

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 15, 2023, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Scott Roybal, Acting Chairman, Dr. Michelle Aldrich, Ken Esquibel and Jeff White (via Zoom).

AGENDA ITEMS

6. APPLICATIONS/LICENSES/PERMITS:

- a) Restaurant liquor license application filed with the City Clerk's Office for Stella Polare LLC d/b/a L'Osteria Mondello, 1507 Stillwater Ave. Ste. D, Cheyenne, WY.

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

Kris Jones, City Clerk, provided a staff report and Anika Williams, applicant, provided additional information. Committee members Aldrich and Esquibel commented on the item.

13. ORDINANCE –2nd READING – Ordinance 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. (SPONSOR – DR. RINNE)

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

Brad Brooks, Board of Public Utilities (BOPU) Director, provided a staff report. Brad Bowen, BOPU Administration Manager, and Frank Strong, BOPU Engineering & Water Resources Manager, provided additional information. Committee members Esquibel and White commented on the item.

20. RESOLUTION – Approving the budget of the Cheyenne Regional Airport Board for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024. (SPONSOR – DR. RINNE)

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

Robin Lockman, City Treasurer, provided a staff report and Jennifer Nelson, Cheyenne Regional Airport Director of Finance & Administration, provided additional information. Acting Chairman Roybal and committee member Aldrich commented on the item.

21. RESOLUTION – Authorizing the City of Cheyenne to join with other political subdivisions of the State of Wyoming as a participant in the Wyoming Cooperative Liquid Assets Securities System (Wyoming CLASS) to pool funds for investment. (SPONSOR – MR. WHITE)

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

Robin Lockman, City Treasurer, provided a staff report and Troy Hunsucker, Wyoming CLASS Director of Investment Services, provided additional information. Acting Chairman Roybal and committee members Aldrich and Esquibel commented on the item.

22. RESOLUTION – Supporting the Cheyenne Regional Airport Board in the application for and acceptance of federal assistance from the Federal Aviation Administration under the Bipartisan Infrastructure Law to assist in constructing a passenger boarding bridge connected to the passenger terminal. (SPONSOR – DR. RINNE)

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

Jennifer Nelson, Cheyenne Regional Airport Director of Finance & Administration, provided an overview of the grant and committee members Esquibel and White commented on the item.

23. LEASES/CONTRACTS/LLEGAL:

- g) Pipeline Easement Agreement between the City of Cheyenne and Samson Exploration, LLC for installation and maintenance of pipelines on City owned property. (Revenue to the City) (POSTPONED FROM MAY 8, 2023)

Dr. Aldrich moved to approve, seconded by Mr. Esquibel. Dr. Aldrich moved to postpone until the June 12, 2023 meeting of the governing body, seconded by Mr. Esquibel. Motion to postpone carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and requested a postponement of the item.

- j) Memorandum of Understanding between the City of Cheyenne, Cheyenne Regional Medical Center, and American Medical Response to establish the terms and conditions under which the parties will manage mutual care as it relates to community paramedicine and non-emergency transport.

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

Brice Jacobson, Fire & Rescue EMS Lieutenant, provided a staff report and committee member Aldrich commented on the item.

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

- d) Consideration of Bid #E-22-23 for furnishing Bituminous Asphalt Hot Mix, Tack Oil, and Cold Mix on an annual basis, for the City of Cheyenne, Street & Alley Division. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to accept the bid from JTL Group Inc., d/b/a Knife River, Cheyenne, WY, in an amount not to exceed \$439,625.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Craig LaVoy, Public Works Deputy Director, provided a staff report and committee member Aldrich commented on the item.

- e) Consideration of Bid #E-23-23 for furnishing Aggregates on an annual basis for the City of Cheyenne, Street & Alley Division. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to accept the bid from JTL Group Inc., d/b/a Knife River, Cheyenne, WY, in an amount not to exceed \$40,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Craig LaVoy, Public Works Deputy Director, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Committee member Aldrich commented on the item.

- f) Consideration of Bid #S-20-23 for an Agreement between the City of Cheyenne and Reiman Corp. for the Greater Cheyenne Greenway, Lions Park Greenway Spot Repair. (2017 & 2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$58,282.50, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

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

- g) Consideration to Purchase between the City of Cheyenne and Stryker for a Lifepak 15 Monitor/Defibrillator for the Cheyenne Fire Rescue Department. (Wyoming Department of Health, Community Emergency Medical Services Grant)

Dr. Aldrich moved to approve in an amount not to exceed \$43,127.24, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Brice Jacobson, Fire & Rescue EMS Lieutenant, provided a staff report and committee member Aldrich commented on the item.

- h) Consideration to Purchase between the City of Cheyenne and Power Equipment Company for the repair of a Paving Machine for the Street and Alley Department. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$51,266.06, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Craig LaVoy, Public Works Deputy Director, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Committee members Aldrich and White commented on the item.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:38 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council