



**COUNTY OF ALBANY**  
**525 GRAND AVE ROOM 105 · LARAMIE, WYOMING 82070**  
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**COMMISSIONERS@CO.ALBANY.WY.US**

**COUNTY COMMISSIONERS' REGULAR MEETING AGENDA**  
 COURTHOUSE, ROOM 105  
 APRIL 4, 2017

**INTERVIEWS: 7:45 a.m.**

Albany County Historic Preservation Board

**PLEDGE OF ALLEGIANCE**

**REGULAR MEETING: 10:00 a.m.**

1. Call to order and roll call.
2. Comments from the public.
3. Consideration of changes on the agenda.
4. Approval of consent agenda.

**CONSENT AGENDA**

- 4a. Minutes of the Regular and Special Meeting of the Board.  
 Action: that the Board APPROVES the MINUTES of the March 21, 2017 Regular Meeting and the March 28, 2017 Meeting of the Board.
- 4b. Minutes, Balance Sheet, Profit & Loss by Class, Profit & Loss Budget vs. Actual and Agenda of the Laramie Plains Civic Center Joint Powers Board.  
 Action: that the Board ACKNOWLEDGES RECEIPT of the February 8, 2017 MINUTES; the BALANCE SHEET as of February 28, 2017; the PROFIT & LOSS BY CLASS for February 2017 and the period July 2016 through January 2017; the PROFIT & LOSS BUDGET vs. ACTUAL for the period July 2016 through June 2017; the March 8, 2017 AGENDA and the FINANCIAL REPORT of the Laramie Plains Civic Center Joint Powers Board.
- 4c. Agenda and Minutes of the Sherman Hill Road Improvement and Service District.  
 Action: that the Board ACKNOWLEDGES RECEIPT of the December 6, 2016 and February 7, 2017 AGENDAS and the December 6, 2016 and February 7, 2017 MINUTES of the Sherman Hill Road Improvement and Service District.
- 4d. Minutes, Agenda and Statement of Operations, Statement of Financial Position and 2016-2017 Budget vs. Actual Report of the Albany County Fair Association.  
 Action: that the Board ACKNOWLEDGES RECEIPT of the December 12, 2016 and February 13, 2017 MINUTES, the February 13, 2017 and March 13, 2017 AGENDAS and the STATEMENT OF OPERATIONS from December 13, 2016 to February 13, 2017 and July 1, 2016 to February 13, 2017 and February 13, 2017 to March 13, 2017 and July 1, 2016 to March 13, 2017; the STATEMENT OF FINANCIAL POSITION as of February 13, 2017 and as of March 13, 2017 and the 2016-2017 BUDGET VS. ACTUAL REPORT for the months of February 2017 and March 2017 of the Albany County Fair Association.
- 4e. Minutes of the Albany County Public Library Board of Directors.  
 Action: that the Board ACKNOWLEDGES RECEIPT of the January 9, 2017, January 31, 2017 and the February 27, 2017 MINUTES of the Albany County Public Library Board of Directors.
- 4f. Minutes of the Laramie Rivers Conservation District.  
 Action: that the Board ACKNOWLEDGES RECEIPT of the February 22, 2017 MINUTES of the Laramie Rivers Conservation District.
- 4g. ACH payment to the Internal Revenue Service regarding federal tax payment.  
 Action: that the Board RATIFIES payment to the Internal Revenue Service regarding federal tax payment for March 2017.
- 4h. Blue Cross Blue Shield Administrative Fees.  
 Action: that the Board RATIFIES payment to Blue Cross Blue Shield regarding Administrative Fees.
- 4i. ACH payments to Blue Cross Blue Shield regarding health insurance claims.  
 Action: that the Board RATIFIES payments to Blue Cross Blue Shield regarding health insurance claims.
- 4j. Zoning Certificates  
 Action: that the Board APPROVES the following Zoning Certificates:

Geo Pin	Last Name	First Name	Zoning Permit #	Street #	Address	Value	Description of Use	Zoning
05-1573-09-1-00-042.00	Osborne	James	ZC-021-17	1015	Dally Ridge Road	\$275,000	Commercial Structure	COM
05-1573-09-1-00-042.00	Osborne	James	ZC-022-17	1025	Dally Ridge Road	\$275,000	Commercial Structure	COM
05-1573-09-1-00-042.00	Osborne	James	ZC-023-17	1035	Dally Ridge Road	\$275,000	Commercial Structure	COM
05-1573-09-1-00-042.00	Osborne	James	ZC-024-17	1019	Dally Ridge Road	\$165,000	Commercial Structure	COM
05-1573-09-1-00-042.00	Osborne	James	ZC-025-17	1031	Dally Ridge Road	\$165,000	Commercial Structure	COM
05-1877-01-1-00-001.00	Pinnacle Consulting, Inc.	Gayle Yeiser	ZC-026-17	1343	Dutton Creek Road	\$0	Tower Co-Location	AG
05-1475-18-3-00-013.00	Hubenthal	Cheryl and Philip	ZC-029-17	70	Harmony Lane	\$0	Accessory Structure	RR

4k. Acknowledge Receipt of Correspondence.

