

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, April 20, 2020 via an Electronic meeting, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Brendan Ames, Chief Economic Development Officer; Tom Mason, Metropolitan Planning Organization (MPO) Director; Robin Lockman, City Treasurer; Tom Cobb, City Engineer; Michael Skinner, Public Information Officer; Jason Sanchez, Community Recreation & Events Deputy Director; Eric Fountain, Mayor's Chief of Staff; TJ Barttelbort, Purchasing Manager; Kris Jones, City Clerk; Vicki Nemecek, Public Works Director; Tawn Hillenbrand, Planning and Development; Jay Sullivan, Youth Alternatives Director; Vicki Nemecek, Public Works Director; Mary Salas, Administrative Assistant to the City Council; Lt. Joel Hickerson, Cheyenne Police Department; Matt Theriault, Landfill Manager; and Darrin Hass, Human Resources Director.

OTHERS PRESENT: Margaret Austin, Wyoming Tribune Eagle; Trey Rinne and Brad Emmons, AVI; Jackie Tabor; and Ben Hornok, TC Solutions.

AGENDA ITEMS

13. **ORDINANCE – 3rd READING –** Amending the City of Cheyenne's Solid Waste Fee Schedule.

Mr. Laybourn moved to approve on 3rd and final reading, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director provided a staff report and advised that there have been no changes since second reading at the April 13, 2020 meeting of the governing body and staff continues to support approval.

17. **RESOLUTION –** Authorizing the Cheyenne Police Department to apply for Wyoming Association of Sheriffs and Chiefs of Police/Wyoming Department of Transportation, Highway Safety Program, Selective Traffic Enforcement Grant Funding. (Highway Safety Selective Traffic Enforcement Grant) (SPONSOR – MR. LUNA)

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

DISCUSSION: Lt. Joel Hickerson, Cheyenne Police Department, provided a staff report and advised that the annual grant in the amount of \$50,000.00 will be used to support increased visibility for occupant protection (seatbelts and child restraint systems) and DUI enforcement. Lt. Hickerson, provided enforcement statistics from the prior year.

18. **RESOLUTION** – Authorizing the Cheyenne Police Department to apply for Wyoming Department of Transportation, Highway Safety Program, Grant Funding for the City's Mobile D.U.I. Command Post. (Highway Safety Mobile Command Grant) (SPONSOR – MR. LUNA)

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

DISCUSSION: Lt. Joel Hickerson, Cheyenne Police Department, provided a staff report and advised that the annual grant will provide funds for expenses related to the Mobile D.U.I. Command Post and enforcement including: Travel expenses, training expenses, contract a licenses phlebotomist, dispatch services and media campaigns.

22. **LEASES/CONTRACTS/LEGAL:**

- b) Agreement between the City of Cheyenne, Laramie County Sheriff's Department and Laramie County, Wyoming, for housing City prisoners at the Laramie County Detention Center. (General Fund)

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

DISCUSSION: Lt. Joel Hickerson, Cheyenne Police Department, provided a staff report and advised that the annual agreement between the City and County is for safe keeping of adult prisoners for a \$100.00 per prisoner, per day fee and a \$40.00 per prisoner for book and release fees. Lt. Hickerson reported a decline in arrests during the COVID-19 pandemic.

- c) Juvenile Housing Agreement between the City of Cheyenne and Laramie County for the housing of juvenile detainees in the Laramie County Juvenile Services Center located at the Archer Complex. (General Fund)

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

DISCUSSION: Lt. Joel Hickerson, Cheyenne Police Department, provided a staff report and advised the annual agreement between the City and the County is for safe keeping of City juvenile detainees for \$195.00 per detainee, per day fee. Lt Hickerson explained there is an increased cost for juvenile detainees due to the necessity of additional oversight.

- d) Grant agreement between the City of Cheyenne, Youth Alternatives, and the Corporation for National and Community Service, for the FY 2020 Foster Grandparent Program (FGP) Replacement Sponsor Program. (Foster Grandparent Grant)

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

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised the Replacement Sponsor Program will allow the program to continue with little change.

- e) Agreement between the City of Cheyenne, Laramie County, and Christensen's Inc., granting an access easement for use and maintenance of an access road and drainage conveyance across land owned by the City. (revenue to the City)

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

DISCUSSION: Charles Bloom, Planning & Development Director, provided a staff report and advised the agreement will relinquish privilege, authority and easement for use and maintenance of an access road and drainage conveyance across privately owned land. Trey Rinne, AVI, advised he was available for questions.

- f) Agreement between the City of Cheyenne, Laramie County, and Christensen's Inc., for driveway and drainage maintenance of an access road and drainage conveyance across land owned by the City.

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

DISCUSSION: Charles Bloom, Planning & Development Director, provided a staff report and advised the agreement sets forth the maintenance responsibilities for the easement area to the developer.

23. CHANGE ORDERS/CONTRACT MODIFICATIONS

- c) Consideration of Modification #3 to Contract #6892 between Noel Griffith Jr. & Associates Architects for Additional Design Services and Historical Consulting for finish of the second floor of the Cheyenne Municipal Court Project. (General Fund Reserves)

Mr. White moved to approve in an amount not to exceed \$16,120.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Ben Hornok, TC Solutions, advised the modification adds architectural, plumbing, structural and mechanical design services for a second level restrooms and includes

addition of a consultant to work with the digital historical photos to be used in historical elements of the building. Mr. Hornok reported the modification is within the budget of the project and that restrooms will be designed similar to those on the first-floor meeting ADA compliance. Upon inquiry, Robin Lockman, City Treasurer, advised the correct funding source is Specific Purpose Sales & Use Tax.

- d) Contract Modification #2 to Contract #7082 between the City of Cheyenne and Scotch Boy, Inc. for the Irrigation Controllers and Equipment Upgrade Project.

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

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised that due to the COVID-19 pandemic, staff employed by the contractor are currently unable to travel from Colorado, therefore requiring an extension of the contract.

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

- b) Consideration of Bid #E-15-20 for a contract between the City of Cheyenne and Pine Bluffs Gravel & Excavating for furnishing Compost Facility Waste Hauling. (Solid Waste Fund)

Mr. White moved to accept the bid from Pine Bluffs Gravel & Excavating, Pine Bluffs, Wyoming in an amount not to exceed \$158,597.13, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Matt Theriault, Landfill Manager, provided a staff report and advised excess waste will be transported to the landfill for disposal. Mr. Theriault reported that due to current lack of funding, actual quantities have been reduced from the time the bid was solicited.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:32 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council