

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, April 6, 2020 via an Electronic meeting, starting at 11:01 A.M. Those in attendance were as follows:

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

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Anissa Gerrard, Traffic Engineer; Brendan Ames, Chief Economic Development Officer; Tom Mason, Metropolitan Planning Organization (MPO) Director; Robin Lockman, City Treasurer; Brenda Moureaux, Deputy 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; Stephanie Lowe, Planning and Development; Mary Salas, Administrative Assistant to the City Council; and Darrin Hass, Human Resources Director.

OTHERS PRESENT: Mayor Marian Orr; Maggie Austin, Wyoming Tribune Eagle; and Ben Hornok, TC Solutions.

AGENDA ITEMS

13. **ORDINANCE – 2nd READING – Amending the City of Cheyenne's Solid Waste Fee Schedule. (SPONSOR – MR. LUNA)**

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried by unanimous voice vote (due to technical difficulties, Mr. Laybourn did not cast a vote on this item).

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and reviewed the proposed scheduled increase in solid waste fees starting July 1, 2020. Ms. Nemecek advised the increases are in accordance with the Solid Waste Management Plan.

Mr. Laybourn rejoined the meeting during discussion and prior to the vote on #14.

14. **RESOLUTION – Authorizing the City of Cheyenne to accept as a gift a parcel of real property from JPK TR Cheyenne II, LLC. (POSTPONED FROM 03/23/20)**

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised this postponement was due to technical difficulties during the March 23, 2020 meeting of the Governing Body and that the status of this purchase is currently unknown. Ms.

McCoy-Fakelman advised that the City Attorney's office supports the adoption of this resolution to provide flexibility to accept the deed in the future. Upon inquiry, Ms. McCoy-Fakelman advised that the property would need to be stabilized upon acceptance and the City would be responsible for remediation in the future.

19. LEASES/CONTRACTS/LLEGAL:

- e) Professional Services Agreement with Woolpert, Inc., for Civil Engineering and Design Services for the F.E. Warren AFB Enhanced Use Lease Project on Happy Jack Road.

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

DISCUSSION: Brendan Ames, Chief Economic Development Officer, provided a staff report and advised this agreement previously was approved by the Wyoming Business Council Board in January 2020 for the purpose of moving forward with design services for the project.

20. CHANGE ORDERS/CONTRACT MODIFICATIONS

- b) Consideration of Modification #1 to Contract #6933 between the City of Cheyenne and Vortex International Aquatic Play Solutions to extend the completion date.

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

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the date of completed work will be extended to November 1, 2020 and noted however, the anticipated completion date is July 2020. Upon inquiry, Ben Hornok, TC Solutions, advised that the sewer replacement project has begun and should be complete in the next couple weeks.

- c) Modification #1 to Contract #7136 City of Cheyenne and State of Wyoming Department State Parks and Cultural Resources, for grant agreement: Board and Staff Training: 2020 Saving Places Conference. (SHPO Federal Grant)

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

DISCUSSION: Stephanie Lowe, Planning and Development, provided a staff report and advised this contract modification is to increase a grant amount due to additional costs associated with attending the 2020 Saving Places, a conference earlier this year. Ms. Lowe advised the change will allow the City to be reimbursed for the additional cost in the amount of \$833.88.

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

- d) Consideration of Bid #S-8-20 for a contract between the City of Cheyenne and Recycled Materials, LLC, for the 101 Columbus Drive Demolition Project. (2015-2018 1% Sales Tax)

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

DISCUSSION: Anissa Gerrard, Traffic Engineer, provided a staff report and advised this contract is for the demolition of a house so that improvements can be made to the traffic intersection.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:24 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council