

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, June 5, 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, Ken Esquibel and Scott Roybal.

AGENDA ITEMS

8. **ORDINANCE –3rd READING** – 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.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Brad Bowen, BOPU Administration Manager, provided a staff report.

11. **ORDINANCE –2nd READING** – Amending Section 5.12.030, Licenses and Permits-Types, of Chapter 5.12, Alcoholic Liquor and Malt Beverages, of Title 5, Business Licenses and Regulations, of the Municipal Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. WHITE)

Dr. Aldrich moved to approve on 2nd reading, seconded by Mr. Esquibel. Dr. Aldrich moved to amend by substitute dated May 26, 2023, seconded by Mr. Esquibel. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

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

17. **RESOLUTION** – Approving the budget of the Cheyenne Downtown Development Authority for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024. (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 Charles Bloom, Planning & Development Department Director, provided additional information. Committee members Aldrich and Esquibel commented on the item.

20. LEASES/CONTRACTS/LEGAL:

- a) 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 22,2023)

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

Charles Bloom, Planning & Development Department Director, provided a staff report and Tom Cobb, City Engineer, provided additional information. Trey Smith, Samson Exploration, LLC, was available for questions. Committee member Aldrich commented on the item.

- c) Professional Services Agreement between the City of Cheyenne and Terracon Consultants, Inc. for Landfill Leachate System Design, Modification and Maintenance Contract. (Solid Waste Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$61,400.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Sam Quattrini, Landfill Manager, provided a staff report and committee member Roybal commented on the item.

21. CONTRACT MODIFICATIONS:

- a) Contract Modification #1 to Contract #7531 between the City of Cheyenne and Waste Management of Colorado, Inc. for the Recycling Services Project to extend the agreement to April 15, 2024. (Solid Waste Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$200,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

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

- b) Renewal of Contract #7535 between the City of Cheyenne and Blue Cross Blue Shield of Wyoming for Third Party Administrator Services and Group Health Insurance benefits for City employees. (Self Insurance Fund)

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

Darrin Hass, Human Resources Director, provided a staff report. Committee member Roybal commented on the item and public comment was made by Michael White.

- c) Renewal of Contract #7536 between the City of Cheyenne and Granular Insurance Company for Stop Loss Insurance for City employees. (Self Insurance Fund)

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

Darrin Hass, Human Resources Director, provided a staff report and Kelly Grady, Novo Benefits, provided additional information. Committee members Aldrich and Esquibel commented on the item.

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

- f) Consideration of Bid #S-13-23 for an Agreement between the City of Cheyenne and Z & Z Sealcoating, Inc. for the 2023 Crack Seal #1 Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to accept the bid in an amount not to exceed \$448,265.26, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Committee members Aldrich and Esquibel commented on the item.

- g) Consideration of Bid #E-19-23 for one (1) palletized paint striper unit for the City of Cheyenne Traffic Division. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to accept the bid from Vogal Traffic Services, DBA EZ Liner, Orange City, IA, in an amount not to exceed \$75,945.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

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

- h) Consideration of Bid #E-24-23 for four (4) new trucks for the City of Cheyenne Landfill, Aquatics, and Facilities Divisions. (2019-2022 Optional 1% Sales Tax Fund, Solid Waste Fund, Insurance Claims and General Fund)

Dr. Aldrich moved to accept the bid from Ken Garff Cheyenne, Cheyenne, WY, in an amount not to exceed \$300,562.80, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

TJ Barttelbort, Purchasing Manager, provided a staff report and committee member Aldrich commented on the item.

- i) Consideration to Purchase between the City of Cheyenne and Xerographic Equipment Systems, Inc. (XESI) to cancel existing copier leases and to purchase eighteen (18) new copiers. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$202,990.96, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Robin Lockman, City Treasurer, provided a staff report and committee members Aldrich and Roybal commented on the item.

23. APPLICATIONS/LICENSES/PERMITS:

- b) Request to extend the time period in which Westby Edge LLC has to become operational for an additional year for their bar and grill and microbrewery licenses, located at 714 W. 20th St., Cheyenne, WY.

Dr. Aldrich moved to approve the extension of the Microbrewery License, located at 714 W. 20th St., Cheyenne, WY, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Kris Jones, City Clerk, provided a staff report. Committee member Aldrich commented on the item and public comment was made by Michael White.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:42 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council