

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, March 16, 2020 in Committee Room 104, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Mike Luna, Chairman; Jeff White, Ken Esquibel, and Pete Laybourn.

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Kris Jones, City Clerk; Teresa Moore, Community Recreation and Events Director; Jason Sanchez, Community Recreation and Events Deputy Director; Lori DeVilbiss, Recreation Manager; Vicki Nemecek, Public Works Director; Chief Greg Hoggatt, Cheyenne Fire & Rescue; and Wes Bay, Deputy City Engineer.

OTHERS PRESENT: Ben Hornok, TCS Solutions; Rod Hottle, United Way of Laramie County; Patti Riesland, Mayor's Council for People with Disabilities (MCPD); and John Koehler, JPK TR Cheyenne II, LLC.

AGENDA ITEMS

7. APPLICATIONS/LICENSES/PERMITS

- a) Renewal application for a retail liquor license filed with the City Clerk's Office for Deep South LLC d/b/a Redwood Lounge, 2105 E. Lincolnway, Cheyenne, Wyoming.

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised the renewal application was submitted outside the normal renewal time frame. Ms. Jones advised the application has been reviewed by the required agencies and has been determined as eligible. Upon inquiry, Ms. Jones reported that the requirements of the license are being met.

12. ORDINANCE – 3rd READING – Creating Section 2.04.200, Purchasing Policy, of Chapter 2.04, Mayor and City Council, of Title 2, Administration and Personnel, of the Municipal Code of the City of Cheyenne, Wyoming.

Mr. White moved to approve on 3rd Reading, seconded by Mr. Laybourn. Mr. Esquibel moved to amend by striking the last four words, "as a political matter", in section A, seconded by Mr. Laybourn. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: TJ Barttelbort, Purchasing Manager, provided a staff report and advised the proposed ordinance specifically addresses City staff and elected officials who are subject to following the City's purchasing policy. Mr. Barttelbort advised a draft copy of the revised purchasing policy has been distributed to all council members. Upon inquiry, Mike O'Donnell, City Attorney, advised that removal of the words "as a political matter" in the last sentence would result in no legal change in the meaning of the ordinance and explained the limited ways an elected official could be reprimanded.

20. RESOLUTION – Authorizing the City of Cheyenne to accept as a gift a parcel of real property from JPK TR Cheyenne II, LLC. (SPONSOR – MR. WHITE)

Mr. White moved to adopt, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Mike O'Donnell, City Attorney, provided a staff report and advised this gift parcel is the back portion of the Hitching Post property, nearest the Ice and Events Center. John Koehler, JPK TR Cheyenne II, LLC, advised closing on the property is scheduled mid-April however, it may be delayed due to current events. Additional discussion included the funding and timeline to secure the property.

23. LEASES/CONTRACTS/LEGAL:

- b) Agreement between the City of Cheyenne and Carbonhouse, LLC, d/b/a Carbonhouse, Charlotte, NC, for website design, development and website hosting services for the Cheyenne Events website. (2015-2018 and 2019-2022 1% Sales Tax)

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Teresa Moore, Community Recreation and Events Director, provided a staff report and advised the main need for a new website and ticketing platform is to have the ability to sell season tickets online. Upon inquiry, Patti Riesland, MCPD, advised she was not familiar with this particular website but that she has been working with City staff to ensure that the new City website will be completely ADA accessible.

- c) Sponsorship Agreement between the City of Cheyenne and Spradley Barr Toyota for the 2020-2021 Cheyenne Civic Center Broadway Series, Family Film Series Presenting Sponsor, Superday 2020 Kid Zone Exclusive Sponsor and as an Art Access Sponsor. (revenue to the City)

Mr. Esquibel moved to approve, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Lori DeVilbiss, Recreation Manager, provided a staff report and advised this is the second year of this sponsorship and it will provide revenue to the City.

- d) Sponsorship Agreement between the City of Cheyenne and HollyFrontier Cheyenne Refining LLC, to designate HollyFrontier as the presenting sponsor of Superday 2020, Superday Tour de Prairie and Superday 5k Walk/Run.

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Lori DeVilbiss, Recreation Manager, provided a staff report and advised this sponsorship will be revenue to the City.

- e) Human Services Agreement with United Way of Laramie County to provide services to various community programs. (2015-2018 1% Sales Tax)

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised this contract allocates, sales tax overage funding money to human services programs for a three (3) year period as directed by City Resolution #5607.

24. CHANGE ORDERS/CONTRACT MODIFICATIONS

- a) Consideration of Modification #2 to Contract #6986 between the City of Cheyenne and TC Solutions, LLC, for installation of approximately 42' of new sanitary sewer pipe necessary for the Splash Pad. (General fund reserves)

Mr. Laybourn moved to approve in an amount not to exceed \$62,416.25, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Ben Hornok, TCS Solutions, advised this proposal will allow the required sanitary line to be installed and provide necessary infrastructure for the splash pad.

25. CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:

- b) Consideration of Bid #E-12-20 for furnishing one (1) new handheld mass spec chemical detection system for gas/vapor, liquids and solids, with accessories for the City of Cheyenne, Cheyenne Fire & Rescue Department, Hazmat Division. (Homeland Security Grant)

Mr. Esquibel moved to accept the bid from 908 Devices, Boston, MA, in an amount not to exceed \$71,425.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Chief Greg Hoggatt, Cheyenne Fire & Rescue, provided a staff report and advised this bid is for replacement equipment and upon inquiry, explained how the equipment works to identify hazardous materials.

- c) Consideration of Bid #E-13-20 for furnishing one (1) new 2019-2020, 19,500 GVWR, cab & chassis with 45 foot aerial device body for the City of Cheyenne, Traffic Division. (2015-2018 1% Sales Tax)

Mr. Laybourn moved to accept the bid from Spradley Barr Motors, Cheyenne, WY in an amount not to exceed \$128,236.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the purchase includes a trade-in and that the equipment will be used to service and maintain the City's traffic lights.

- d) Consideration of Bid #E-14-20 for furnishing two (2) new diesel powered 3-wheeled street sweepers with belt conveyors for the City of Cheyenne, Street & Alley Division. (2015-2018 1% Sales Tax)

Mr. White moved to accept the bid from Titan Machinery, Gillette, WY, in an amount not to exceed 454,488.88, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the replacement street sweepers are replacing two (2) outdated sweepers. Upon inquiry, TJ Barttelbort, Purchasing Manager, advised on the type and the brand of the new sweepers. Mr. Laybourn expressed the importance of keeping streets clean.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:38 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council