

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, September 1, 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

### Presentation

1. Presentation made by Tim Barth with the Cheyenne Regional Airport to Jeanine West, EMA Director, and Rebecca Reid, Laramie County Coroner, for service provided during the COVID-19 pandemic.

**[20 - 412](#)**

**Attachments:** [Cheyenne Regional Airport COVID-19 Presentation](#)

Tim Barth presented plaques to Jeanine West and Rebecca Reid for their help with coordinating with other agencies for a flight which arrived at the airport with COVID-19 passengers.

### Minutes

2. Consideration of the Minutes of Proceedings for the August 3, 2020, Public Hearing, 2020 Laramie County Mill Levies.

**[20 - 392](#)**

**Attachments:** [Draft of the Mill Levies Hearing August 3, 2020 Minutes](#)

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

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

3. Consideration of the Minutes of Proceedings for August 4, 2020.

**[20 - 393](#)**

**Attachments:** [Draft Minutes August 4, 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**

Commissioner Heath requested Items #19, 20, and 21 be pulled from the Consent Agenda.

**Approval of the Consent Agenda**

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

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

4. Consideration of a certificate of no default for fiscal year ending June 30, 2020 from Cheyenne Regional Medical Center for Hospital Revenue Bonds, Series 2012. [20 - 406](#)

**Attachments:** [Certificate of No Default, CRMC, Hospital Revenue Bonds, Series 2012](#)

This agenda item was approved.

5. Consideration of an agreement between Laramie County, WY, and Mister B's Heating and Cooling to provide maintenance for the walk-in body cooler for the County Coroner's office as described in attachment A. [20 - 375](#)

**Attachments:** [Agreement, Mister B's Heating & Cooling, Coroner's Walk-in Cooler](#)

This agenda item was approved.

6. Consideration of the ratification of an amendment to the contract between Laramie County, WY, and Foundations Counseling and Consulting of WY, LLC, to provide substance abuse and mental health treatment services, drug testing, and other related services for Drug Court participants in the amount of \$153,373. [20 - 372](#)

**Attachments:** [FY21 Foundations Counseling and Consulting of WY, LLC Amendment of Contract](#)

This agenda item was approved.

7. Consideration of the ratification of an agreement between Laramie County, WY, and Drug Testing Center of Cheyenne to provide community supervision including, but not limited to, home visits, employment schedule verification, electronic monitoring, urinalysis testing, and other drug testing supervision services in the amount of \$15,000. [20 - 373](#)

**Attachments:** [FY21 Drug Testing Center Agreement](#)

This agenda item was approved.

8. Consideration of the ratification of an agreement between Laramie County, WY, and Cheyenne Community Drug Abuse Treatment Council (dba "Pathfinder") to provide substance abuse and mental health treatment services, drug testing, and other treatment related services in the amount of \$135,403. [20 - 374](#)

**Attachments:** [FY21 Pathfinder Agreement](#)

This agenda item was approved.

9. Consideration of a lease agreement between Laramie County, WY, and Messenger, LLC, in the amount of \$2,625 per month to lease a garage facility at 2507 E. 7th St., commencing October 1, 2020, through September 30, 2021. [20 - 382](#)

**Attachments:** [Lease Agreement, Messenger, LLC](#)

This agenda item was approved.

10. Consideration of five FY21 annual compensation agreements between Laramie County, WY, and the University of Wyoming. [20 - 369](#)

**Attachments:** [FY21 University of Wyoming Extension Annual Compensation Agreements](#)

This agenda item was approved.

11. Consideration of a 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, 2021. [20 - 365](#)

**Attachments:** [FY21 Funding Agreement, Cheyenne Downtown Development Authority](#)

This agenda item was approved.

12. Consideration of the annual economic development services agreement between Laramie County, WY, and Cheyenne LEADS in the amount of \$50,000, to remain in full force and effect until June 30, 2021. [20 - 347](#)

**Attachments:** [FY21 Economic Development Services Agreement, Cheyenne LEADS](#)

This agenda item was approved.

13. Consideration of the annual human services agreement between Laramie County, WY, and Cheyenne Housing Authority in the amount of \$75,000, beginning July 1, 2020, and ending June 30, 2021. [20 - 390](#)

**Attachments:** [FY21 Human Services Agreement, Cheyenne Housing Authority](#)

This agenda item was approved.

14. Consideration of the annual human services agreement between Laramie County, WY, and Peak Wellness in the amount of \$40,000, beginning July 1, 2020, and ending June 30, 2021. [20 - 346](#)

**Attachments:** [FY21 Human Services Agreement, Peak Wellness](#)

This agenda item was approved.

