



**COUNTY OF ALBANY**  
525 GRAND AVE ROOM 105 ·  
LARAMIE, WYOMING 82070  
(307) 721-2541 · FAX (307) 721-2544  
COMMISSIONERS@CO.ALBANY.WY.US

**COUNTY COMMISSIONERS' REGULAR MEETING AGENDA**

Road and Bridge Meeting Room  
2920 County Shop Road  
JUNE 6, 2023

**REGULAR MEETING: 9:30 a.m.**

1. **Call to order and roll call**
2. **Pledge of Allegiance.**
3. **Public Hearing.**
  - Renewal of Retail Liquor Licenses
  - Renewal of Restaurant Liquor License
  - Renewal of Limited Retail Liquor License (Club)
  - Renewal of Microbrewery Permits
  - Renewal of Winery Permit
4. **Comments from the public.**
5. **Disclosures.**
6. **Consideration of changes on the agenda.**
7. **Approval of Consent Agenda.**

**CONSENT AGENDA**

- 7a. Minutes of the Regular Meeting of the Board.
  - Action: that the Board APPROVES the May 16, 2023 MINUTES of the Regular Meeting of the Board.
- 7b. Minutes and Agendas of the Albany County Weed and Pest Board.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the December 8, 2022; January 10, 2023; February 7, 2023; March 7, 2023 and the April 6, 2023 MINUTES and the January 10, 2023; February 7, 2023; March 7, 2023; April 6, 2023 and the May 9, 2023 AGENDAS of the Albany County Weed and Pest Board.
- 7c. Minutes of the Paddocks Improvement District.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the March 27, 2023 MINUTES of the Paddocks Improvement District.
- 7d. Minutes and Agenda of the Albany County Tourism Board.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the April 17, 2023, MINUTES and the May 22, 2023 AGENDA of the Albany County Tourism Board.
- 7e. Minutes of the Seven Mile Water and Sewer District.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the February 15, 2023; March 14, 2023; April 11, 2023 and May 9, 2023, MINUTES of the Seven Mile Water and Sewer District.
- 7f. Budget Hearing and Minutes of the Sage Drive Community Improvement and Service District.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the April 28, 2022, BUDGET HEARING and MINUTES of the Sage Drive Community Improvement and Service District.
- 7g. Minutes, Agenda and Treasurer's Report of the Laramie Rivers Conservation District.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the April 19, 2023 MINUTES; May 24, 2023 AGENDA and TREASURER'S REPORT as of May 24, 2023 of the Laramie Rivers Conservation District.
- 7h. Agenda of the Rainbow Valley Special Road District.
  - Action: that the Board ACKNOWLEDGES RECEIPT of the May 6, 2023, AGENDA of the Rainbow Valley Special Road District.

