Board of County Commissioners
Minutes of the Proceedings - Final

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001

Tuesday, May 3, 2022 **3:30 PM** **Commissioners Board Room**

Roll Call/Call to Order

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

Excused: Commissioner Gunnar Malm

Minutes

1. Consideration of the Minutes of Proceedings for April 19, 2022. **22 - 217**

Attachments: Draft Minutes April 19, 2022

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

Commissioner Holmes removed Item #11 from the Consent Agenda.

Consent Agenda

Approval of the Consent Agenda

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

2. Consideration of a third amendment to the food services contract between Laramie County, WY, and Summit Food Services, LLC, to provide management of food service operations at the Juvenile Services Center. The amendment is for one additional year, beginning May 1, 2022. **22 - 207**

Attachments: Third Amendment, Summit Food Management Services, LLC, Juvenile

This agenda item was approved.

3. Consideration of an agreement between Laramie County, WY, and Keyhole Technologies, LLC in an amount not to exceed $35,240 to purchase two message signs for Public Works. **22 - 201**

Attachments: Agreement, Keyhole Technologies, LLC

This agenda item was approved.

4. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, FFY22 State Homeland Security Grant Program, for Emergency Management to support emergency notification services and provide communications equipment in the amount of $40,000. **22 - 202**

Attachments: FFY22 SHSP Grant Application, EMA

This agenda item was approved.

5. Consideration of the ratification of a resolution authorizing the submission of a grant application to Cheyenne Regional Medical Center for General Community Benefit funding for the Coroner's Office to purchase suicide prevention materials in the amount of $2,500. **22 - 203**

Attachments: General Community Benefit Application, CRMC

This agenda item was approved.

6. Consideration of the ratification of a resolution authorizing the submission of a grant application to the WY Office of Homeland Security, Emergency Management Planning Grant Program, to request Emergency Management operational funding for FY23 in the amount of $142,920 with a 50% match. **22 - 223**

Attachments: FY23 EMPG Grant Application, EMA

This agenda item was approved.

7. Consideration of an agreement between Laramie County, WY, and H2O Power Equipment, LLC in an amount not to exceed $18,696 to purchase a pressure washer for Public Works. **22 - 206**

Attachments: Agreement, H2O Power Equipment, LLC

This agenda item was approved.

8. Consideration of the ratification of an agreement between Laramie County, WY, and Midco Diving and Marine Services, Inc to provide inspection and cleaning of the Archer tower tank as more specifically described in attachment A. **22 - 204**

Attachments: Agreement, Midco Diving and Marine Services, Inc

This agenda item was approved.

9. Consideration of the deletion from Treatment Court's fixed asset inventory of a 2008 Jeep Compass issued to be sold at county auction. **22 - 222**

Attachments: Asset Deletion, Treatment Court, 2008 Jeep

This agenda item was approved.

10. Consideration of the 2022 Wildland Fire Management Annual Operating Plan. **22 - 227**

Attachments: 2022 Wildland Fire Management Annual Operating Plan

This agenda item was approved.

11. Consideration of an agreement between Laramie County, WY, and Glass Masters in an amount not to exceed $15,688 to provide demolition of existing glass and installation of insulated units for the County Clerk's Records Center as listed in the estimate. **22 - 196**

Attachments: Agreement, Glass Masters

Sandra Newland, Grants, requested this agenda item be postponed because the vendor needed to get registered with SAMS.gov before the contract could be awarded.

A motion was made by Commissioner Holmes, seconded by Vice Chairman Lovett, to postpone the agenda item until May 17, 2022. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

12. Consideration of a non-attest accounting/consulting services agreement between Laramie County, WY, and Childress Accounting and Consulting in an amount not to exceed $17,365 to provide year-end bookkeeping and accounting services as describing in attachment A. **22 - 205**

Attachments: FY22 Non-attest Accounting-Consulting Services Agreement, Childress Accounting and Consulting

This agenda item was approved.

13. Consideration of a catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, for an event on May 7, 2022 at 312 S Greeley Hwy, back lot of bar. **22 - 215**

Attachments: 24-hour Permit, Outlaw Saloon, May 7, 2022

This agenda item was approved.

14. Consideration of a 10-day catering permit submitted by Bullseye Operations, LLC, dba Outlaw Saloon, for events on July 21-30, 2022 at 312 S Greeley Hwy, back lot of bar. **22 - 216**

Attachments: 24-hour Permit, Outlaw Saloon, July 21-30, 2022

This agenda item was approved.