15. Consideration of the annual human services agreement between Laramie County, WY, and Pine Bluffs Senior Citizens Center in the amount of \$24,000, beginning July 1, 2020, and ending June 30, 2021. [20 - 344](#)

**Attachments:** [FY21 Human Services Agreement, Pine Bluffs Senior Citizens](#)

This agenda item was approved.

16. Consideration of the annual human services agreement between Laramie County, WY, and United Way of Laramie County in the amount of \$125,000, beginning July 1, 2020, and ending June 30, 2021. [20 - 387](#)

**Attachments:** [FY21 Human Services Agreement, United Way of Laramie County](#)

This agenda item was approved.

17. Consideration of an agreement between Laramie County, WY, and RLR, LLP, for non-attest accounting services. The agreement shall commence on the date last executed and remain in full force and effect until June 30, 2021. The County shall pay the contractor an amount not to exceed \$15,750. [20 - 363](#)

**Attachments:** [Agreement, RLR, LLP](#)

This agenda item was approved.

18. Consideration of an agreement between Laramie County, WY, and Childress Accounting and Consulting to provide year-end bookkeeping and accounting services as described in attachment A. The County shall pay the contractor an amount not to exceed \$14,110. [20 - 381](#)

**Attachments:** [Childress Accounting Agreement](#)

This agenda item was approved.

19. Consideration of the ratification of a catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, located at 312 S. Greeley Hwy., back lot of bar, for a music concert on August 20, 2020. [20 - 367](#)

**Attachments:** [Catering Permit, Outlaw Saloon, August 20, 2020](#)

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

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

20. Consideration of a two-day catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, located at 312 S. Greeley Hwy., back lot of bar, for a music concert on September 3 and 4, 2020. [20 - 368](#)

**Attachments:** [Catering Permit, Outlaw Saloon, September 3, and 4, 2020](#)

Commissioner Holmes said he received resident complaints about noise during recent concerts at the Outlaw Saloon. The Board of County Commissioners spoke with Curtis Crowton, owner of the Outlaw Saloon, and requested noise levels not exceed 80 decibels and that events end at an appropriate time. The Board thanked Mr. Crowton for his cooperation.

Mr. Crowton said he monitored the decibel levels at a recent concert and they were between 55 and 65 decibels with the back lot ranging from 72 to 76 decibels. He further said the previous concert ended around 11:35 p.m.

Chairman Malm opened the meeting for public comment; no public comment was provided.

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

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

21. Consideration of a catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, located at 312 S. Greeley Hwy., back lot of bar, for an MMA sports entertainment fight on September 18, 2020. [20 - 396](#)

**Attachments:** [Catering Permit, Outlaw Saloon, September 18, 2020](#)

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

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

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22. Consideration of the ratification of a catering permit submitted by DeLancey Enterprises, LLC, to host a fundraiser for a non-profit organization on August 21, 2020, at 1806 Torrington Rd. [20 - 394](#)

**Attachments:** [Catering Permit, DeLancey Enterprises, LLC, August 21, 2020](#)

This agenda item was approved.

23. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, for a goat yoga class and BBQ on September 11, 2020, at 1806 Torrington Rd. [20 - 395](#)

**Attachments:** [Catering Permit, DeLancey Enterprises, LLC, September 11, 2020](#)

This agenda item was approved.

24. Consideration of a malt beverage permit submitted by The Knotty Pine Saloon for the 1st Annual Hogfest event located at the Archer Complex on October 3, 2020. [20 - 411](#)

**Attachments:** [Malt Beverage Permit, The Knotty Pine Saloon, October 3, 2020](#)

This agenda item was approved.

25. Consideration of the following fees collected by various County entities for July 2020: County Clerk, \$158,600.44; Sheriff, \$79,344.61; Clerk of District Court, \$16,532.90; Shooting Sports, \$23,115.42; Planning & Development, \$105,105.40; Circuit Court, \$60,612.50; DUI Court, \$1,030.00; Drug Court, \$450.00. [20 - 407](#)

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

This agenda item was approved.

26. Consideration of the following part-time salaries in the amount of \$35,597.82 for August 2020: Elections, \$200.18; Planning, \$620.00; Shooting Sports, \$4,388.51; Events Department, \$3,050.00; Buildings/Maintenance, \$16,588.87; Sheriff Operations, \$1,800.00; Detention, \$8,096.12; Drug/DUI Courts, \$854.14. [20 - 408](#)

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

This agenda item was approved.

