

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, February 4, 2020**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

**Present:** Chairman Amber Ash, Vice Chairman Gunnar Malm, Commissioner Linda Heath, Commissioner K. N. Buck Holmes, Commissioner Troy Thompson

### Minutes

1. Consideration of the Minutes of Proceedings for January 21, 2020.

[20 - 043](#)

**Attachments:** [Draft Minutes January 21, 2020](#)

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

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

2. Consideration of the ratification of a memorandum of understanding between Laramie County, WY, the Cheyenne Police Dept., Office of the District Attorney of the First Judicial District, and Safehouse, Inc., for a grant application and implementation for the Office on Violence Against Women FY20 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

[20 - 039](#)

**Attachments:** [Office on Violence Against Women FY20 MOU](#)

This agenda item was approved.

3. Consideration of a petition for a tax refund for tax year 2019 for Z and S Construction Co., on application 19-01 in the amount of \$2,118.14. [20 - 040](#)

**Attachments:** [Z and S Construction Co., 2019 Petition Tax Refund](#)

This agenda item was approved.

4. Consideration of the annual public investment disclosure by public officers or public servants who invest government funds pursuant to W.S. 6-5-118 for calendar year 2020. The offices of the Laramie County Commissioners, Laramie County Clerk, Laramie County Treasurer, Laramie County Clerk of District Court, and the Laramie County Sheriff must comply annually with the disclosure requirement. [20 - 031](#)

**Attachments:** [Public Investment Disclosure Forms](#)

This agenda item was approved.

5. Consideration of the deletion from Emergency Management fixed assets of four Motorola XTL 2500 VHF Mobile Radios transferred to Emergency Management in Yoder, WY. [20 - 034](#)

**Attachments:** [Asset Deletion Emergency Management Motorola Radios](#)

This agenda item was approved.

6. Consideration of the adoption of the updated Cheyenne/Laramie County Emergency Response Plan. [20 - 035](#)

**Attachments:** Cheyenne-Laramie County Emergency Response Plan Update

This agenda item was approved.

7. 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 for administrative hearings as well as legal counsel to the Laramie County Commissioners acting as the Laramie County Board of Equalization. [20 - 030](#)

**Attachments:** [Legal Services Contract - Wallace Stock](#)

This agenda item was approved.

8. Consideration of an interagency agreement between Laramie County, WY, and Wyoming State Archives. The purpose is for Laramie County to duplicate county commissioners' minutes books as described in the agreement. [20 - 036](#)

**Attachments:** [Wyo. State Archives Interagency Agreement - Minutes](#)

This agenda item was approved.

9. Consideration of an interagency agreement between Laramie County, WY, and Wyoming State Archives. The purpose is for Laramie County to duplicate selected real estate books as described in the agreement. [20 - 033](#)

**Attachments:** [Wyo. State Archives Interagency Agreement - Real Estate](#)

This agenda item was approved.

10. Consideration of a catering permit submitted by The Knotty Pine Saloon for the F.E. Warren annual banquet located at the Archer Complex on February 22, 2020. [20 - 041](#)

**Attachments:** [The Knotty Pine Saloon 24-hour Catering Permit February 22, 2020](#)

This agenda item was approved.

11. Consideration of a catering permit submitted by The Knotty Pine Saloon for the Visit Cheyenne convention kickoff located at the Archer Complex on March 22, 2020. [20 - 042](#)

**Attachments:** [The Knotty Pine Saloon 24-hour Catering Permit March 22, 2020](#)

This agenda item was approved.

12. Consideration of the following fees collected by various County entities for December 2019: County Clerk, \$124,398.59; Sheriff, \$202,524.38; Clerk of District Court, \$13,109.25; Shooting Sports, \$17,170.72; Planning & Development, \$314,002.09; Circuit Court, \$69,607.00; DUI Court, \$200.00; Drug Court, \$260.00. [20 - 044](#)

**Attachments:** [December Fees 2019](#)

This agenda item was approved.