SUE IBARRA  
COMMISSIONER

PETE GOSAR  
COMMISSIONER CHAIRPERSON

TERRI JONES  
COMMISSIONER

- 7i. Albany County Public Health Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the April 2023 MONTHLY STATEMENT from Kim Maturi, Public Health Nurse Manager.
- 7j. Albany County Sheriff's Office Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the April 2023 MONTHLY STATEMENT from Aaron Appelhans, Sheriff.
- 7k. Albany County Detention Center Monthly Report.  
Action: that the Board ACKNOWLEDGES RECEIPT of the April 2023 DETENTION CENTER MONTHLY REPORT as submitted by Lieutenant Nicole Trampe.
- 7l. Sage Drive Community Improvement & Service District Special District Information Form.  
Action: that the Board ACKNOWLEDGES RECEIPT of the SPECIAL DISTRICT INFORMATION FORM for the Sage Drive Community Improvement & Service District received on February 15, 2023.
- 7m. Reconciliation Detail Report for the Wold Improvement & Service District.  
Action: that the Board ACKNOWLEDGES RECEIPT of the RECONCILIATION DETAIL REPORT for the period ending April 30, 2023 for the Wold Improvement & Service District.
- 7n. Albany County Weed and Pest Proposed Budget for Fiscal Year 2023-2024 and request for Mill Levy.  
Action: that the Board ACKNOWLEDGES RECEIPT of the PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 for the Albany County Weed and Pest and request a MILL LEVY of 1 mill.
- 7o. Albany County Hospital District Fiscal Year 2023-2024 Proposed Budget and request for Mill Levy.  
Action: that the Board ACKNOWLEDGES RECEIPT of Albany County Hospital District Fiscal Year 2023-2024 PROPOSED BUDGET and request a MILL LEVY of 3 mills.
- 7p. Valley View Road Improvement Service District Proposed Budget for Fiscal Year 2023-2024.  
Action: that the Board ACKNOWLEDGES RECEIPT of the PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 for the Valley View Road Improvement Service District.
- 7q. Seven Mile Water and Sewer District Fiscal Year 2023-2024 Proposed Budget.  
Action: that the Board ACKNOWLEDGES RECEIPT of the PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 for the Seven Mile Water and Sewer District.
- 7r. Wold Improvement and Service District Fiscal Year 2023-2024 Proposed Budget.  
Action: that the Board ACKNOWLEDGES RECEIPT of the PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 for the Wold Improvement and Service District.
- 7s. Rainbow Valley Special Road District Fiscal Year 2023-2024 Final Budget.  
Action: that the Board ACKNOWLEDGES RECEIPT of the FINAL BUDGET FOR FISCAL YEAR 2023-2024 for the Rainbow Valley Special Road District.
- 7t. Nine Mile Water and Sewer District Fiscal Year 2023-2024 Final Budget.  
Action: that the Board ACKNOWLEDGES RECEIPT of the FINAL BUDGET FOR FISCAL YEAR 2023-2024 for the Nine Mile Water and Sewer District.
- 7u. Profit & Loss Budget Overview for the Nine Mile Water & Sewer District.  
Action: that the Board ACKNOWLEDGES RECEIPT of the PROFIT & LOSS BUDGET OVERVIEW from July 2023 through June 2024 for the Nine Mile Water and Sewer District.
- 7v. \$10,000.00 Bond for Debra Dianne Raben, Treasurer, Wold Service and Improvement District.  
Action: that the Board ACKNOWLEDGES RECEIPT of the \$10,000.00 BOND for Debra Diane Raben, Treasurer, Wold Service and Improvement District.
- 7w. 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 May 2023.
- 7x. Zoning Certificates  
Action: that the Board APPROVES the following Zoning Certificates:

Geo Pin	Last Name	First Name	Zoning Permit #	Street #	Address	Description of Use	Zoning
05-1578-03-4-00-080.00	Taylor	Linda L.	ZC-034-23	14	Mullen Creek Rd	Addition to Principal Structure	SLR
05-1578-03-4-00-080.00	Taylor - Cancelled	Linda L.	ZC-035-23	14	Mullen Creek Rd	Accessory Building	SLR
05-1378-18-3-10-002.00	Remines	Kendall	ZC-036-23	3	Elk Run Trail	Principal Structure	RR
05-1378-18-3-10-002.00	Remines	Kendall	ZC-037-23	3	Elk Run Trail	Accessory Building	RR
05-1578-03-4-00-080.00	Taylor	Linda L.	ZC-038-23	14	Mullen Creek Rd	Addition to Principal Structure	SLR

05-1472-03-1-00-006.00	Shamrock Buildings	c/o Mr. Rowdy Putman	ZC-039-23	1	Rough Rider Road	Accessory Building	RR
05-1674-28-2-05-002.00	Brewster	Pete	ZC-040-23	25	BWJ Road	Accessory Building-1 <sup>st</sup> Structure	RR
05-1576-04-3-99-025.00	Coudray	Catherine	ZC-043-23	110	Bronco Road	Principal Structure	AG
05-2275-23-3-01-077.00	Sutton	Kellen	ZC-044-23	21	Tamarack Drive	Principal Structure	RR
05-1473-15-1-03-006.00	Fasnacht	Travis & Rebekah A.	ZC-045-23	48	Rubys Run	Principal Structure	RR
05-1473-15-1-03-006.00	Fasnacht	Travis & Rebekah A.	ZC-046-23	48	Rubys Run	Accessory Building	RR
05-1576-34-1-00-009.00	Tepler	Russell	ZC-047-23	132	Lake Hattie Road	Principal Structure	RR
05-1472-25-4-07-019.00	Briere	Jeff	ZC-048-23	34	Sherman Way	Accessory Building	AG
05-1377-03-1-00-024.00	Fiorelli	Joe	ZC-049-23	696	Fox Creek Road	Principal Structure	AG
05-1477-25-4-00-001.00	Reed	Jeff	ZC-050-23	27	Thunder Ridge Road	Accessory Building	RR
05-2274-05-1-00-003.00	Mortenson Construction	c/o Mr. Kevin McLean	ZC-051-23	1708	Fetterman Road	Accessory Building-1 <sup>st</sup> Structure	AG
05-2274-05-1-00-003.00	Mortenson Construction	c/o Mr. Kevin McLean	ZC-052-23	1708	Fetterman Road	Accessory Building	AG
05-1573-11-1-06-003.00	Todd	Forrest & Meaghan	ZC-053-23	3049	Black Hawk Drive	Principal Structure	RR
05-1373-33-1-00-006.00	Lindstrom	Grant	ZC-054-23	118	Corral Springs Road	Principal Structure	RR