27. Consideration of warrants in the amount of \$1,649,501.69 for August 2020. [20 - 409](#)

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

This agenda item was approved.

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**Report & Public Petitions**

28. PUBLIC HEARING and consideration of the postponement request regarding a road dedication petition for Laramie St., approximately 1,425 feet more or less, beginning in the NE1/4 SE1/4, Sec. 26, T.14N., R.66W., of the 6th P.M., Laramie County, WY. (Postponed from May 19, 2020 and July 7, 2020 meetings) [20 - 400](#)

**Attachments:** [Laramie St. Dedication Postponement Request](#)

Brad Emmons, Planning, said the applicant requested to postpone the hearing until November 17, 2020.

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

Chairman Malm confirmed with Mr. Emmons that the applicant was informed there would be no further postponement, and the application would need to be withdrawn if the applicant was not ready for the November 17, 2020 meeting.

A motion was made by Vice Chairman Holmes, seconded by Commissioner Heath, that this agenda item be continued until November 17, 2020. The motion carried by the following vote:

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

**Grants**

29. Consideration of a contract between Laramie County, WY, and the WY Dept. of Family Services for a Temporary Assistance for Needy Families Community Partnership Initiative grant award in the amount of \$119,500 to run through September 30, 2021. [20 - 399](#)

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

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

30. Consideration of a resolution authorizing the ratified submission of a Congestion Mitigation Air Quality grant application to the WY Dept. of Transportation in the amount of \$134,720 with a match of \$33,680. Grant funds will be used to apply dust suppressant to 25 miles of County Roads 210, 102, and 222. [20 - 370](#)

**Attachments:** [FY21 WYDOT CMAQ Grant Application](#)

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

- 31.** Consideration of a subgrantee agreement between Laramie County, WY, and Cheyenne Regional Medical Center for a WY Dept. of Health, Public Health Division, Community Prevention grant in the amount of \$900,942 to run through June 30, 2022. [20 - 391](#)

**Attachments:** [Subgrantee Agreement, CRMC, WY Dept of Health](#)

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

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

- 32.** Consideration of the tentative approval of a grant agreement between, City of Cheyenne; Laramie County, WY; Cheyenne Regional Airport Board; and the Federal Aviation Administration for airport improvements to reconstruct the main runway for a maximum obligation in the amount of \$14,618,395. [20 - 371](#)

**Attachments:** [FAA Grant Agreement, Reconstruct Main Runway](#)

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

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

- 33.** Consideration of the ratification of a memorandum of understanding between Laramie County, WY, and the WY Dept. of Revenue concerning the administration of the Computer-Assisted Mass Appraisal system in the Assessor's office. [20 - 384](#)

**Attachments:** [MOU, Dept. of Revenue, CAMA System](#)

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

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

- 34.** Consideration of an agreement between Laramie County, WY, and MII Life Insurance Inc., dba Further, a Blue Cross Blue Shield of WY [20 - 388](#)



vendor partner, to provide spending account administrative services.

**Attachments:** [Agreement, MII Life Insurance Inc., dba Further](#)

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

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

- 35.** Consideration of an enterprise agreement between Laramie County, WY, and ESRI and a memorandum of understanding between Laramie County, WY, Board of Public Utilities, City of Cheyenne, Cheyenne/Laramie County Health Dept. and Cheyenne Regional Airport Board to define the management and coordination strategy in administering the enterprise agreement for the GIS software. [20 - 383](#)

**Attachments:** [ESRI Enterprise Agreement and MOU](#)

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

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

- 36.** Consideration of an agreement between Laramie County, WY, and Ameri-Tech HVAC Services, Inc., to furnish and install a rooftop mounted up blast exhaust fan unit for the Detention Center as described in the proposal dated November 20, 2019. [20 - 366](#)

**Attachments:** [Agreement, Ameri-Tech HVAC Services, Inc., Exhaust Fan](#)

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

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

- 37.** Consideration of an agreement between Laramie County, WY, and CliftonLarsonAllen, LLP, to audit financial statements of Laramie County for the fiscal year ending June 30, 2020. County shall pay contractor not more than \$79,775. [20 - 364](#)

**Attachments:** [Agreement, CLA, LLP, FY20 Audit Services](#)

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

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

- 38.** Consideration of an addendum and proposal between Laramie County, WY, and ArcaSearch Corp., for purposes of digitizing Commissioners Minutes between 1868 to 1994. [20 - 404](#)

**Attachments:** [Addendum and Proposal, ArcaSearch Corp., Commissioner Minutes](#)

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

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

- 39.** Consideration of an addendum and proposal between Laramie County, WY, and ArcaSearch Corp., to provide online access to Laramie County's historical land records, 1867 to 1985, for an annual fee not to exceed \$1,799 and a one-time installation fee of \$2,495. [20 - 405](#)

