

# Board of County Commissioners

## Minutes of the Proceedings - Final

Historic Courthouse  
310 W 19th Street  
Cheyenne, WY 82001



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**Tuesday, November 16, 2021**

**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 Oct 19, 2021.

[21 - 522](#)

**Attachments:** [Draft Minutes Oct 19, 2021](#)

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

### 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

2. Consideration of a memorandum of understanding between Laramie County, WY, and the City of Cheyenne acting through its agency, Cheyenne Transit Program, in the amount of \$83,816 to provide public transportation service to Laramie County Community College and for an area of Laramie County immediately adjacent to the City of Cheyenne. MOU shall remain in full force and effect until June 30, 2022.

[21 - 492](#)

**Attachments:** [MOU, Cheyenne Transit Program](#)

This agenda item was approved.

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3. Consideration of an agreement between Laramie County, WY, and Codex Corp dba Guardian RFID in the amount of \$130,933.85 and \$26,295 per year for three years to provide a system comprised of software, hardware, support services and a web-based software as a service platform to deliver a wide range of inmate management, monitoring and tracking solutions for the Sheriff's Dept. [21 - 501](#)

**Attachments:** [Agreement, Guardian RFID](#)

This agenda item was approved.

4. Consideration of four addendums between Laramie County, WY, and LEICA Geosystems, Inc for participation in the SmartNet GNSS Reference Network. [21 - 494](#)

**Attachments:** [Addendum, LEICA Geosystems, Inc, Cheyenne Site](#)  
[Addendum, LEICA Geosystems, Inc, Burns Site](#)  
[Addendum, LEICA Geosystems, Inc, Gilchrist Site](#)  
[Addendum, LEICA Geosystems, Inc, Chugwater Site](#)

This agenda item was approved.

5. Consideration of a third amendment between Laramie County, WY, and Summit Food Services, LLC to provide a micro market at the Detention Center. [21 - 500](#)

**Attachments:** [Third Amendment, Summit Food Services, LLC, Detention Center](#)

This agenda item was approved.

6. Consideration of an agreement between Laramie County, WY, and the City of Cheyenne at a rate of \$110 per city prisoner per day and \$55 per city prisoner for book and release from July 1, 2021 through June 30, 2022 and at a rate of \$120 per city prisoner per day and \$60 per city prisoner for book and release from July 1, 2022 through June 30, 2023. [21 - 509](#)

**Attachments:** [Adult Housing Agreement, City of Cheyenne](#)

This agenda item was approved.

7. Consideration of a contract between Laramie County, WY, and the WY Assoc of Sheriffs and Chiefs of Police for a FY22 Alcohol Inspection grant in the amount of \$1,700 to run from July 1, 2021 through May 28, 2022. [21 - 516](#)

**Attachments:** [FY22 Alcohol Inspection Contract, WASCOP](#)

This agenda item was approved.

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8. Consideration of a contract between Laramie County, WY, and the WY Assoc of Sheriffs and Chiefs of Police for a FY22 Tobacco Inspection grant in the amount of \$1,700 to run from Jan 1, 2022 through June 10, 2022. [21 - 517](#)
- Attachments:** [FY22 Tobacco Inspection Contract, WASCOP](#)
- This agenda item was approved.
9. Consideration of a grant award agreement between Laramie County, WY, and WY Office of Homeland Security for Risk Dept to fund an active shooter detection system for the Courthouse in the amount of \$60,000 to run through Aug 31, 2023. [21 - 505](#)
- Attachments:** [FY21 SHSP Grant Award, Risk Management](#)
- This agenda item was approved.
10. Consideration of a grant award agreement between Laramie County, WY, and WY Office of Homeland Security to purchase a forensic camera for the Coroner's Office in the amount of \$5,000 to run through Aug 31, 2023. [21 - 506](#)
- Attachments:** [FY21 SHSP Grant Award, Coroner](#)
- This agenda item was approved.
11. Consideration of a grant award agreement between Laramie County, WY, and WY Office of Homeland Security for EMA to provide emergency notification system services in the amount of \$12,500 to run through Aug 31, 2023. [21 - 507](#)
- Attachments:** [FY21 SHSP Grant Award, EMA](#)
- This agenda item was approved.
12. Consideration of a resolution authorizing the submission of a grant application to the Alzheimer's Foundation of America for the Project Lifesaver Program in the amount of \$6,000. [21 - 521](#)
- Attachments:** [Grant Application, Alzheimer's Foundation Project Lifesaver](#)
- This agenda item was approved.
13. Consideration of the ratification of a resolution authorizing the acceptance of a grant award from the Dept of Justice for a FY21 Edward Byrne Memorial Justice Assistance Grant in the amount of \$61,631 to run through Sept 30, 2022. [21 - 498](#)
- Attachments:** [FY21 Byrne JAG Grant Award, Dept of Justice](#)
- This agenda item was approved.
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14. Consideration of the ratification of a resolution authorizing the acceptance of a grant award from the US Dept of Justice, Office of Community Oriented Policing Services, for a Law Enforcement Mental Health and Wellness Act grant for the Sheriff's Dept in partnership with the City of Cheyenne Police Dept in the amount of \$98,530.50 to run through Aug 31, 2023. [21 - 499](#)