7y. **Acknowledge Receipt of Correspondence.**

Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: Wyoming County Commissioners Association (2); Bonnie Bath; Cybersecurity Risk and Resilience; J. Tyler Ballance, Kate Allred; Bailey Quick (6); Wyoming Department of Transportation (4); Albany County Weed and Pest; Laramie Chamber Business Alliance (3); Shelley Leonard (3); Pete Gosar (5); City of Laramie; Construction Equipment; David Gertsch; Ellen Bird, Innergex; T & D World; Jennifer Curran; Sue Ibarra; County News; National Association of Counties; Prothman; Water World; Medicine Bow-Routt National Forest & Thunder Basin National Grassland (2); Wyoming Rural Electric News; Jerry Hamann; Stacy Lam, Clerk of District Court and Matt O'Donnell.

**REGULAR AGENDA**

8. **DISCUSS**, Court Security in the Albany County Courthouse. (Justice John Fenn, Chair of the Wyoming Court Security Commission)
9. Present for **APPROVAL**, Final Acceptance of the Albany County Board of County Commissioners Meeting Room Remodel Project and **DIRECT** the Clerk to Advertise for Final Payment to Shepard Construction Inc. the balance due on the 41<sup>st</sup> day following the first advertisement. The final cost of the contract was \$169,258.00. (Jake Schneider, County Engineer)
10. Present for **APPROVAL**, Standard Form of Agreement between Owner and Architect with Arete Design Group, LLC for Architecture and Engineering Fees for the Remodel of the Second Floor of the Existing Building at 3821 Beech Street, in an amount not to exceed \$134,990.00. (Jake Schneider, County Engineer or Jennifer Curran, Deputy County Attorney)
11. Present for **APPROVAL**, Standard Form of Agreement between Owner and Architect with Arete Design Group, LLC for Architecture and Engineering Fees for the Expansion of the Existing Building and Remodel of the Frist Floor at 3821 Beech Street, in an amount not to exceed \$529,516.00. (Jake Schneider, County Engineer or Jennifer Curran, Deputy County Attorney)
12. Present for **DISCUSSION**, officially renaming Swastika Lake on United State Forest Service land in the Snowy Range. (Lindsay Sanders)
13. Present for **APPROVAL**, Request for Funding from 1% Miscellaneous Uncommitted funds for the Albany County Fairgrounds in the amount of \$6,930.29 for new kitchen flooring. (Taylor Haley, Fairgrounds Director)
14. Present for **APPROVAL**, Renewal of Retail Liquor Licenses. (Kayla White, County Clerk)
15. Present for **APPROVAL**, Renewal of Restaurant Liquor License. (Kayla White, County Clerk)

