

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, June 3, 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.

AGENDA ITEMS

14. 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.

Mr. White moved to approve on 3rd and final reading, seconded by Mr. Cook. Motion carried with Mr. Cook and Mr. Johnson voting “YES” and Mr. White voting “NO”.

Brad Bowen, Board of Public Utilities Administration Manager, provided a staff report and committee members Cook and Johnson commented on the item. Chairwoman Aldrich read into the record, public comment provided by Seth Lloyd, Affordable Housing Task Force.

17. ORDINANCE –2nd READING – Defining the Terms and Conditions of employment for sworn officers of the Cheyenne Police Department for Fiscal Year 2024-2025, repealing and replacing Ordinance Nos. 4520 and 4539. (SPONSOR – MR. WHITE)

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

Lieutenant Adam Deball, Police Department, provided a staff report and Chairwoman Aldrich commented on the item.

29. RESOLUTION – Authorizing the City of Cheyenne Board of Public Utilities to discharge uncollectible debts pursuant to Wyoming Statute 16-4-502. (SPONSOR – DR. RINNE)

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

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

31. LEASES/CONTRACTS/LEGAL:

- c) Grant Agreement between the City of Cheyenne, Transit Division, and the U.S. Department of Transportation for a Federal Transit Administration (FTA) Section

5307 Transit Capital Grant for the replacement of transit vehicles over the next three-year period. (FTA Section 5307 Grant)

Mr. White moved to approve in an amount of \$269,787.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Rena Jording, Transit Manager, provided a staff report. Chairwoman Aldrich and committee member Johnson commented on the item.

- d) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO) and Quandel Consultants, Inc., for the Passenger Rail Station Site Selection Study. (MPO Funds, County Funds and 2021 Specific Purpose Option Tax)

Mr. White moved to approve in an amount not to exceed \$197,944.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Jeff Noffsinger, Metropolitan Planning Organization Director, provided a staff report. Tom Cobb, City Engineer, and Robin Lockman, City Treasurer, provided additional information. Chairwoman Aldrich and committee member Johnson commented on the item.

- e) Professional Services Agreement between the City of Cheyenne and The Design Studio, Inc. (TDSi), for the Johnson Pool Evaluation and Design Project. (2021 Specific Purpose Option Tax Fund)

Mr. White moved to approve in an amount not to exceed \$247,533.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events, provided a staff report. Chairwoman Aldrich and committee members Cook and White commented on the item.

- f) Professional Services Agreement between the City of Cheyenne and Just Be You, Inc. d/b/a Star Playgrounds, for the Saddle Ridge Playground Design and Installation Project. (Development Impact Fees)

Mr. White moved to approve in an amount not to exceed \$300,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events, provided a staff report. Chairwoman Aldrich and committee members Johnson and White commented on the item.

- g) Purchase and Sale Agreement between the City of Cheyenne and Section 20 LLC for land located at the northeast corner of Powderhouse Road and East Carlson Street. (Public Safety Infrastructure Fees)

Mr. White moved to approve in an amount not to exceed \$836,325.00, seconded by Mr. Johnson. Mr. White moved to amend by substitute dated May 23, 2024, seconded by Mr. Johnson. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

Chief John Kopper, Fire & Rescue Department, provided a staff report and committee members Cook and Johnson commented on the item.

- h) Professional Services Agreement between the City of Cheyenne and William H. Smith and Associates (WHS), for design services for the Cheyenne - Three Alleyway Project. (2021 Specific Purpose Option Tax)

Mr. White moved to approve in an amount not to exceed \$110,246.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Chairwoman Aldrich and committee members Johnson and White commented on the item. Public comment was made by Ward I Councilmember, Pete Laybourn.

Following the vote on item #31(h) Mr. Johnson excused himself from the remainder of the meeting due to a previously scheduled work commitment at 12:45 p.m.

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

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

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

32. CONTRACT MODIFICATIONS:

- e) Contract Modification #1 to Contract #7769 between the City of Cheyenne and Terracon Consultants, Inc., for landfill leachate system maintenance services to extend the contract for 2 years. (Solid Waste Fund)

Mr. Cook moved to approve in an amount not to exceed \$99,800.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Sam Quattrini, Landfill Manger, provided a staff report and Chairwoman Aldrich commented on the item.

- f) Contract Modification #1 to Contract #7760 between the City of Cheyenne and Miller & Sons Construction Inc. for the 2023 Miscellaneous Concrete Project for

additional concrete curb, gutter, sidewalk and valley pans. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to approve in an amount not to exceed \$95,250.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report. Chairwoman Aldrich and committee members Cook and White commented on the item.

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

- e) Consideration of Bid #E-17-24 for the Cheyenne Junior League Bleachers Replacement (equipment only) Project. (General Fund)

Mr. Cook moved to accept the bid from Park & Play USA, in an amount not to exceed \$102,788.82, seconded by Mr. White. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Chairwoman Aldrich and committee member Cook commented on the item.

- f) Consideration of Bid #S-14-24 for an Agreement between the City of Cheyenne and S & S Builders, LLC, for the 2024 Dell Range Concrete Repair for Overlay Project. (2023-2026 Optional 1% Sales Tax Fund and 2021 Specific Purpose Option Tax Fund)

Mr. White moved to accept the bid in an amount not to exceed \$3,157,624.01, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report.

- g) Consideration of Bid #S-16-24 for an Agreement between the City of Cheyenne and Asphalt Preservation, LLC, for the 2024 Crack Seal #1 Project. (2023-2026 Optional 1% Sales Tax Fund)

Mr. White moved to accept the bid in an amount not to exceed \$499,029.80, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report and Chairwoman Aldrich commented on the item.

- h) Consideration of Bid #E-19-24 for one (1) new sliding axle transportation trailer for the City of Cheyenne Street & Alley Division. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to accept the bid from Peterbilt of Wyoming, in an amount not to exceed \$131,345.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

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

- i) Consideration of Bid #E-20-24 for one (1) new 2024-2025, 19,500 GVWR, cab & chassis with 45 foot aerial device body for the City of Cheyenne Traffic Division. (2019-2022 Optional 1% Sales Tax Fund)

Mr. White moved to accept the bid, from Ken Garff Cheyenne, in an amount not to exceed \$221,806.15, seconded by Mr. Cook. Motion carried by unanimous voice vote.

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

34. APPLICATIONS/LICENSES/PERMITS:

- b) Request to extend the time period in which Cheyenne Regional Airport Board d/b/a Cloud Nine Restaurant & Bar has to become operational for an additional year for their retail license, located at 300 East 8th Avenue, Cheyenne, Wyoming.

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

Kris Jones, City Clerk, provided a staff report and Chairwoman Aldrich 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,



Jennifer McClelland

Executive Assistant to the City Council