

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, April 17, 2023, 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 Scott Roybal.

AGENDA ITEMS

6. APPLICATIONS/LICENSES/PERMITS:

- a) Application for a bar & grill liquor license application filed with the City Clerk's Office for Ace's Range LLC d/b/a Ace's Range, 1505 Pioneer Ave., Cheyenne, WY.

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

Kris Jones, City Clerk, provided a staff report. J.B. Kunz and April Brimmer-Kunz, applicants, provided additional information. Chairman White and committee members Aldrich, Esquibel, and Roybal commented on the item.

- b) Application for a winery permit application filed with the City Clerk's Office for The Blue Stem Wine House, LLC d/b/a The Blue Stem Wine House, 1909 Warren Ave., Cheyenne, WY.

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

Kris Jones, City Clerk, provided a staff report and Virginia Erdmann, applicant, provided additional information.

12. ORDINANCE –2nd READING – Amending Chapter 2.04, Mayor and City Council, within Title 2, Administration and Personnel, and Chapter 12.04, Streets, Sidewalks and Driveways Generally, within Title 12, Streets, Sidewalks and Public Places, of the Municipal Code of the City of Cheyenne, Wyoming, to amend provision Governing contract approvals. (SPONSOR – MR. WHITE)

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

TJ Barttelbort, Purchasing Manager, provided a staff report and chairman White commented on the item.

13. ORDINANCE –2nd READING – Amending Ordinance No. 4429 updating the City of Cheyenne’s Solid Waste Fee Schedule. (SPONSOR – MR. WHITE)

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

Vicki Nemecek, Public Works Director, provided a staff report. Chairman White and committee members Aldrich, Esquibel, and Roybal commented on the item. Public comment was made by Michael White.

18. RESOLUTION – Reappropriating the Fiscal Year 2023 Budget of the City of Cheyenne according to the provisions of W.S. §§ 16-4-112 and 16-4-113. (SPONSOR – MR. WHITE)

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

Robin Lockman, City Treasurer, provided a staff report and Jason Sanchez, Community Recreation & Events Director, provided additional information. Committee member Aldrich commented on the item.

20. RESOLUTION – Authorizing submission of an application to the Wyoming Department of Transportation for a Wyoming Rural Public Transportation Program Grant to provide the local match for operating funds for the City of Cheyenne for its Transit Program. (SPONSOR – MR. WHITE)

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

Renae Jording, Transit Director, provided a staff report and committee member Aldrich and Roybal commented on the item.

21. LEASES/CONTRACTS/LEGAL:

- e) Agreement for the Purchase, Sale and Exchange of Lands between the City of Cheyenne and Sun Valley Estates LLC for the exchange of real property, 15,365 SF, from the City to Sun Valley Estates LLC and 15,366 SF, from Sun Valley Estates LLC to the City, both having an appraised value of \$100,000.00 and generally located south of Raleigh Drive.

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

Jean Vetter, Parks & Greenway Planner, provided a staff report.

- f) Memorandum of Understanding by and between Laramie County, the City of Cheyenne, the Cheyenne Board of Public Utilities, the Cheyenne/Laramie County

Board of Health, and the Cheyenne Regional Airport Board regarding the management of the ESRI Enterprise Agreement. (Various City Funds)

Mr. Esquibel moved to approve in an amount not to exceed \$103,500.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Jordan Evans, Cheyenne Laramie County GIS Cooperative Coordinator, provided an overview of renewal of the GIS software contract.

- g) Telecommunications Right-of Way License and Use Agreement between the City of Cheyenne and AT&T Corp.

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

Stefanie Boster, City Attorney, provided a staff report and committee members Aldrich and Roybal commented on the item.

22. CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7625 for the Agreement between the City of Cheyenne and the Wyoming Department of Transportation (WYDOT) for a Wyoming Rural Public Transportation grant to assist in providing a local match for operating funds for the Transit Program for Fiscal Year 2023. (5311 WYDOT Grant)

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

Rena Jording, Transit Director, provided a staff report and committee member Roybal commented on the item.

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

- c) Consideration of Bid #E-16-23 for a City Network Operations Core Layer 3 Switch Replacement. (2019-2022 Optional 1% Sales Tax Fund)

Mr. Roybal moved to accept the bid from High County Workplace Technologies, Arvada, CO, in an amount not to exceed \$70,777.39, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Dustin Swalla, Information Technology Assistant Director, provided a staff report.

- d) Consideration of Bid #E-17-23 for the surplus sale of one (1) used reel grinder and one (1) used bedknife grinder. (Revenue to the City)

Mr. Esquibel moved to accept the bid from L.L. Johnson Distributing Company, Denver, CO, in an amount of \$10,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events Director, provided a staff report and committee member Aldrich commented on the item.

- e) Consideration of Bid #E-18-23 for a Professional Services Agreement between the City of Cheyenne and Vector Disease Control International (VDCI) for Mosquito Site Testing and Mosquito Larvicide Application. (Weed & Pest Fund)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$111,334.00, seconded by Mr. Roybal.

Clerk's note: It was clarified following the original motion that the contract was for 2 years, and that the dollar amount should be double the original motion. The original motion was withdrawn.

Mr. Esquibel moved to accept the bid in an amount not to exceed \$222,668.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Steven Trowbridge, Weed & Pest Manager, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Chairman White and committee member Aldrich commented on the item.

- f) Consideration of Bid #S-18-23 for an Agreement between the City of Cheyenne and S & S Builders, LLC for the Greater Cheyenne Greenway, Greenway Commons Retaining Wall Re-Construction. (2017-2021 Specific Purpose Option Tax fund)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$153,155.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report. Chairman White and committee members Aldrich and Roybal commented on the item.

- g) Consideration to Purchase between the City of Cheyenne and Econolite for traffic controller cabinets, controllers and conflict monitors 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 \$127,247.62, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:00 p.m.

Submitted by,

A handwritten signature in black ink, reading "J. McClelland". The signature is written in a cursive style with a large initial "J" and "M".

Jennifer McClelland

Executive Assistant to the City Council