13. Consideration of the following part-time salaries in the amount of \$42,034.40 for January 2020: Coroner, \$820.58; Planning, \$870.00; Shooting Sports, \$6,138.80; Events Department, \$721.50; Buildings/Maintenance, \$23,485.63; Detention, \$8,229.18; District Court, \$487.50; Drug Court, \$1,281.21. [20 - 046](#)

**Attachments:** [January Part-time Salaries 2020](#)

This agenda item was approved.

14. Consideration of warrants in the amount of \$4,279,730.89 for January 2020.

[20 - 047](#)

**Attachments:** [January Warrants 2020](#)

This agenda item was approved.

### Contract/Agreement/Leases

15. Consideration of a services contract between Laramie County, WY, and The Tower Clock Company to provide clock restoration services to the Laramie County Maintenance Dept. as described in the Tower Clock Company proposals.

[20 - 032](#)

**Attachments:** [Clock Restoration Services Contract](#)

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

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

### Appointments

16. Consideration of a resolution appointing Mark T. Moran to the Laramie County Adult Community Corrections Board to fill a vacancy, term to expire December 31, 2021.

[20 - 037](#)

**Attachments:** [Adult Community Corrections Board Appointment](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to appoint Mark T. Moran. The motion carried by the following vote:

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

### Public Hearings/Rules & Reg's

17. PUBLIC HEARING regarding amendments to the 2019 Laramie County Land Use Regulations, Section 2-2-111, Concentrated Feeding Operations.

[20 - 038](#)

**Attachments:** [2019 Laramie County Land Use Regulations](#)  
[Amendments for Concentrated Feeding Operations](#)

Michael Surface, Planning, said the amendments were proposed by Elite Equine Holdings, LLC, which desires to develop a concentrated feeding operation in eastern Laramie County for wild horse boarding/holding. The proposed amendments call for changing setback requirements from three miles with neighbors' written consent to one mile with neighbors' written consent. The Board of County Commissioners (BOCC) requested the Planning Department review other jurisdictions' requirements

and seek public comment on the amendments. On December 3, 2019, BOCC unanimously approved a resolution giving public notice of Laramie County's intent to amend the Laramie County Land Use Regulations, Section 2-2-111, Concentrated Feeding Operations. The Planning Commission heard public comment on the proposed amendments on January 23, 2020, and voted 3-0 to disapprove the amendments to Laramie County Land Use Regulations.

Mr. Surface noted that counties use either distance criteria or an odor footprint tool to determine setbacks for concentrated feeding operations. He stated the odor footprint tool is a scientific method for creating setbacks, taking a number of factors into account, including weather, terrain, wind velocity, and type of animal. In response to Commissioners' questions about the odor footprint tool and its applicability to Laramie County, Brad Emmons, Planning director, said it will take several weeks of research to study the tool. Commissioner Thompson said he would like to postpone consideration of amendments to see if the odor footprint tool is viable for the county and to provide time for additional citizen input. It was noted BOCC will receive a staff report on March 3, 2020, for review and another public hearing will be set for April 7, 2020.

Chairman Ash opened the hearing for PUBLIC COMMENT. Terry Sandberg, Kenneth King, and Ron Butler, residents, spoke in favor of keeping the three-mile setback limit. Jim Cochran, Todd Fornstrom, and Lou Harmon, residents, spoke of the need for additional study and a scientific data method to determine the setback limit. Butch Webb and Jim Reeves, applicants, spoke of their reason for the request to adjust the setback limit and the day-to-day operations of the proposed facility. They noted it is mandated by BLM to have the wild horses remain in Wyoming and the maximum number of hours horses can be transported is eight hours. Hearing no further PUBLIC COMMENT, Chairman Ash closed the public hearing.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to postpone this agenda item to March 3 to hear the Planning staff report on the odor footprint tool and to consider amendments to concentrated feeding operations in the land use regulations on April 7. The motion carried by the following vote:

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

**The meeting adjourned at 4:28 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, February 4, 2020.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Amber Ash, Chairman,

Board of County Commissioners

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**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.