**Attachments:** [LEMHWA Grant Award, US DOJ](#)

This agenda item was approved.

15. Consideration of the deletion from County Clerk's fixed asset inventory of four Savin copiers due to the completion of a lease agreement and return to Business Outfitters. [21 - 493](#)

**Attachments:** [Asset Deletion, County Clerk, Four Savin Copiers](#)

This agenda item was approved.

16. Consideration of the ratification of an eight-day catering permit submitted by Town & Country Supermarket Liquors for an event from Nov 15 through Nov 22, 2021 at the Archer Complex. [21 - 508](#)

**Attachments:** [24-Hour Permit, Town & Country Supermarket Liquors, Nov 15 - 22, 2021](#)

This agenda item was approved.

17. Consideration of the ratification of three one-day manufacturer's off-premise permits submitted by WMC-PBD, LLC dba Pine Bluffs Distilling for an event on Nov 16, 18 and 22, 2021 at the Archer Complex. [21 - 511](#)

**Attachments:** [24-Hour Permit, Pine Bluffs Distilling, Nov 16, 18 and 22, 2021](#)

This agenda item was approved.

18. Consideration of the following fees collected by various County entities for Sept 2021: County Clerk, \$141,624.39; Sheriff, \$47,988.27; Clerk of District Court, \$18,539.75; Shooting Sports, \$20,159.46; Planning & Development, \$131,268.56; Circuit Court, \$42,617.00; DUI Court, \$500.00; Drug Court, \$270.00. [21 - 523](#)

**Attachments:** [Sept Fees 2021](#)

This agenda item was approved.

19. Consideration of the following part-time salaries in the amount of \$33,885.28 for Oct 2021: Planning, \$360.00; Shooting Sports, \$6,837.06; Events Dept, \$1,038.00; Buildings/Maintenance, \$13,546.21; Sheriff Operations, \$1,800.00; Detention, \$8,096.12; District Court, \$1,353.75; Drug/DUI Courts, \$854.14. [21 - 524](#)

**Attachments:** [Oct Part-time Salaries 2021](#)

This agenda item was approved.

20. Consideration of warrants in the amount of \$2,019,082.34 for Oct 2021. [21 - 525](#)

**Attachments:** [Oct Warrants 2021](#)

This agenda item was approved.

## Resolutions

21. Consideration of a resolution denying a claim by Cheyenne Regional Medical Center for medical expenses for an inmate at the Detention Center. [21 - 497](#)

**Attachments:** [Resolution Denying Claim, CRMC](#)  
[Affidavit of Costs, CRMC, Redacted](#)

County Attorney Mark Voss explained the provision in Title 18 where a health provider could request payment from the County on behalf of an inmate after all other avenues for payment had been exhausted. Mr. Voss explained the County is not responsible for pre-existing conditions that are not imposed under some liability situation. Mr. Voss said the inmate came from another correctional facility and had already been diagnosed with cancer.

Beth Allen, Cheyenne Regional Medical Center, explained the request. Ms. Allen said the claim is very large, even with a 30% discount, and the cost recovery amount is negotiable.

The Board asked if they could still negotiate with the hospital if the claim was denied. Mr. Voss explained denial would not prevent any communication on the matter with the hospital.