15. Consideration of the following fees collected by various County entities for March 2022: County Clerk, $139,161.03; Sheriff, $447,678.84; Clerk of District Court, $20,984.50; Shooting Sports, $17,965.55; Planning & Development, $90,538.67; Circuit Court, $49,706.00; DUI Court, $300.00; Drug Court, $895.00. **22 - 218**

Attachments: March Fees 2022

This agenda item was approved.

16. Consideration of the following part-time salaries in the amount of $40,151.36 for April 2022: Planning, $400.00; Shooting Sports, $6,118.47; Events Dept, $1,185.00; Buildings/Maintenance, $14,300.62; Sheriff Operations, $4,621.51; Detention, $9,431.62; District Court, $3,240.00; Drug/DUI Courts, $854.14. **22 - 219**

Attachments: April Part-time Salaries 2022

This agenda item was approved.

17. Consideration of warrants in the amount of $2,412,581.32 for April 2022. **22 - 220**

Attachments: April Warrants 2022

This agenda item was approved.

Resolutions

18. Consideration of a resolution dividing Laramie County into six (6) election districts as required by WS 22-7-101. **22 - 211**

Attachments: Resolution Dividing Laramie County into Six Election Districts

County Clerk Debra Lee explained each general election year the Board of County Commissioners, with the recommendation of the County Clerk, divides the county into election districts. Clerk Lee said six districts are recommended and this is a change from the seven districts previously established.

Chairman Thompson opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the comment period.

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

19. Consideration of a resolution finalizing precinct boundaries for Laramie County and determining number of precinct committee officers to be elected in 2022. **22 - 212**

Attachments: Resolution, Final Precinct Boundaries and Precinct Committee Officers to be Elected

County Clerk Debra Lee presented the proposed precinct boundaries and the number of precinct committee officers to be elected in 2022.

Clerk Lee acknowledged the work of the late David Sherrill, Laramie County GIS manager, who assisted with initial legislative redistricting, Jordan Evans, City County GIS Cooperative, who provided invaluable technical assistance during and after the legislative session, and Tory Munoz, Election manager in the Clerk's office. She noted that registered voters could vote at any of the seven vote centers in the County, even if their district and precinct was changed.

Ms. Munoz explained the process and the determining factors for creating the proposed precinct boundaries.

Chairman Thompson opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Thompson closed the comment period.

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

20. Consideration of a resolution establishing a location for in-person absentee voting and counting center for Laramie County. **22 - 213**

Attachments: Resolution, Establishing Absentee Voting and Counting Center

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

Grants

21. Consideration of an agreement between Laramie County, WY, and KUBL Group to accept proposals for security system upgrades at the Detention Center and the Juvenile Services Center. **22 - 200**

Attachments: Agreement, KUBL Group

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

22. Consideration of an agreement between Laramie County, WY, and Wyoming Machinery Co in the amount of $385,460 to purchase one new Caterpillar Inc model 140-15 all-wheel-drive motor grader for Public Works. **22 - 221**

Attachments: Agreement, WY Machinery Co

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

Contract/Agreement/Leases

23. Consideration of an agreement between Laramie County, WY, and Riata Water to purchase water at a rate of $8.00 per one thousand gallons. **22 - 197**

Attachments: Water Purchase Agreement, Riata Water

A motion was made by Commissioner Holmes, seconded by Vice

Chairman Lovett, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

24. Consideration of amendment one to the cooperative agreement between Laramie County, WY, and the WY Dept of Transportation for County project B221004 (US 30 and Dell Range Blvd and Whitney Rd). The amendment is to revise some of the provisions in the original agreement (200218-02) as outlined in the amendment. **22 - 208**

Attachments: Amendment One to the Cooperative Agreement, WYDOT

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

25. Consideration of an addendum between Laramie County, WY, and Honnen Equipment Co to allow Public Works to demo a used 2018 John Deere 772G motor grader with 6WD with the option to purchase the motor grader in an amount not to exceed $205,600. **22 - 209**

Attachments: Addendum, Honnen Equipment Co

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

26. Consideration of amendment one between Laramie County, WY, and the WY Dept of Transportation for extraordinary snow removal and extraordinary maintenance for snow removal on portions of S Greeley Hwy between College Dr and Fox Farm Rd. The amendment is to increase County fees in accordance with attachment B, extend the term and amend responsibilities of the County by replacing attachment A (040217-14) with attachment B. **22 - 210**

Attachments: Amendment One, WYDOT, Snow Removal

A motion was made by Vice Chairman Lovett, seconded by Commissioner

Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

27. Consideration of an agreement between Laramie County, WY, and TC Solutions, LLC for construction manager services as advisor and owner's representative for projects associated with four (4) ballot propositions approved by Laramie County voters in November 2021. **22 - 225**

Attachments: Agreement, TC Solutions, LLC

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

License/Permits

28. PUBLIC HEARING regarding a yearly fireworks permit submitted by Richard Krehbiel, dba Wholesale Fireworks, Inc, located at 3229 W College Dr. **22 - 228**

Attachments: Wholesale Fireworks, Inc - 3229 W College Dr

Matt Butler, County Fire Warden, advised the Board that the required inspections were performed and everything was in order.

