



# City of Laramie

Community Development Department  
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## MINUTES

### Board of Health

Thursday, May 19, 2016 at 6:15 PM  
Historic Carnegie Building  
405 Grand Avenue, Laramie, WY 82070

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*The Board of Health meetings are open to the public. Requests from person with disabilities must be made to the Community Development Department 24 hours in advance of the meeting.*

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#### 1. CALL TO ORDER/ROLL CALL

Meeting convened at 6:22 PM

Members present: Jean Allais, Becce Ford (Vice-Chair), David Milam (Chair), and Aaron Taff

Members absent: Beth Young-Jones

There was a quorum present at all times.

Staff Present: Jerry Hankin, Erica Larsen and Kathleen Wickersham

City Council Liaison: Vicki Henry (absent)

#### 2. APPROVAL OF AGENDA AND MINUTES

##### 2-A. Change and Approval of Agenda

**MOTION BY FORD, second by Allais, to approve the agenda as presented.**

Aye: 4

Nay: 0

**Motion carried.**

##### 2-B. MINUTES: Approval of the Minutes from the April 21, 2016 meeting

**MOTION BY TAFF, second by Milam, to approve the Minutes from the April 21, 2016 meeting as written.**

Aye: 4

Nay: 0

**Motion carried.**

#### 3. CITIZEN COMMENTS – Non-Agenda Related Topics – No Action Can Be Taken

No citizen comments.

#### 4. BOARD OF HEALTH AND STAFF: REPORTS AND COMMENTS

##### 4-A. Environmental Health Specialist Position

Milam, Hankin and Larsen provided an overview of the May 16<sup>th</sup> Albany County Tourism Board meeting that they attended. The Board wrote a letter to the Tourism Board in support of the Environmental Health Specialist position sustainability.

#### 5. DISCLOSURES

No disclosures.

#### 6. BUSINESS

## **OLD BUSINESS**

### **6-A. Bylaws**

City Attorney Jason Loos was consulted regarding the approval of the bylaws. Individual chapters of the Bylaws can be edited and approved by the Board. The bylaws do not need to be approved by the City Council. When the document is updated in full, it should be filed with the City Clerk.

The City Attorney will provide legal review of the Rules and Regulations Governing Body Artists and Body Art Establishments. Larsen and Wickersham will review the document and highlight edits for the Board to review. Once the review has been completed the document will be sent to the Board to review prior to the next meeting.

### **6-B. Rules and Regulations**

Board will review the various chapters and work to approve them one at a time.

## **NEW BUSINESS**

### **6-C. Review of Inspections**

- i. April 15, 2016 – May 12, 2016

The Board reviewed and discussed the establishments on the monthly inspection reports. Larsen answered questions and provided additional information on various establishments.

**MOTION BY TAFF, second by Ford,** to add Bagelmakers to the June agenda for further discussion regarding their inspection.

Aye: 4

Nay: 0

**Motion carried.**

Hankin gave an update regarding the Ramada Inn. The Inn was shut down by the joint cooperation of the Health Inspector, Building Inspector and the Fire Marshall. While the Inn was shut down for two and a half months, they replaced the all of the sewer lines on the outside of the building; replaced some of the plumbing; remodeled rooms, hallways and the lobby. The Inn is back open except for the pool. The kitchen is still closed at this time by the Fire Prevention Division, but the hotel can serve a continental breakfast.

## **8. DATE OF NEXT REGULAR MEETING – JUNE 16, 2016**

## **9. ADJOURN**

**MOTION BY MILAM, second by Taff,** to adjourn the meeting.

Aye: 4

Nay: 0

**Motion carried.**

The Board of Health meeting adjourned at 6:57 PM.

VALIDATED:

DAVID MILAM	06/16/2016
David Milam, Board of Health Chair	Date

KATHLEEN WICKERSHAM	06/16/2016
Kathleen Wickersham, Board of Health Secretary and Clerk	Date

The original Minutes were approved and signed on June 16, 2016.  
The signed document is on file.