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

**Contract/Agreement/Leases**

- 22.** Consideration of an amendment to the surface use agreement between Laramie County, WY, and EOG Resources, Inc. The operator plans to sell and convey to Roaring Fork Midstream a 6-inch steel pipeline located in the SW/4SW/4 of Sect 27, T14N, R65W, Laramie County, WY, as set forth in Exhibit A. [21 - 526](#)

**Attachments:** [Amendment to the SUA, EOG Resources, Inc, 6-inch Pipeline Sale](#)

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

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

- 23.** Consideration of an amendment to the surface use agreement between Laramie County, WY, and EOG Resources, Inc. The operator plans to sell and convey a portion of the pipeline easement located in the SW/4SW/4 of Sect 27, T14N, R65W, Laramie County, WY, as more set forth in the attachment. The purchaser of the easement is Roaring Fork Midstream. [21 - 527](#)

**Attachments:** [Amendment to the SUA, EOG Resources, Inc, 10-foot Surface Rights to Easement](#)

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**

- 24.** Consideration of a resolution appointing a member to the board of Community Action of Laramie County for a three-year term left vacant since July 1, 2021, expiring June 30, 2024. [21 - 495](#)

**Attachments:** [Community Action of Laramie County Board Appointment, Lois Prickett](#)

A motion was made by Commissioner Heath, seconded by Commissioner Thompson, to appoint Lois Prickett. The motion carried by the following vote:

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

25. Consideration of a resolution appointing a member to Cheyenne LEADS representing Eastern Laramie County to complete the three-year term of Dema Gilbert, expiring Dec 31, 2023. [21 - 510](#)

**Attachments:** [Cheyenne LEADS Appointment, Eastern Laramie County](#)

A motion was made by Commissioner Lovett, seconded by Commissioner Thompson, to appoint Justin Fornstrom. The motion carried by the following vote:

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

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

26. PUBLIC HEARING regarding a High Power Transmission Line by Black Hills Energy located in Sects 1, 12, 24, 25, 26, 28, 33, 34 and 35, T13N, R65W, and Sects 7, 18 and 19, T13N, R66W, of the 6th PM, Laramie County, WY. [21 - 528](#)

**Attachments:** [Public Hearing Black Hills High Power Transmission Line](#)

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

Documentation was received and filed.

27. PUBLIC HEARING regarding board approval for a manufactured housing park use for the W1/2 Tract 8 & E1/2 Tract 8 less 1.3 acres for highway, Wallick and Murray Tracts, Laramie County, WY. [21 - 529](#)

**Attachments:** [South Fork Expansion - East Site, Board Approval](#)

Kelly Schroeder, Planning, said Clearwell, PLLC, on behalf of Cheyenne SF Holdings, LLC, submitted an application for the South Fork Expansion - East Site, located at 4010 S Greeley Hwy. The applicant seeks approval for the use of the subject property as a manufactured housing park.

Ms. Schroder said based on evidence provided, staff recommends approval of the manufactured housing park use with the adoption of findings of fact a and b with one condition: A site plan application is required to be submitted and approved prior to start of construction.

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 approve the manufactured housing park use for the W1/2 Tract 8 & E1/2 Tract 8 less 1/3 acres for Hwy, Wallick and

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Murray Tracts, Laramie County, WY with one condition, and to adopt the findings of fact a and b of the staff report as shown on Exhibit "A". The motion carried by the following vote:

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

28. PUBLIC HEARING regarding a vacation of a plat note for Tract 475, South Fork, 7th Filing, Laramie County, WY.

[21 - 530](#)

**Attachments:** [Tract 475, South Fork, 7th Filing, Note Vacation Board Approval](#)

Marissa Pomerleau, Planning, said Clearwell, PLLC, on behalf of Cheyenne SF Holdings, LLC, submitted an application for the purpose of vacating a note on Tract 475 of the South Fork, 7th Filing plat.

Ms. Pomerleau said based on evidence provided, staff recommends approval of the note vacation 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 Commissioner Thompson, seconded by Vice Chairman Holmes, to grant approval of the note vacation for Tract 475, South Ford, 7th Filing, 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 4:13 pm.**

### **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, Nov 16, 2021.

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.