16. Present for **APPROVAL**, Renewal of Limited Retail Liquor License (Club). (Kayla White, County Clerk)
17. Present for **APPROVAL**, Renewal of Microbrewery Permits. (Kayla White, County Clerk)
18. Present for **APPROVAL**, Renewal of Winery Permit. (Kayla White, County Clerk)
19. **ACKNOWLEDGE** receipt and distribution of the US Forest Reserve funds based on the “Secure Rural Schools and Community Self Determination Act of 2000” for the fiscal year 2022-2023 in the amount of \$306,789.47 after sequestration for Title 1 and **DIRECT** the Clerk to advertise Title III funds in the amount of \$25,265.02 after sequestration for proposed authorized County projects. (Tracy Fletcher, County Treasurer)
20. Present for **APPROVAL**, Commercial Lease between Vijaya Koduri and Board of Commissioners of the County of Albany, Wyoming by and through the Albany County Court Supervised Treatment Program to rent the commercial office space at 605 Skyline, Suite 102, Laramie, WY 82070 from June 15, 2023, through June 16, 2024 in the amount of \$2,650.00 which includes \$2,100.00 per month for rent and \$550.00 per month towards utilities and services. (Heather Carter, Drug Court Director)
21. Present for **APPROVAL**, Approach License for Alpha Marie Pope on County Road #51, Two Rivers Road, Laramie, Wyoming located in Section 23, Township 17 North, Range 74 West. (Rob Fisher, Road & Bridge Superintendent)
22. Present for **APPROVAL**, Utility License for Mortenson Construction on County Road #61 Fetterman Road, Laramie Wyoming, Bore ID: 1200. (Rob Fisher, Road & Bridge Superintendent)
23. Present for **APPROVAL**, Utility License for Mortenson Construction on County Road #61 Fetterman Road, Laramie Wyoming, Bore ID: 602. (Rob Fisher, Road & Bridge Superintendent)
24. Present for **APPROVAL**, Utility License for Mortenson Construction on County Road #61 Fetterman Road, Laramie Wyoming, Bore ID: 703. (Rob Fisher, Road & Bridge Superintendent)
25. Present for **APPROVAL**, Utility License for Mortenson Construction on County Road #61 Fetterman Road, Laramie Wyoming, Bore ID: 803. (Rob Fisher, Road & Bridge Superintendent)
26. Present for **APPROVAL**, Utility License for Mortenson Construction on County Road #61 Fetterman Road, Laramie Wyoming, Bore ID: 903. (Rob Fisher, Road & Bridge Superintendent)
27. Present for **APPROVAL**, Quote from LANtelligence for Mitel licensing and support in an amount not to exceed \$33,822.14. (Adam Wales, IT Director)
28. Present for **APPROVAL**, Invitation to Bid for Purchase and Delivery of two (2) midsized, hybrid, four door, All Wheel Drive Sport Utility Vehicle with trade in and **DIRECT** the Clerk to advertise. (Aaron Appelhans, Sheriff and Kayla White, County Clerk)
29. **AWARD** Bid for Purchase and Delivery of two (2) Full-Size, four door, 4-Wheel Drive or All Wheel Drive Sport Utility Vehicle with upgraded suspension/pursuit or Police Package Specifications and two (2) Full size, 4-Wheel Drive or All Wheel Drive Pickup Trucks with upgraded suspension/pursuit or Police Package Specifications and **DIRECT** the Chairman to sign the Contract. (Aaron Appelhans, Sheriff)
30. Present for **APPROVAL**, Tax Roll Correction for 111 Hart Road, Richardson’s Overland Trail Ranch LLC and **AUTHORIZE** the County Treasurer to issue a refund in the amount of \$62.15 for paid 2022 taxes for taxed for incorrect acreage. (Chelsie Mathews, County Assessor)
31. Present for **CONSIDERATION**, Directive to Publish the Laramie growth Area Plan and **SCHEDULE** a Public Hearing. (David Gertsch, Planning Director)
32. Present for **CONSIDERATION**, Directive to Publish the updated Casper Aquifer Protection Plan and **SCHEDULE** a Public Hearing. (David Gertsch, Planning Director)
33. Present for **APPROVAL**, Amendment Number Two to the Contract between City of Laramie, Board of Commissioners of the County of Albany, Wyoming, and Stantec Consulting Services,

