

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, May 5, 2020**

**3:30 PM**

**Commissioners Board Room**

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### Roll Call/Call to Order

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

### Minutes

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

[20 - 185](#)

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

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, Holmes, Heath, Lovett, Thompson

### Consent Agenda

#### Approval of the Consent Agenda

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

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

2. Consideration of a petition for a tax refund for tax year 2017 for Kaiser-Francis Oil Co., on application 17-07 in the amount of \$307.51.

[20 - 166](#)

**Attachments:** [Kaiser-Francis Oil Co., 2017 Petition for Tax Refund](#)

This agenda item was approved.

3. Consideration of the ratification of a resolution regarding rejection of representation by Woodhouse Roden Nethercott, LLC.

[20 - 171](#)

**Attachments:** [Resolution Rejection of Representation by Woodhouse Roden Nethercott, LLC.](#)

This agenda item was approved.

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4. Consideration of the ratification of an agreement between Laramie County, WY, and the Laramie County Fair Board for use of Laramie County grounds and property for the County Fair. [20 - 169](#)

**Attachments:** [Agreement Use of County Property Buildings and Grounds](#)

This agenda item was approved.

5. Consideration of the ratification of an agreement-memorandum of understanding between Laramie County, WY, and Laramie County Fair Board regarding operation and conduct of the Laramie County Fair. [20 - 170](#)

**Attachments:** [Agreement – MOU Operation and Conduct of the Laramie County Fair](#)

This agenda item was approved.

6. Consideration of the ratification of a letter of assurance between Laramie County, WY, and Cheyenne LEADS for a lease agreement with Magpul Industries Corp. [20 - 177](#)

**Attachments:** [Letter of Assurance Magpul Industries Corp.](#)

This agenda item was approved.

7. Consideration of an addendum to agreement between Laramie County, WY, and Phoenix Fire Protection, Inc., to provide the annual inspection and maintenance of fire and life safety systems at the Detention Center. [20 - 179](#)

**Attachments:** [Phoenix Fire Protection, Inc., Addendum to Agreement - Adult](#)

This agenda item was approved.

8. Consideration of an addendum to agreement between Laramie County, WY, and Phoenix Fire Protection, Inc., to provide the annual inspection and maintenance of fire and life safety systems at the Juvenile Service Center. [20 - 180](#)

**Attachments:** [Phoenix Fire Protection, Inc., Addendum to Agreement - Juvenile](#)

This agenda item was approved.

9. Consideration of an addendum to service agreement between Laramie County, WY, and Motorola Solutions, Inc., to provide maintenance and support at the Sheriff's Dept. [20 - 172](#)

**Attachments:** [Motorola Solutions, Inc., Service Agreement](#)

This agenda item was approved.

10. Consideration of a resolution authorizing the ratified submission of a grant application to the WY Office of Homeland Security for the FFY20 Emergency Management Performance Grant program, to request funding to support Emergency Management operations for FY21 in the amount of \$141,378.91 with a 50% match. [20 - 173](#)

**Attachments:** [EMPG FFY20 Application](#)

This agenda item was approved.

11. Consideration of a resolution authorizing the submission of a grant application to the Cheyenne Community Public Recreation District to fund basketball equipment for the Event Center in the amount of \$50,000. [20 - 181](#)

**Attachments:** [CCRD Basketball Equipment Grant Application](#)

This agenda item was approved.

12. Consideration of amendment #3 to the loan agreement between Laramie County, WY, and the WY Business Council for the WY Malting Business-Committed Project to replace the non-recourse promissory note with the updated amortization schedule. [20 - 175](#)

**Attachments:** [Amendment #3 Wyoming Malting Loan](#)

This agenda item was approved.

13. Consideration of an addendum to agreements between Laramie County, WY, and PhaseWare, Inc., to provide software licenses and maintenance on tracker software for the County Attorney's office. [20 - 178](#)

**Attachments:** [PhaseWare, Inc., Software License and Maintenance Agreements](#)

This agenda item was approved.

14. Consideration of the ratification of an amendment to the service agreement between Laramie County, WY, and Granicus, LLC, as more specifically described in exhibit A. [20 - 174](#)

**Attachments:** [Granicus Amendment](#)

This agenda item was approved.

15. Consideration of a resolution re-establishing Laramie County Election Districts. [20 - 167](#)

**Attachments:** [Resolution Re-establishing Laramie County Election Districts](#)

This agenda item was approved.

16. Consideration of an agreement between Laramie County, WY, and Runbeck Election Services, Inc., to provide ballot printing services more fully described in Exhibit A. [20 - 191](#)

**Attachments:** [Runbeck Election Services, Inc., Ballot Printing Services](#)

This agenda item was approved.

17. Consideration of the deletion of an HP 9000 DN Printer from the County Clerk's fixed asset inventory. [20 - 189](#)

**Attachments:** [Asset Deletion County Clerk HP 9000 DN Printer](#)

This agenda item was approved.

