

## FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, March 4, 2024, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

**COMMITTEE MEMBERS:** Dr. Michelle Aldrich, Chairwoman, Bryan Cook, Richard Johnson, and Jeff White.

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### AGENDA ITEMS

6. APPLICATION/LICENSES/PERMITS:

- a) Renewal applications for existing City liquor licenses (retail, restaurant, limited retail, resort, bar and grill licenses, microbrewery, satellite distillery, special malt beverage and winery permits) filed with the City Clerk's Office.

Mr. Cook moved to approve, seconded by Mr. White. Motion carried by unanimous voice vote.

Kris Jones, City Clerk, provided a staff report and committee member Johnson commented on the item.

8. ORDINANCE –3<sup>rd</sup> READING – Amending certain sections of Chapter 44, Solid Waste, and Chapter 56, Noise Control, of Title 8, Health and Safety, and further amending certain sections of Chapter 8, Offenses Against Public Peace and Decency, and Chapter 12, Offenses Against Property, of Title 9, Public Peace and Welfare, of the Municipal Code of the City of Cheyenne, Wyoming, to eliminate the potential imposition of a jail sentence for violation of specified code provisions.

Mr. White moved to approve on 3<sup>rd</sup> and final reading. Motion died due to the lack of a second.

John Brodie, Deputy City Attorney, provided a staff report and reviewed a proposed substitute.

9. ORDINANCE –3<sup>rd</sup> READING – Creating Section 2.40.100, Public Defender and Representation of Needy Persons; Determination of Need, of Chapter 2.40, Municipal Court, of Title 2, Administration and Personnel, of the Municipal Code of the City of Cheyenne, Wyoming, Specifying Public Defender Appointment Procedures and Standards for Representation in the Municipal Court.

Mr. White moved to approve on 3<sup>rd</sup> and final reading, seconded by Mr. Cook. Mr. White moved to amend by substitute dated February 27, 2024, seconded by Mr. Cook. Motion to amend carried with Mr. Cook and Mr. White voting "YES" and Mr. Johnson voting "NO". Main motion, as amended, carried with Mr. Cook and Mr. White voting "YES" and Mr. Johnson voting "NO".

John Brodie, Deputy City Attorney, provided a staff report and reviewed a proposed substitute. Committee member Cook commented on the item.

17. RESOLUTION – Approving the Department of Energy Efficiency and Conservation Block Grant Program Grant for lighting upgrades for the Cheyenne Civic Center. (SPONSOR – DR. ALDRICH)

Mr. Cook moved to adopt, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Renee Smith, Economic Resource Administrator, provided a staff report and committee member White commented on the item.

18. RESOLUTION – Expressing the support of the Governing Body for City staff to review and rewrite the City’s Parking ordinances for the purpose of introducing Paid On-Street Parking in Downtown Cheyenne and directing City staff to submit the ordinance rewrite for Governing Body consideration. (SPONSOR – MR. JOHNSON)

Mr. White moved to adopt, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Lieutenant Joel Hickerson, Police Department, provided a staff report. Chairwoman Aldrich and committee member White thanked Captain David Janes, Police Department, and Jason Sanchez, Community Recreation & Events Director, for the parking “town hall” presentation the previous week. Committee member Cook commented on the item.

19. RESOLUTION – Expressing the support of the Governing Body for an Action Plan to address deficiencies regarding sidewalks in the Downtown Development District. (SPONSORS – MR. JOHNSON, MR. LAYBOURN AND MR. SEGRAVE)

Mr. White moved to adopt, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Ward I Councilman Pete Laybourn, and sponsor of the item, provided a brief introduction of the proposed resolution. Tom Cobb, City Engineer, provided a staff report. Charles Bloom, Planning & Development Department Director, and Stefanie Boster, City Attorney, provided additional information. Committee members Johnson and White complemented staff and councilmembers Laybourn and Segrave on their efforts to bring the proposed resolution forward so quickly.

Mr. Johnson excused himself from the meeting at 12:45 p.m. following the vote on item #19 due to a previously scheduled work commitment.

20. LEASES/CONTRACTS/LEGAL:

- a) Agreement between the City of Cheyenne and Whitney Ranch Third & Fourth Filing, LLC for a temporary construction easement for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to approve in an amount not to exceed \$250.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- b) Agreement between the City of Cheyenne and Benjamin D. Ward and Kimberly Ann Ward for a temporary construction easement at 4608 James Drive for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Mr. Cook moved to approve in an amount not to exceed \$250.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- c) Agreement between the City of Cheyenne and Jeff Trefren and Katrina Crossland for a temporary construction easement at 5700 Dell Range Boulevard for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Mr. Cook moved to approve in an amount not to exceed \$250.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- d) Agreement between the City of Cheyenne and Jeff T. Trefren for a temporary construction easement at 5708 Dell Range Boulevard for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to approve in an amount not to exceed \$250.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- e) Agreement between the City of Cheyenne and Braidon Myers and Heather Myers for a temporary construction easement at 5420 Dell Range Boulevard for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to approve in an amount not to exceed \$250.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

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

- b) Consideration of Bid #S-1-24 for an agreement between the City of Cheyenne and Reiman & Aztec JV Limited Partnership, for the Dell Range/Van Buren Improvements Project. (2019-2022 Optional 1% Sales Tax Fund, American Rescue Plan Federal Recovery Funds and Developer Joint Projects)

Mr. White moved to accept the bid in an amount not to exceed \$9,287,323.65, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- c) Consideration of Bid #S-11-24 for an agreement between the City of Cheyenne and Mechanical Systems, Inc., for the Cheyenne Sanitation Transfer Station - Lift Station Installation Project. (Solid Waste Fund)

Mr. Cook moved to accept the bid in an amount not to exceed \$111,417.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Adele Bartel, Public Works Staff Engineer, provided a staff report.

- d) Consideration of Bid #E-12-24 for multiple twenty (20) passenger buses for the City of Cheyenne Transit Program. (Transit Program Funds)

Mr. White moved to accept the bid from Model 1 Commercial Vehicles, Inc., dba Creative Bus Sales, Inc., in an amount not to exceed \$1,661,767.40, seconded by Mr. Cook. Motion carried with Mr. White voting "YES", Mr. Cook voting "NO", and Chairwoman Aldrich breaking the tie, voting "YES".

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

24. OTHER BUSINESS:

- a) RESOLUTION - Supporting the Cheyenne Regional Airport Board in the application for and acceptance of Federal Assistance from the Federal Aviation Administration under the Airport Improvement Program to assist in the purchase of snow removal equipment.

Mr. White moved to adopt, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Renee Smith, Economic Resource Administrator, provided a staff report.

- b) RESOLUTION - Supporting the Cheyenne Regional Airport Board in the application for and acceptance of Federal Assistance from the Federal Aviation

Administration under the Airport Improvement Program to assist in Cheyenne Regional Airport's Master Plan and Airport Layout Plan.

Mr. White moved to adopt, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Renee Smith, Economic Resource Administrator, provided a staff report and committee member Cook commented on the item.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:05 p.m.

Submitted by,

A handwritten signature in cursive script, appearing to read "J. McClelland".

Jennifer McClelland  
Executive Assistant to the City Council