

## **FINANCE COMMITTEE MINUTES**

Due to the Fourth of July holiday, a meeting of the Finance Committee was instead held on Tuesday, July 5, 2022, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

**COMMITTEE MEMBERS:** Jeff White, Chairman, Dr. Michelle Aldrich, Ken Esquibel, and Richard Johnson (via Zoom).

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### **AGENDA ITEMS**

10. **ORDINANCE – 2<sup>nd</sup> READING –** Amending various sections of Chapter 5.12, Alcoholic Liquor and Malt Beverages, of Title 5, Business Licenses and Regulations, of the Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. WHITE)

Dr. Aldrich moved to approve on 2<sup>nd</sup> reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Kris Jones, City Clerk, provided a staff report. Committee member, Dr. Aldrich commented on the item.

21. **RESOLUTION –** Authorizing the submission of an application by the City of Cheyenne for federal funding through the Transportation Alternatives Program administered by the Wyoming Department of Transportation for the purpose of the construction of two (2) high intensity activated cross walk systems located across Western Hills Boulevard at McCormick Junior High School and across Pershing Boulevard at McCann Avenue. (SPONSOR – MR. WHITE)

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

Renee Smith, Grants Manager, provided a staff report. Tom Cobb, City Engineer, provided additional information. Committee members, Dr. Aldrich, Mr. Esquibel, and Mr. Johnson commented on the item. Council member, Pete Laybourn, Ward I provided comments.

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

- d) Professional Services Agreement between the City of Cheyenne and Warehouse Twenty One for the Destination Wayfinding Signage Plan, Phase III Fabrication and Installation Services Project. (Specific Purpose Sales Tax and Greenway Donations)

Dr. Aldrich moved to approve in an amount not to exceed \$29,185.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report. Chairman White commented on the item.

- e) Industrial and Economic Development Services Agreement between the City of Cheyenne and the Cheyenne/Laramie County Corporation for Economic Development (LEADS). (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$75,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Robin Lockman, City Treasurer, provided a staff report. Betsy Hale, LEADS CEO, provided additional information. Committee members, Dr. Aldrich and Mr. Esquibel commented on the item. Council member, Pete Laybourn, Ward I, provided comments.

- f) Parking Lot Lease Agreement between the City of Cheyenne and Riverstone Bank for the lease of parking spaces at 1716 Thomes Avenue. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$14,416.80, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Byron Matthews, Division Chief Fire & Rescue Department, provided a staff report. Committee member, Dr. Aldrich commented on the item. Council member, Pete Laybourn, Ward I, provided comments

- g) Purchase and sale agreement for real property between Retail Properties C, LLC and the City of Cheyenne for the acquisition of land for a future fire station location. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$548,082.60, seconded by Mr. Esquibel. Dr. Aldrich moved to amend by substitute dated July 1, 2022, seconded by Mr. Esquibel. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

Chief John Kopper, Fire & Rescue Department, provided a staff report.

- h) Agreement for the purchase, sale and exchange of lands between the City of Cheyenne and US 30 BP LLC for the acquisition of land for a future fire station location. (Specific Purpose Sales Tax)

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

Chief John Kopper, Fire & Rescue Department, provided a staff report. Tom Cobb, City Engineer, provided additional information. Committee members, Dr. Aldrich and Mr. Esquibel commented on the item. Council member, Pete Laybourn, Ward I, provided comments

- i) Memorandum of Agreement between the City of Cheyenne, Reiman Corporation and AVI, P.C. for removal and replacement of curb ramps within the right-of-way for the Evers Blvd. Reconstruction Project. (2019-2022 One Percent Sales Tax)

Dr. Aldrich moved to approve in an amount not to exceed \$82,680.00, seconded by Mr. Esquibel. Motion carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

Tom Cobb, City Engineer, provided a staff report. Committee members, Dr. Aldrich and Mr. Esquibel commented on the item. Council member, Pete Laybourn, Ward I, provided comments.

### 23. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7461 between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO), and West Edge Collective, LLC, for Public Engagement and Web Support Services. (MPO Federal Funds)

Dr. Aldrich moved to approve in an amount not to exceed \$5,000.00, seconded by Mr. Esquibel. Motion carried with Dr. Aldrich and Mr. Johnson voting "YES" and Mr. Esquibel voting "NO".

Ginni Stevens, Metropolitan Planning Organization (MPO) Senior Planner, provided a staff report. Tom Mason, MPO Director, provided additional information. Committee members, Dr. Aldrich and Mr. Esquibel commented on the item.

- c) Contract Modification #2 to Contract #7287 between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO), and Benchmark Engineers, PC, for the Walterscheid Boulevard Reconstruction Plan. (MPO Federal Funds)

Dr. Aldrich moved to approve in an amount not to exceed \$4,800.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Vicki Nemecek, Public Works Director, and Jason Sanchez, Community Recreation and Events Deputy Director, provided additional information. Chairman White and committee members, Dr. Aldrich and Mr. Johnson commented on the item. Council member, Pete Laybourn, Ward I, provided comments

- d) Contract Modification #2 to Contract #6445 between the City of Cheyenne and AVI Professional Corporation for additional design services for the 17<sup>th</sup> Street Lighting Project. (Specific Purpose Sales Tax Overage Funds)

Dr. Aldrich moved to approve in an amount not to exceed \$11,125.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Upon inquiry, Mayor Patrick Collins and Tom Cobb, City Engineer, provided additional information. Council member, Pete Laybourn, Ward I provided comments.

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

- g) Consideration of Bid #E-30-22 for as-needed emergency snow control for the City of Cheyenne, Public Works Department. (2019-2022 1% Sales Tax)

Dr. Aldrich moved to accept the bid from JTL Group Inc. d/b/a Knife River, Cheyenne, Wyoming, in an amount not to exceed \$300,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report. Public comment was made by Jim Ridgeway on the item.

25. APPLICATIONS/LICENSES/PERMITS:

- b) Request to expand seating area for consumption relating to City of Cheyenne microbrewery liquor license held by Freedom's Edge Brewing Co., located at 1509 Pioneer Avenue, Cheyenne, WY.

Dr. Aldrich moved to approve contingent upon City Engineering, Building, and the Planning & Development Department requirements being met, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Kris Jones, City Clerk, provided a staff report. Committee member, Dr. Aldrich commented on the item.

OTHER ITEMS FOR THE AGENDA

Professional Services Contract between the City of Cheyenne and Woodhouse Roden Ames & Brennan, LLC for City Public Defender Services. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$82,400.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Stefanie Boster, City Attorney, provided a staff report. Chairman White and committee member, Dr. Aldrich commented on the item.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:14 p.m.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council