

FINANCE COMMITTEE MINUTES

Due to the Juneteenth holiday on Monday, June 19, 2023, a meeting of the Finance Committee was instead held on Tuesday, June 20, 2023, in Committee Room 104 and via electronic meeting, starting at 12:01 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Jeff White, Chairman, Dr. Michelle Aldrich, and Scott Roybal.
Absent: Ken Esquibel.

AGENDA ITEMS

6. APPLICATIONS/LICENSES/PERMITS:

- a) Application for a retail liquor license filed with the City Clerk's Office for Cheyenne Regional Airport Board d/b/a Cloud Nine Restaurant & Bar, 300 East 8th Ave., Cheyenne, WY.

Dr. Aldrich moved to approve, seconded by Mr. Roybal. Motion failed with Chairman White and Dr. Aldrich voting "NO" and Mr. Roybal voting "YES".

Kris Jones, City Clerk, provided a staff report and Tim Bradshaw, Cheyenne Regional Airport Director, provided additional information. Jennifer Nelson, Cheyenne Regional Airport Director of Finance and Administration, provided a handout and Alex Davison, Cheyenne Regional Airport legal counsel, was also available. Chairman White and committee member Aldrich commented on the item.

11. ORDINANCE –3rd 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.

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

Kris Jones, City Clerk, provided a staff report.

24. RESOLUTION – Authorizing submission of an application to the Wyoming State Loan and Investment Board to amend the amount received from the Drinking Water State Revolving Loan #229 from \$3,960,000 to \$4,785,000 for the North City Zone Improvements Project and authorizing the Mayor, the City Clerk and the Director of the Board of Public Utilities to execute the application and all related documents. (SPONSOR – DR. RINNE)

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

Frank Strong, Board of Public Utilities Engineering & Water Resources Manager, provided a staff report and committee member Roybal commented on the item.

25. RESOLUTION – Authorizing the City of Cheyenne Board of Public Utilities to discharge uncollectible debts in the amount of \$79,185.43 pursuant to Wyo. Stat. § 16-4-502. (SPONSOR – DR. RINNE)

Dr. Aldrich moved to adopt, seconded by Mr. Roybal. Motion failed with Dr. Aldrich and Mr. Roybal voting “NO”.

Brad Bowen, Board of Public Utilities Administration Manger, provided a staff report and committee member Aldrich commented on the item.

26. RESOLUTION – Authorizing the lawful possession of open containers of alcoholic liquor within the Downtown Development District Boundaries for rectifiers and distillers for seven specified dates in 2023. (SPONSOR – MR. ROYBAL)

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

Charles Bloom, Planning & Development Department Director, provided a staff report and Captain David Janes, provided additional information. Jennifer Budde, Chronicles Distilling, was available for question. Committee members Aldrich and Roybal commented on the item.

27. LEASES/CONTRACTS/LEGAL:

- c) Industrial and Economic Development Services Agreement between the City of Cheyenne and the Cheyenne/Laramie County Corporation for Economic Development (LEADS) for the period of July 1, 2023 to June 30, 2024. (General Fund)

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

Brenda Moureaux, Deputy City Treasurer, provided a staff report. Betsy Hale, LEADS CEO, provided the agencies annual report and additional information. Chairman White and committee member Aldrich commented on the item.

- d) Professional Services Agreement between the City of Cheyenne and Sunrise Engineering for the 7th Street Drainage and Access Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$74,800.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Committee member Aldrich commented on the item.

- e) Memorandum of Understanding between the City of Cheyenne and the Wyoming Department of Transportation for the City's Childs Draw South Tributary Enhancements Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$115,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and Stefanie Boster, City Attorney, provided additional information. Pete Laybourn, Ward I City Councilman, commented on the item and public comment was made by Michael White.

- f) Cooperative Agreement between the City of Cheyenne and the Wyoming Department of Transportation for setting terms and conditions for participating in Federal Project No. B231031, Surface Transportation Urban Program (US 30, Dell Range Boulevard, and Whitney Road). (2023-2026 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$824,464.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and committee member Aldrich commented on the item.

- g) Agreement between the City of Cheyenne, Laramie County, and Cheyenne Animal Shelter for Animal Shelter Services. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$800,000.00 for FY 2024, \$850,000.00, and \$900,000.00 for FY 2025, seconded by Mr. Roybal. Dr. Aldrich moved to amend by substitute dated June 12, 2023, seconded by Mr. Roybal. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

Mayor Patrick Collins provided an overview of the contract and proposed an amendment. Amber Ash, Cheyenne Animal Shelter Director of Strategic Initiatives, and Britney Tennant, Cheyenne Animal Shelter CEO, provided additional information. Chairman White and committee member Aldrich commented on the item.

- h) Agreement between the City of Cheyenne and Laramie County for Animal Control Services. (Revenue to City)

Dr. Aldrich moved to approve revenue in an amount not to exceed \$130,800.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Stefanie Boster, City Attorney, provided a staff report and Eric Fountain, Compliance Director, provided additional information. Committee members Aldrich and Roybal commented on the item.