18. Consideration of the following fees collected by various County entities for March 2020: County Clerk, \$118,158.79; Sheriff, \$88,443.54; Clerk of District Court, \$16,017.00; Shooting Sports, \$13,458.74; Planning & Development, \$60,865.00; Circuit Court, \$54,570.00; DUI Court, \$250.00; Drug Court, \$570.00. [20 - 186](#)

**Attachments:** [March Fees 2020](#)

This agenda item was approved.

19. Consideration of the following part-time salaries in the amount of \$35,347.85 for April 2020: Coroner, \$2,440.70; Planning, \$400.00; Shooting Sports, \$4,807.25; Events Department, \$1,631.75; Buildings/Maintenance, \$17,117.89; Detention, \$8,096.12; Drug Court, \$854.14. [20 - 187](#)

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

This agenda item was approved.

20. Consideration of warrants in the amount of \$4,432,875.86 for April 2020. [20 - 188](#)

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

This agenda item was approved.

## Public Hearings/Rules & Reg's

21. PUBLIC HEARING to take comment on the proposed locations of vote centers to be used in Laramie County for the 2020 Primary and General Elections. (non-action item) [20 - 073](#)

**Attachments:** [Legal Notice 2020 Vote Centers](#)  
[Map of Proposed 2020 Vote Centers - Corrected](#)

County Clerk Debra Lee explained which Voter Centers will be used during the 2020 Primary and General Elections. Ms. Lee went over the criteria which was used to evaluate and choose the best locations in Laramie County. Ms. Lee received a directive from the Wyoming Secretary of State to limit the number of polling locations to no more than seven because of the COVID-19 pandemic.

Chairman Malm opened the hearing for PUBLIC COMMENT. County Clerk Chief Deputy Dale Davis read an email from Boyd Wiggam into the record. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

The public hearing notice and map were received and filed.

- 22.** PUBLIC HEARING to discuss and adopt new rules for regulating setbacks for Concentrated Feeding Operations within Laramie County. (Postponed from February 4, March 3, and March 17, 2020 meetings)

**20 - 190**

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

Brad Emmons, Planning, said a public hearing was held on March 17 to determine whether an odor footprint tool could be used along with other requirements to come up with a setback distance. Based on discussions at that meeting and in previous meetings, the Planning office developed regulations for review and approval of the Board of County Commissioners. Emmons said that if the Commissioners decide to adopt new regulations, Planning staff recommends the Board replace the existing section 2-2-111 of the amended 2019 Laramie County Land Use Regulations with the new section 2-2-111 as presented at the May 5 Laramie County Commissioners Board meeting.

Chairman Malm opened the hearing for PUBLIC COMMENT. Ron Butler, resident via phone, and Jim Hasting, resident, spoke against the proposed changes in the regulations, and in favor of leaving the 30-year old regulations in place. E-Comments were received from Jim T. B, Kristina Butler, Laurie Hamilton, Greg Rix, and Terry Sandberg. Hearing no further PUBLIC COMMENT, Chairman Malm closed the hearing.

Board members spoke about the need to use a more scientific and fair approach for regulating setbacks of concentrated feeding operations. Members agreed that while the order footprint tool was not perfect, it provided the best model for making a decision, and each operation would still need to provide a site plan that would be reviewed by the Board. In addition, the proposed regulations require a fixed setback distance of no less than one mile.

The Board thanked Brad Emmons and staff for the extensive work they put into development of the proposed regulations.

A motion was made by Commissioner Thompson, seconded by Vice

Chairman Holmes, to repeal section 2-2-111 of the amended 2019 Laramie County Land Use Regulation and replace with a new section 2-2-111 of the amended 2019 Laramie County Land Use Regulations contained in the staff report presented to the Board of County Commissioners at the May 5, 2020 meeting. The motion carried by the following vote:

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

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

- 23.** PUBLIC HEARING regarding a Subdivision Permit and Plat for Lakota Tracts, all of tract 2, situated in a portion of the W1/2 Sec. 29, T.15N., R.68W., of the 6th P.M. Laramie County, WY.

[20 - 184](#)

**Attachments:** [Lakota Tracts, Subdivision Permit and Plat](#)

Brad Emmons, Planning, Steil Surveying Services, LLC, on behalf of Dave Coleman Realty, LLC, submitted a Subdivision Permit and Plat application for Lakota Tracts, located south of Horse Creek Rd. and west of Little Star Dr. This application proposes subdividing 45 acres to create four residential-use tracts averaging 11.25-acres each.

Mr. Emmons said based on evidence provided, staff recommends approval of the subdivision permit and plat application with the adoption of findings of fact a and b with the following condition: All agency comments regarding corrections to the plat are to be resolved prior to recordation of the final plat.

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

A motion was made by Commissioner Thompson, seconded by Vice Chairman Holmes, to approve the Subdivision Permit and Plat for Lakota Tracts with one condition and adopt the findings of facts a and b of the staff report. The motion carried by the following vote:

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

**The meeting adjourned at 4:12 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, May 5, 2020.

Approved by : Debra K. Lee, County Clerk

Reviewed by : Gunnar Malm, 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.