- Inc. for updating the Casper Aquifer Protection Plan for the purpose of extending the contract term through September 29, 2023. (David Gertsch, Planning Director)
34. Present for **APPROVAL**, Contract Between the Board of County Commissioners of Albany County, Wyoming by and through Albany County Human Resources and Grand Avenue Urgent Care for drug testing services. (Aneesa McDonald, HR Director)
  35. Present for **APPROVAL**, Memorandum of Understanding between the Board of Commissioners of Albany County, Wyoming and the Albany County Sheriff's Office for Alcohol Enforcement from July 1, 2023, through June 30, 2024 in an amount not to exceed \$21,100.00. (Andrew Tarrell, Prevention Specialist and Bailey Quick, Grants Manager)
  36. Present for **APPROVAL**, Memorandum of Understanding between the Board of Commissioners of Albany County, Wyoming and the City of Laramie Police Department for Alcohol Enforcement from July 1, 2023, through June 30, 2024 in an amount not to exceed \$13,900.00. (Andrew Tarrell, Prevention Specialist and Bailey Quick, Grants Manager)
  37. Present for **APPROVAL**, Memorandum of Understanding between the Board of Commissioners of Albany County, Wyoming and the Albany County Prevention Specialists and the City of Laramie Police Department for Use of ID Scanners from July 1, 2023, through June 30, 2024. (Andrew Tarrell, Prevention Specialist and Bailey Quick, Grants Manager)
  38. Present for **APPROVAL**, Contract between the Board of Commissioners of the County of Albany, Wyoming and Volunteers of America Northern Rockies for the Provision of Four (4) Mental Health First Aid Trainings from July 1, 2023 through June 30, 2024 in an amount not to exceed \$3,600.00. (Andrew Tarrell, Prevention Specialist and Bailey Quick, Grants Manager)
  39. Present for **APPROVAL**, Contract between the Board of Commissioners of the County of Albany, Wyoming and Tracy Young for Prevention Specialist Services to conduct oversight model related to the prevention of the use, misuse, or abuse of tobacco, alcohol, or controlled substances and activities designed to prevent suicide between July 1, 2023 and June 30, 2024 in an amount not to exceed \$45,000.00. (Andrew Tarrell, Prevention Specialist and Bailey Quick, Grants Manager)
  40. Present for **APPROVAL**, Memorandum of Understanding between the Board of County Commissioners of Albany County, Wyoming by and through the Albany County & Prosecuting Attorney's Office and the City of Laramie, Wyoming for Victim Witness Services from July 1, 2023 through June 30, 2024. (Jennifer Curran, Deputy County Attorney and Bailey Quick, Grants Manager)
  41. Present for **APPROVAL**, Amendment One to the Contract between Albany County Board of Commissioners and Wyoming Department of Family Services Community Juvenile Service Board from July 1, 2023 through June 30, 2024. (Bailey Quick, Grants Manager)
  42. Present for **APPROVAL**, Agreement between Albany County Board of Commissioners and Wyoming Department of Health in the amount of \$24,000.00 for the purpose of providing recruitment and retention of Public Health Employees. (Kim Maturi, Public Health Nurse Manager and Bailey Quick, Grants Manager)
  43. Present for **APPROVAL**, funding from Wyoming Department of Health, Pursuant to Wyoming Statute §9-24-104, for the purpose of funding county health programs to prevent and treat problematic gambling behavior in the amount of \$42,488.56. (Bailey Quick, Grants Manger and Andrew Tarrell, Prevention Specialist)
  44. **RATIFY**, preapplication and concept paper to the United States Department of Energy for the purpose of placing Solar Panels at Road and Bridge, Evidence Storage and the Albany County Fairgrounds. (Bailey Quick, Grants Manger)
  45. Present for **APPROVAL**, First Amendment to Agreement between Board of Commissioners of the County of Albany, Wyoming and Wilken Enterprises, LLC for Janitorial Services at the Albany County Annex Building for the purpose of extending the term of the contract from July 1, 2023 through June 30, 2025. (Jennifer Curran, Deputy County Attorney)
  46. Present for **APPROVAL**, First Amendment to Agreement between Board of Commissioners of the County of Albany, Wyoming and Johnny Johnston Custodian for Janitorial Services at

- Albany County Public Health for the purpose of extending the term of the contract from July 1, 2023 through June 30, 2024. (Jennifer Curran, Deputy County Attorney)
47. Present for **APPROVAL**, Letter to Nancy Bartholomew, Laramie City Clerk to allow the Cavalryman II, LLC dba Cavalryman Steakhouse to apply for a Catering Permit for Stagepoint Federal Credit Union members dinner at the Alice Hardie Stevens Center, 603 East University Avenue on June 8, 2023, from 5:00 p.m. to 9:00 p.m. (Kayla White, County Clerk)
  48. Present for **APPROVAL**, Letter to Nancy Bartholomew, Laramie City Clerk to allow the Cavalryman II, LLC dba Cavalryman Steakhouse to apply for a Catering Permit for the Blue Sky Downtown Festival 2023 located on Grand Avenue between 1<sup>st</sup> and 2<sup>nd</sup> streets on June 16, 2023, from 10:00 a.m. to 12:00 a.m. (Kayla White, County Clerk)
  49. Present for **APPROVAL**, Wyoming Employer Benefit Agreement between Albany County Government and MASA – Medical Transport Solutions. (Amanda Rodriguez, Payroll Manager)
  50. **RE-AWARD** the 2023-2024 County Commissioners Initial Scholarships. (Commissioners)
  51. **ACKNOWLEDGE RECEIPT**, of letter of resignation from Edward Browitt from the Centennial Water and Sewer District. (Commissioners)
  52. **ACKNOWLEDGE RECEIPT**, of letter of resignation from Charles A. Lewis from the Centennial Water and Sewer District. (Commissioners)
  53. **RE-APPOINT** Jessica Perry and Joe Horther to the Albany County Public Library Board to fill a three-year term to expire in June 2026. (Commissioners)
  54. **RE-APPOINT** Rebecca Maddox and Derek Jones to the Albany County Tourism Board to fill a two-year term to expire in June 2025. (Commissioners)
  55. **SET** Work Session to Discuss Budget for June 12, 2023 at 9:00 a.m. and June 13, 2023 at 9:00 a.m. (Commissioners)
  56. **APPROVE** Vouchers for May 2023. (Commissioners)
  57. **ADJOURN**.