- i) Professional Services Agreement between the City of Cheyenne and Davis & Cannon, LLP for representation in certain real property litigation related matters. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$115,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Stefanie Boster, City Attorney, provided a staff report.

- j) Professional Services Agreement between the City of Cheyenne and DHM Design Corporation for the Reed Avenue Rail Corridor Design Project. (2017 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$1,281,279.20, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and Matthew Whipple, DHM Design Corporation, was available for questions. Chairman White and committee member Aldrich commented on the item. Pete Laybourn, Ward I City Councilman, commented on the item and voiced support for the following item.

- k) Preliminary Engineering Services Agreement between the City of Cheyenne and BNSF Railway Company for BNSF Contract Number BF-20246698, for Project Review and Diagnostic Evaluation/Quiet Zone Project. (2017 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount of \$96,410.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Randy Grauberger and DJ Mitchell, Quandel Consultants, were available for questions. Chairman White commented on the item.

- l) Memorandum of Understanding between the City of Cheyenne, Cheyenne Police Department, and Laramie County School District No. 1 for the School Resource Officers Program (SRO). (Revenue to City)

Dr. Aldrich moved to approve revenue in an amount of \$619,552.00, plus overtime, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Lieutenant Dan Long, Police Department, provided a staff report and committee member Aldrich commented on the item.

28. CONTRACT MODIFICATIONS:

- d) Contract Modification #1 to Contract #7538 between the City of Cheyenne and TFM-22 LLC d/b/a Top-Flight Maintenance Inc. for Janitorial Services for the Municipal Building. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$84,366.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

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

- e) Contract Modification #1 to Contract #7539 between the City of Cheyenne and TFM-22 LLC d/b/a Top-Flight Maintenance Inc. for Janitorial Services for the Municipal Court Building. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$27,387.96, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Committee members Aldrich and Roybal commented on the item.

- f) Contract Modification #1 to Contract #7540 between the City of Cheyenne and TFM-22 LLC d/b/a Top-Flight Maintenance Inc. for Janitorial Services for the Cheyenne Public Safety Center. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$99,716.04, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

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

- g) Contract Modification #1 to Contract #7541 between the City of Cheyenne and TFM-22 LLC d/b/a Top-Flight Maintenance Inc. for Janitorial Services for the Youth Alternatives & Special Friends Building. (General Fund & Youth Alternatives Projects Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$29,011.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

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

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

- e) Consideration to Purchase between the City of Cheyenne and LN Curtis for the purchase of seventy-two (72) sets of bunker gear for the Cheyenne Fire Rescue Department. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$329,832.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Lieutenant Ryan Anderson, Fire & Rescue Department, provided a staff report and committee members Aldrich and Roybal commented on the item.

- f) Consideration of Bid #E-21-23 for one (1) new emergency medical vehicle for the City of Cheyenne, Cheyenne Fire Rescue Department. (2019-2022 Optional 1% Sales Tax Fund, 2021 Specific Purpose Option Tax Fund and Wyoming Office of Homeland Security, Assistance to Firefighters Grant)

Dr. Aldrich moved to accept the bid from Professional Sales & Service, Salt Lake City, UT, in an amount not to exceed \$495,508.55, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Battalion Chief John Fitzgerald, Fire & Rescue Department, provided a staff report and Chief John Kopper, Fire & Rescue Department, provided additional information. Committee members Aldrich and Roybal commented on the item.

- g) Consideration of Bid #S-6-23 for an Agreement between the City of Cheyenne and Reiman Corp. for the Pumphouse Wetlands Dredging Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to accept the bid in an amount not to exceed \$99,864.50, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Wes Bay, Deputy City Engineer, provided a staff report and Chairman White and committee member Aldrich commented on the item.

- h) Consideration of Bid #S-22-23 for an agreement between the City of Cheyenne and Ameri-Tech HVAC Services, Inc., for the HVAC and Mechanical Systems Maintenance Project. (2019-2022 Optional 1% Sales Tax Fund, 2012 Specific Purpose Option Tax Fund, Civic Center Fund, Fleet Maintenance Fund, General Fund, Solid Waste Fund and the Ice and Events Center Fund)

Dr. Aldrich moved to accept the bid in an amount not to exceed \$1,532,862.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and committee member Aldrich commented on the item.

30. APPLICATIONS/LICENSES/PERMITS:


- b) Request to amend a previously approved outdoor seating area for consumption relating to the City of Cheyenne Bar & Grill Liquor License held by Paris West Restaurant and Bar, located at 1719 Central Avenue, Cheyenne, Wyoming.

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

Kris Jones, City Clerk, provided a staff report.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:48 p.m.

Submitted by,

A handwritten signature in black ink that reads "J. McClelland". The signature is written in a cursive style with a large, looped initial "J".

Jennifer McClelland

Executive Assistant to the City Council