**Attachments:** [Addendum and Proposal, ArcaSearch Corp., Historical Land Records Research Site](#)

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

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

## Appointments

- 40.** Consideration of a resolution appointing Jay Sullivan, representing Youth Alternatives, to the Laramie County Community Juvenile Services Joint Powers Board to complete the term left vacant by Dick Berry, expiring June 30, 2021. [20 - 385](#)

**Attachments:** [Community Juvenile Services JPB Appointment, Jay Sullivan](#)

A motion was made by Commissioner Heath, seconded by Vice Chairman Holmes, to appoint Jay Sullivan. The motion carried by the following vote:

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

- 41.** Consideration of a resolution reappointing Mark T. Voss as the Laramie County Attorney in accordance with W.S. 18-3-301(a), effective September 1, 2020. [20 - 389](#)

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

A motion was made by Vice Chairman Holmes, seconded by Commissioner Lovett, to reappoint Mark T. Voss. The motion carried by the following vote:

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

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

- 42.** PUBLIC HEARING regarding a Subdivision Permit & Plat for Green Subdivision, 3rd Filing, located on Lots 4 and 5, Green Subdivision and a Zone Change from MU - Mixed Use to MR - Medium Density Residential, for Tract 23, Green Subdivision, 3rd Filing, Laramie County, WY. (Postponed from July 21, 2020 meeting) (Two motions required)

[20 - 401](#)

**Attachments:** [Green Subdivision,3rd filing, Zone Change & Subdivision Permit & Plat](#)

Paul Whalen, Planning, said Steil Surveying Services, LLC, on behalf of SJT, LLC, of 3410 Green Ct., submitted a Zone Change and Subdivision Permit & Plat application for Green Subdivision, 3rd Filing, consisting of four tracts located approximately 880 feet northeast of the intersection of Dell Range Blvd. and Ridge Rd., at 3410 Green Ct. The applications were submitted to request a Subdivision Permit & Plat to divide the two parcels into four and a Zone Change for proposed Tract 23 from MU to MR. As the zone change is only for the proposed Tract 23, it will be dependent upon the approval of the Subdivision Permit & Plat. Both applications have been combined into one staff report for ease of presentation and discussion, with separate motions required for each.

Mr. Whalen said based on evidence provided, staff recommends approval of the subdivision permit and plat application with the adoption of findings of fact a. Staff recommends approval of the zone change request with the adoption of findings of fact a and b.

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

A motion was made by Commissioner Heath, seconded by Vice Chairman Holmes, to approve the Subdivision Permit and Plat for Green Subdivision, 3rd 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:** Malm, Holmes, Heath, Lovett, Thompson

A motion was made by Commissioner Thompson, seconded by Commissioner Lovett, to approve the Zone Change from MU to MR for

Tract 23, Green Subdivision, 3rd Filing and adopt the findings of fact a and b for the zone change, as shown in the staff report.. The motion carried by the following vote:

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

- 43.** PUBLIC HEARING regarding a Board Approval for "Oh Hail No" Boat and RV Storage, located on a Portion of North 1/2, Section 29, Township 13 North, Range 66 West, of the 6th P.M., Laramie County, WY.

[20 - 402](#)

**Attachments:** ["Oh Hail No" Boat & RV Storage Board Approval](#)

Paul Whalen, Planning, said Steil Surveying Services, LLC, on behalf of Steve Winchell, submitted a Board Approval application for "Oh Hail No" Boat & RV Storage. The 9.96-acre site is located within and governed by the Cathcart PUD. In accordance with the Cathcart PUD, Section 2-2-A, any industrial use (a covered RV & Boat Storage Facility) may be conditionally permitted if the Board determines the proposed use is non-detrimental to the immediate surrounding properties. Commissioner Thompson questioned Steve Winchell about a driveway shown on the map. Mr. Winchell said they were going to install a fence parallel to the driveway. Casey Palma, Steil Surveying Services, LLC, said an easement will be created for the driveway.

Mr. Whalen said based on evidence provided, staff recommends approval with the adoption of findings of fact a and b with no conditions.

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

A motion was made by Vice Chairman Holmes, seconded by Commissioner Thompson, to grant Board Approval for the "Oh Hail No" Boat & RV Storage Facility, and adopt the findings of fact a and b of the staff report. The motion carried by the following vote:

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

**The meeting adjourned at 4:46 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, Sept. 1, 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.