

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 21, 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 (via Zoom), Ken Esquibel, and Richard Johnson (via Zoom).

AGENDA ITEMS

13. **ORDINANCE –2nd READING –** Amending Ordinance #4447, approving and establishing revised water and sewer rates, tap and system development fees, administrative fees, service charges and penalties, and septic and commercial waste dump rates, as recommended by the Board of Public Utilities by replacing Board of Public Utilities Resolution No. 2022-03 in Section 9. (SPONSOR – MR. WHITE)

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

Brad Brooks, Board of Public Utilities (BOPU) Director, provided an overview of the amendment.

23. **RESOLUTION –** Authorizing the City Treasurer to discharge uncollectible debts pursuant to Wyo Stat. §16-4-502. (SPONSOR – MR. WHITE)

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

Robin Lockman, City Treasurer, provided a staff report. Stefanie Boster, City Attorney, Brad Brooks, BOPU Director, Brad Bowen, BOPU Administration Manager, Craig LaVoy, Public Works Deputy Director, and Jason Sanchez, Community Recreation & Events Director, provided additional information. Committee members Dr. Aldrich and Mr. Esquibel commented on the item. Jim Ridgeway, constituent, commented on the item.

24. **LEASES/CONTRACTS/LEGAL:**

- e) 2022-2023 Collective Labor Agreement re-negotiation between the City of Cheyenne and Cheyenne Firefighters, Local Union No. 279, International Association of Firefighters.

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

Chief John Kopper, Fire & Rescue Department, provided a staff report. Chairman White and committee member Dr. Aldrich commented on the item.

- f) Memorandum of Understanding between the City of Cheyenne and Laramie County for financial reimbursement to the City for construction of the Laramie County Community College/Sweetgrass Underpass. (2017 Specific Purpose Option Tax Fund)

Mr. Esquibel moved to approve in an amount of \$407,777.80, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report. Committee members Dr. Aldrich and Mr. Johnson commented on the item.

- g) Memorandum of Understanding between the City of Cheyenne and Sun Valley Estates, LLC, outlining responsibilities in pursuit of a land exchange of approximately 15,375 square feet to facilitate better alignment of the public Greenway system and better site layout for private multi-family development.

Mr. Esquibel moved to approve, seconded by Dr. Aldrich. Motion carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

Jean Vetter, Parks & Greenway Planner, provided a staff report and Charles Bloom, Planning & Development Director, provided additional information. Casey Palma, Palma Land Planning, provided information. Committee members Mr. Esquibel and Mr. Johnson commented on the item.

- h) Subgrantee Agreement between the City of Cheyenne and Laramie County for the FY 2022 Byrne Justice Assistance Grant for community-oriented policing overtime, benefits and patrol accessories. (JAG 2022 Grant)

Mr. Esquibel moved to approve in an amount not to exceed \$54,443.00, seconded by Dr. Aldrich. Motion carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

Renee Smith, Grants Manager, was available for questions. Committee members Dr. Aldrich and Mr. Johnson commented on the item.

- i) Agreement between the City of Cheyenne and The SpyGlass Group, LLC, for "SpyCare", a cloud software solution, to foster Information Technology (IT) management concerning communications subscriptions, contract tracking and auditing. (General Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$29,955.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Tyler Nelson, IT Administrator, provided a staff report and Stefanie Boster, City Attorney, provided additional information. Committee member Mr. Johnson commented on the item.

- j) Professional Services Agreement between the City of Cheyenne and Granite Peak Environmental for Qualified Environmental Professional Services for an USEPA

Brownfield Assessment Grant. (U.S Environmental Protection Agency Grant)

The item died due to the lack of a motion to approve in an amount not to exceed \$488,760.00.

Lonnie Olson, Planning & Development Department, provided a staff report. Matt Ashby, Ayres Associates, commented on the item.

- k) Professional Services Agreement between the City of Cheyenne and Hellas Construction, Inc. for the South Lions Park Pickleball Court Design and Installation Services Project. (Lottery Proceeds Capital Expenditures & Development Impact Fees/Park Improvements)

Mr. Esquibel moved to approve in an amount not to exceed \$552,275.00, seconded by Dr. Aldrich. Mr. Esquibel move to amend by substitute dated November 20, 2022, seconded by Mr. Johnson. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events Director, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Committee members Dr. Aldrich, Mr. Esquibel, and Mr. Johnson commented on the item. Jim Gardner and Francis Shenefelt, constituents, commented on the item.

Following the vote on item #24(k), Dr. Aldrich excused herself from the meeting due to a previous employment commitment at 1:09 p.m.

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

- a) Consideration of Bid #S-4-23 for an agreement between the City of Cheyenne and Aztec Construction Co., Inc., for the Cheyenne Fire & Rescue Department-Site 1 Utility Main Extensions Project. (American Rescue Plan Federal Recovery Funds (ARPA))

Mr. Esquibel moved to approve in an amount not to exceed \$663,681.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Chief John Kopper, Fire & Rescue Department, provided a staff report and Renee Smith, Grants Manager, provided additional information. Committee member Mr. Johnson commented on the item.

- b) Consideration of Bid #E-7-23 for one (1) new Reel Grinder and one (1) new Bedknife Grinder for the City of Cheyenne Golf Division. (Golf Facilities Fund)

Mr. Esquibel moved to accept the bid from LL Johnson Distributing Company, Commerce City, CO, in an amount not to exceed \$94,370.10, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events Director, provided a staff report. Committee members Mr. Esquibel and Mr. Johnson commented on the item.

- c) Consideration to Purchase between the City of Cheyenne, and Granicus, LLC, for a three (3) year software agreement to utilize the Peak Agenda Management Software and Public Records Request Software for the City of Cheyenne City Clerk's Office. (American Rescue Plan Federal Recovery Funds (ARPA))

Mr. Esquibel moved to approve in an amount not to exceed \$63,450.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Kris Jones, City Clerk, provided a staff report. Committee members Mr. Esquibel and Mr. Johnson commented on the item.

- d) Consideration to Purchase between the City of Cheyenne and Vogel Traffic Services d/b/a EZ-Liner, for the refurbishment of an existing 2013 EZ-Liner Striping truck for the City of Cheyenne Traffic Division. (2019-2022 Optional 1% Sales Tax Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$157,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Craig LaVoy, Public Works Deputy Director, provided a staff report.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:24 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council