Planning, said the 0.68-acre property is currently undeveloped and is served by South Cheyenne Water and Sewer District. Mr. Nicholas said the Planning and Development Office classified the proposed park model mobile units (tiny homes) as Recreational Vehicles, and therefore the site is considered a campground. He noted that following approval by the Board, a subsequent site plan application will be submitted for review and approval. Dean Campbell, applicant, Everyday Homes, stood for questions.

Mr. Nicholas 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 Heath opened the hearing for PUBLIC COMMENT.

Janis Kotlark, Mike Martin, Brian Andreas, Vikki Schoenberg, Walter LaVeau, Marianne Bennett, Jonathan Bennett, and Diane Martin, all residents of the area, expressed concerns about lack of notification, age and capacity of water and sewer systems, ability of roads to handle recreational vehicles or tents in a campground, their property valuations, building standards for the units, how seven homes will fit in

the small area, and visitor parking.

Karen Hughes, South Cheyenne Water and Sewer District, stated she had not received information or plans about the property and cannot address availability of water and sewer. Mr. Nicholas explained those issues would be part of the site plan review and the district would be one of the agencies asked to give comments. He added that availability of water and sewer could be a condition on the certificate of review for the site plan.

There was discussion that the applicant's request was for a tiny home village and not a traditional campground. Planning officials pointed out that because of county regulations and how tiny homes are constructed, the project is classified as a campground. Mr. Campbell said the intent is for affordable senior housing and construction of permanent homes, built to mobile home standards on foundations. Each 400-square foot unit will have one bedroom and one bath.

Hearing no further PUBLIC COMMENT, Chairman Heath closed the hearing.

A motion was made by Commissioner Thompson, seconded by Vice Chairman Ash, to grant Board Approval for the campground use with park model mobile units and adopt the findings of fact a of the staff report.

Commissioner Thompson asked about the process of approving the site plan. Mr. Nicholas noted the Board of County Commissioners could place a condition for the board to see the site plan with agency comments.

A motion was made by Vice Chairman Ash, seconded by Commissioner Thompson, to amend the motion to add the condition that the site plan be submitted to the Board of County Commissioners for final approval. The motion carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

Commissioner Ash said tiny homes are a new concept in the United States and they are not just for senior citizens but for those who may choose to invest in things other than homes. She said the Board of County Commissioners does not have oversight of the water and sewer district or of water and sewer upgrades; they are only able to approve the use of the area. Commissioner Holmes said if the water and sewer district approves the use, then the Board of County Commissioners would accept the district's ability to supply water and sewer services. Commissioner Ash noted the Public Works Director will evaluate road conditions in the area.

Commissioner Thompson stated the county has established guidelines for notification to property owners through regulations. Mr. Nicholas presented the list of owners notified based on the County Assessor's information and explained the regulations require notification to all owners within 140 feet of the property line. Nancy Trimble, Planning, also noted for the record that the public hearing was advertised and signage was placed on the property to make residents aware of the request. Commissioner Thompson asked residents to express their concerns about the notification process to staff so improvements can be considered in the future.

The main motion as amended carried by the following vote:

Aye: Heath, Ash, Holmes, Malm, Thompson

The meeting adjourned at 5:11 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, August 6, 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 at least two business days prior to the meeting.