

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, October 19, 2020 via an Electronic meeting, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Mike Luna, Chairman; Ken Esquibel, Pete Laybourn and Jeff White.

CITY STAFF: Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; Teresa Moore, Community Recreation & Events Director; TJ Barttelbort, Purchasing Manager; Kris Jones, City Clerk; Alessandra McCoy-Fakelman, Deputy City Attorney; Jason Sanchez, Community Recreation & Events Deputy Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Joe Chenchar, Assistant City Attorney; Tom Cobb, City Engineer; Wes Bay, Deputy City Engineer; Michael O'Donnell, City Attorney; Vicki Nemecek, Public Works Director; Jeanne Vetter, Greenway & Parks Planner; Clint Bassett, Board of Public Utilities (BOPU) Water Treatment Manager; Steve Gaer, Facilities Manager; Bryan Bell, Fleet Maintenance Manager; Nick Siemens, Fire Training Division Chief; and Randy Hickman, Street & Alley.

OTHERS PRESENT: Margaret Austin, Wyoming Tribune Eagle; Jeff Brown, Floyd's Truck Center; Jillian Harris and Michael Gillam.

AGENDA ITEMS

16. **RESOLUTION** – Authorizing the submittal of a request to the Wyoming State Loan and Investment Board to amend Drinking Water State Revolving Fund Loan #133 from \$4.9 million to \$7.4 million for the City of Cheyenne Hydroelectric Generation Facility Project and authorizing the Mayor, City Clerk, and the Director of the Board of Public Utilities to sign all loan documents. (SPONSOR – PETE LAYBOURN)

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

DISCUSSION: Clint Bassett, BOPU Water Treatment Manager, provided a staff report and advised the loan request is for the designing and construction of a hydro electric generator. Mr. Bassett reported that a majority of the generated electricity will be used to power the plant and the extra electricity will be sold to the grid. Mr. Bassett reviewed the bid results in May 2020 and associated costs and advised an adjusted invitation to bid will go out in December. Mr. Bassett explained repayment options for the loan. Mr. White and Mr. Laybourn expressed thanks to Mr. Bassett for the information. Upon inquiry, Mr. Bassett advised water rates would not be increased to supplement payments on this particular project.

21. LEASES/CONTRACTS/LLEGAL:

- e) Agreement to fulfill City Contract No. 6949 between the City and the Cheyenne and Summit Engineering, LLC for providing design services for five Greenway segments and 35% design services for segment #6. (Specific Purpose Sales Tax)

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

DISCUSSION: Jeanne Vetter, Greenway & Parks Planner, provided a staff report and advised this modification will extend the completion date to October 31, 2022. Ms. Vetter reviewed the status of current and completed projects and upon inquiry, reported on the Ames underpass, South Park/Deming Drive and Dey Avenue connectors.

22. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Professional Services Agreement #7003 between the City of Cheyenne on behalf of the Cheyenne Metropolitan Planning Organization and Kimley-Horn Associates, Inc., for the PlanCheyenne Update: 2019-2045. (MPO Federal Funding)

Mr. White moved to approve in an amount not to exceed \$4,737.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Tom Mason, MPO Director, provided a staff report and advised modification is to include an updated future land use and transportation map.

- c) Contract Modification #4 to Professional Services Agreement #6552 between the City of Cheyenne and HDR Engineering, Inc. for the Prairie Ave. & Frontier Mall Dr. Intersection Improvements Project. (2019-2022 1% Sales Tax)

Mr. Esquibel moved to approve in an amount not to exceed \$23,618.02, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised the modification will provide construction engineering services to bring the project to completion. Mr. Laybourn requested a site visit and project review.

- d) Contract Modification #1 to Contract #7207 with Front Range Roofing Systems, LLC, for the roof replacement for Parks Shop and Fleet Maintenance. (General Fund-Capitol Improvement Project)

Mr. White moved to approve in an amount not to exceed \$1,890.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised upon further inspection, the roof hatch on the Parks Shop is deteriorated beyond repair and requires a complete replacement.

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

- a) Consideration of Bid #E-4-21 for furnishing ten (10) portable litter fences for the City of Cheyenne Landfill. (Specific Purpose Sales Tax and Solid Waste Fund)

Mr. White moved to accept the bid from Metta Technologies, Toledo, OH in an amount not to exceed \$46,890.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised portable fences will assist in trapping litter directly around workspaces and allows the litter pickers to pick around the fences.

- b) Consideration of Bid #E-6-21 for furnishing one (1) new 16' wide area mower for the City for Cheyenne Parks Division. (2015-2018 1% Sales Tax)
current state statutes for the Christensen Railroad Overpass & Corridor Project.
(Specific Purpose Sales Tax)

Mr. Laybourn moved to accept the bid from L.L. Johnson Distributing Company, Denver, CO in an amount not to exceed \$100,454.41, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised this replacement mower will allow for more efficient mowing, going from a 6' deck to a 16' deck.

- c) Consideration of Bid #E-2-21 for furnishing one (1) new 2020-2021 patch truck for the City of Cheyenne Street and Alley Department. (2015-2018 1% Sales Tax)

Mr. White moved to accept the bid from Floyd's Truck Center, Cheyenne, WY in an amount not to exceed \$207,063.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the additional new truck would increase the City's ability to fill potholes by having two trucks. Jeff Brown, Floyd's Truck Center, made himself available to answer any questions. Upon inquiry, Ms. Nemecek advised on the truck's ability to heat the asphalt.

OTHER ITEMS FOR THE AGENDA:

LEASES/CONTRACTS/LEGAL:

Grant award agreement with the State of Wyoming Office of Homeland Security for a grant from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate, State Homeland Security Program (SHSP), grant fiscal year 2017, in the amount of \$13,371.73 for the Cheyenne Regional Response Team no. 7. (SPONSOR – MIKE LUNA)

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

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and advised this will extend the time frame on the contract for the use of grant funds. Nick Siemens, Fire Training Division Chief, reiterated the time extension of the contract.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:34 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council