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

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

Public Hearings/Rules & Reg's

29. PUBLIC HEARING to take comment on a proposed polling place location change using Kiwanis Community House instead of CFD Events Center for the Laramie County 2022 elections. **22 - 214**

Attachments: Legal Notice 2022 Proposed Replacement of a Vote Center

Tory Munoz, Election manager, Clerk's office, explained the purpose of the hearing was to replace CFD Event Center with Kiwanis Community House as a vote center. Commissioner Heath asked the reason for the return to Kiwanis Community House. Ms. Munoz cited accessibility, parking, and ease of moving voting equipment in and out of the facility. She expressed appreciation to CFD for allowing the Clerk's office to use the Event Center for the 2020 election during COVID-19 restrictions.

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

The public hearing notice was received and filed.

Land Use:Variances/Board App./Plats

30. PUBLIC HEARING regarding board approval for an RV campground located at Allison Tracts, the south 360 feet of the east one-half of Tract 23, Laramie County, WY. **22 - 224**

Attachments: Cheyenne Estates RV Campground

Justin Arnold, Planning, said Ed Waddell of Western Research and Development submitted an application seeking approval for an RV campground on behalf of Cheyenne Estates MHC, LLC. The proposed RV campground is located on Allison Tracts, the south 360 ft of the east one-half of Tract 23. The physical address is 509 E Jefferson Rd. The project shall proceed to a site plan review process with board approval of the use.

Mr. Arnold said based on evidence provided, staff recommends approval of the RV campground as an approved use with the adoption of findings of fact a and b.

Chairman Thompson opened the hearing for PUBLIC COMMENT. Matt Schoneberg, Marvin and Bernadette Parish, residents, expressed concerns about drainage, sewer, transient tenants, fencing, safety for children, increased traffic and width of the entrance.

Ed Waddell, agent for the applicant, spoke about the six-foot privacy fence that will be on the north, west, and south sides, and the east side will have a four-foot fence because the east side of the property is owned by the applicant. He noted there will be security cameras located on the property overlooking the site. Chairman

Thompson questioned drainage and if gravel would be used for the camper spots. Mr. Waddell said the proposed location would be paved and there would be a drainage study for the site plan. Mr. Waddell noted the traffic study estimated 50 trips per day with six vehicles during the peak hours.

The Board discussed adding a condition requiring Board approval of the site plan instead of an administrative approval by the Planning director. Commissioner Heath asked if campers would have a long or short-term stay, since there are sanitary stations shown on the plan. John Briggs, manager of Cheyenne Estates MHC, said the campground is intended to be a monthly stay. Mr. Waddel said there would be a sanitary station due to Laramie County Campground Regulations for more than five sites. He noted the final site plan would include sewer, water and electricity built to code for each camp site.

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

Commissioner Holmes questioned if Fire District #1 commented on access to the property. Mr. Arnold said Fire District #1 did make comments about the International Fire Code regulations and the comments will be taken into consideration for the site plan. Chairman Thompson requested Planning properly notify neighbors when the site plan is to be heard.

A motion was made by Commissioner Holmes, seconded by Commissioner Heath, to grant board approval for the RV campground located on Allison Tracts, the south 360 feet of the east one-half of Tract 23, Laramie County, WY, and adopt the findings of fact a and b of the staff report and require the site plan to come before the Board of County Commissioners for approval and a public hearing. The motion carried by the following vote:

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

The following item was added to the agenda during the meeting as further business.

Further Business

31. Consideration of a lease agreement between Laramie County, WY, and Laramie County Riders' Association. The agreement shall remain in full force and effect until Jan 1, 2025. **22 - 242**

Attachments: Lease Agreement, Laramie County Riders' Association

County Attorney Mark Voss spoke about the lease agreement and the insurance coverage requirement. Mr. Voss said the lease could be approved.

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

Aye: Thompson, Lovett, Heath, Holmes

Excused: Malm

The meeting adjourned at 4:38 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, May 3, 2022.
Approved by : Debra K. Lee, County Clerk
Reviewed by : Troy Thompson, 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.