TERRI JONES  
 COMMISSIONER

TIM CHESNUT  
 COMMISSIONER CHAIRMAN

HEBER RICHARDSON  
 COMMISSIONER

Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: Department of Environmental Quality (2); Western Confluence; Medicine Bow-Routt National Forests & Thunder Basin National Grassland; City of Laramie; Office of the Wyoming State Public Defender; Woods Landing Resort-Sue Spencer & Bill Sheehan; County News; American City & County; Wyoming County Commissioners Association;

## **REGULAR AGENDA**

5. Present for **APPROVAL**, Mayor and County Proclamation proclaiming April 4, 2017 as National Service Recognition Day. (Commissioners)
6. Present for **APPROVAL**, Proclamation proclaiming April as Sexual Assault Awareness Month. (Scott Cheney, Outreach Coordinator, Safe Project)
7. Present for **APPROVAL**, Amendment Number One to Service Provider Contract between Board of Commissioners of the County of Albany, Wyoming by and through the Albany County Human Resources and Grand Avenue Urgent Care, LLC. for Drug Testing Services. (Christina Snowberger, Human Resources Coordinator)
8. Present for **APPROVAL**, Amendment to the Employee Handbook to add a Hostile Work Environment and Grievance Policy and an addition to the current Workplace Violence Policy. (Christina Snowberger, Human Resources Coordinator)
9. Present for **APPROVAL**, Amendment to the Albany County Policy and Procedure Manual adding a Hiring Freeze and Pay Approval Process Policy which includes the new Salary Authorization Form. (Christina Snowberger, Human Resources Coordinator)
10. Present for **APPROVAL**, Rebate Tax Order Petition for John Gorski; adjusted assessment for tax year 2015 due to Protested Taxes and Board of Equalization Decision and refund of taxes paid in the amount of \$77.52, account #2919. (Linda Simpson, County Treasurer)
11. **ACKNOWLEDGE** distribution of the US Forest funds based on the "Secure Rural Schools and Community Self Determination Act of 2000" in the amount of \$181,759.53 and **DIRECT** the Clerk to advertise Title III funds in the amount of \$13,829.54 for proposed, authorized County projects. (Linda Simpson, County Treasurer)
12. Present for **APPROVAL**, application to the Wyoming Office of Homeland Security for the 2017 State Homeland Grant Program in the amount not to exceed more than \$50,000 to support projects associated with the Albany County Sheriff's Office. Funds are to be used on expenses in line with state approved investment areas. (Tai Wright, Grants Manager and Josh DeBree, Undersheriff)
13. Present for **APPROVAL**, application to the Wyoming Office of Homeland Security for the 2017 State Homeland Grant Program in the amount of \$142,600.48 to support projects associated with the Emergency Management Department. Funds to be used on expenses in line with state approved investment areas. (Tai Wright, Grants Manager and Aimee Binning, EMA Coordinator)
14. Present for **APPROVAL**, application to the Wyoming Office of Homeland Security for the 2017 State Homeland Grant Program in the amount not to exceed \$5,000 to support projects associated with the Albany County Coroner. Funds are to be used on expenses in line with state approved investment areas. (Tai Wright, Grants Manager and Jennifer Graham, Coroner)
15. Present for **APPROVAL**, Grant Agreement between the Wyoming Office of Homeland Security and Albany County for the FEMA Public Assistance Program (Projects PW-00001 and PW-00005, grant award number FEMA-4227-DR-WY) in the amount of \$843,126.24 starting July 15, 2015 to December 31, 2017 for the purpose repairing County roads in Northern Albany County. (Tai Wright, Grants Manager and Aimee Binning, EMA Coordinator)
16. Present for **APPROVAL**, Amendment One to the MOU between Wyoming Department of Health, Public Health Division and Albany County which was duly executed on July 8, 2016. The purpose of this amendment is to reduce the maximum amount of federal funds provided under CFDA#93.558 by \$72,107.00, to leave a total dollar amount award of \$80,408.00. (Tai Wright, Grants Manager and Melissa Zaferos, Public Health Director)
17. **RATIFY**, submittal of the FFY 2018 Highway Safety Grant Program through the Wyoming Department of Transportation in the amount of \$16,791.14 for eight (8) Albany County Court Supervised Treatment Program team members to attend the National Association of Drug Court Professionals Conference in 2018. (Tai Wright, Grants Manager)
18. **MAKE** appointments to the Albany County Historic Preservation Board. (Commissioners)
19. Present for **APPROVAL**, Commercial Lease Agreement between the Albany County Board of Commissioners and LogiLube, LLC. (Commissioners)
20. Present for **APPROVAL**, letter terminating the Contract with Peak Wellness Center for Mental Health Services. (Peggy Trent, Albany County and Prosecuting Attorney)
21. **SET** Work Session to discuss changes with liquor license legislation and Work Session on Albany County's Strategic Plan. (Jackie R. Gonzales, Albany County Clerk)
22. **APPROVE** Vouchers for March 2017. (Commissioners)
23. **ADJOURN**.