

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 2, 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; Jillian Harris, MPO Senior Planning Technician; Tom Cobb, City Engineer; Wes Bay, Deputy City Engineer; Michael O'Donnell, City Attorney; Craig LaVoy, Public Works Deputy Director; Lieutenant David Janes, Police Department; Brenden Ames, Chief Economic Development Officer; Doug Klahn, Construction Manager; Byron Matthews, Division Chief Fire & Rescue Department; Brenda Moureaux, Deputy City Treasurer; and Jason Kivisto, Irrigation Foreman.

OTHERS PRESENT: Margaret Austin, Wyoming Tribune Eagle; Wendy Volk, Cheyenne Regional Air Service Focus Team (CRAFT) President; Lori Schoene and Nathan Siberhorn.

AGENDA ITEMS

19. **LEASES/CONTRACTS/LEGAL:**

- c) Minimum Revenue Guaranteed Payment Agreement between the City of Cheyenne, Wyoming, and Cheyenne Regional Air Service Focus Team (CRAFT), for SkyWest Airlines to provide scheduled flight services between Cheyenne, Wyoming and Denver, Colorado. (General Fund)

Mr. White moved to approve in an amount not to exceed \$148,350.50, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised this renewal agreement will provide a minimum revenue guarantee for air service at the Cheyenne Regional Airport. Wendy Volk, CRAFT President, provided information on the daily flight service and explained the reduction in guarantee is due to scheduled runway construction. Upon inquiry, Ms. Volk confirmed the scheduled service, reported a second daily flight will be added in the spring, advised the type of aircraft equipment to be used and explained the billing method.

- d) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO) and Ayres Associates for the Converse Avenue Reconstruction Plan. (MPO Federal Funds)

Mr. White moved to approve in an amount not to exceed \$120,175.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote (with the exception of Mr. Esquibel who did not cast a vote).

DISCUSSION: Jillian Harris, MPO Senior Planning Technician, provided a staff report and advised this agreement will be funded with MPO Federal funds and will provide 35% design plans for both the stormwater drainage between Carlson Street and Dry Creek and reconstruction of Converse Avenue between Carlson Street and Dell Range Boulevard. Upon inquiry, Tom Mason, MPO Director, provided information related to the intersection of Converse Avenue and Dell Range Boulevard conceptual plan and explained the agreement includes Converse Avenue north of Dell Range Boulevard only. Tom Cobb, City Engineer, provided information on funding for the intersection improvements. Ms. Harris explained the scope of work does include all forms of transportation including the greenway trail. [Clerk's note: During discussion on agenda item #19(d) Mr. Esquibel briefly left the meeting at 11:14 A.M. and rejoined the meeting during discussion of agenda item #19(e) at 11:28 A.M. Mr. Esquibel did not vote on item #19(d).]

- e) Memorandum of Understanding between EQ Capital LLC and the City of Cheyenne to build a technology ecosystem in Wyoming focused on investing in tech startups.

Mr. White moved to approve, seconded by Mr. Laybourn. Motion carried with Mr. White voting "YES", Mr. Laybourn voting "NO" and Chairman Luna voting "YES" breaking the tie.

DISCUSSION: Brenden Ames, Chief Economic Development Officer, provided a staff report and advised this MOU will provide framework relating to future technology startups in Wyoming. Mr. Ames provided examples of similar portfolio companies and advised on reasons the City was selected. Upon inquiry, Mr. Ames advised the MOU is a show of support only and does include financial support. Mr. Ames reported a company representative will be visiting the City in the upcoming week and Mr. Laybourn expressed interest in meeting with this representative to provide additional information. Mr. Ames provided information on capital venture funding and the individuals involved with EQ Capital, LLC. Mr. Esquibel advised the committee he would not vote on the item due to not being available for a portion of the staff report.

20. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- d) Contract Modification #2 to Contract #7195 between the City of Cheyenne and Simon Contractors for cost impacts associated with changes in site conditions, Force Account increases, and changes to retainage on the Prairie Avenue and Frontier Mall Drive Intersection Project. (2019-2022 1% Sales Tax & Federal Surface Transportation Funds-Urban (STPU))

Mr. Laybourn moved to approve in an amount not to exceed \$238,839.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised this modification is due to soils unsuitable for adequate pavement stability and traffic loading. Mr. Bay explained the previous modification did not include cost increases associated with additional bond, contractor testing expenses and modified amounts for additional irrigation, landscaping and deteriorated storm sewer pipe. Mr. Laybourn expressed interest in reviewing the changes on site prior to the meeting of the Governing Body on Monday, November 9, 2020.

21. **CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:**

- d) Consideration of Bid #E-7-21 for Ice Control Product for the City of Cheyenne Street & Alley Division. (2015-2018 & 2019-2022 1% Sales Tax)

Mr. White moved to accept the bid from Desert Mountain Corporation, Riverton, WY, in an amount of \$230,000.00, seconded by Mr. Esquibel. Motion carried with Mr. Esquibel and Mr. White voting "YES" and Mr. Laybourn voting "NO."

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the contract is for two (2) tons of product over two (2) years. Upon inquiry, Mr. LaVoy provided information on the product, its use and the potential the product may have to deteriorate concrete. Mr. Laybourn expressed his concerns with use of the product in relation to concrete deterioration.

- e) Consideration of Bid #S-3-21 for a contract between the City of Cheyenne and Simon Contractors for the East 12th Street and Meadow Drive Mill and Overlay project. (2015-2018 & 2019-2022 1% Sales Tax)

Mr. White moved to accept the bid from Simon Contractors, Cheyenne, WY in an amount not to exceed \$1,345,682.83, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Doug Klahn, Construction Manager, provided a staff report and advised this project is part of the pavement management plan and recommends approval.

- f) Consideration of Bid #S-6-21 for a contract between the City of Cheyenne and Dan Hart Patrol Service, LLC, for the Happy Jack Landfill Phase 2, Cells 1 and 2 and Cell 3 Excavation Earthworks (Earthworks Base Bid) Project. (Solid Waste Fund)

Mr. White moved to accept the bid from Dan Hart Patrol Service, LLC, Upton, WY in an amount not to exceed \$4,582,929.28, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this is for the excavation work at the landfill and reported the bid was reviewed by a

representative of Solid Waste Professionals of Wyoming, LLC. Mr. Laybourn expressed interest in reviewing the design maps and conducting an on-site visit.

- g) Consideration of Bid #S-6-21 for a Contract between the City of Cheyenne and Clean Air and Water Systems, LLC, for the Happy Jack Landfill Phase 2, Cells 1 and 2 and Cell 3 Excavation Earthworks (Geosynthetics Installation Base Bid) project. (Solid Waste Fund)

Mr. White moved to accept the bid from Clean Air & Water Systems, LLC, Dousman, WI, in an amount not to exceed \$177,147.50, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this bid will provide the synthetic liner for the project.

- h) Consideration of Bid #S-6-21 for a contract between the City of Cheyenne and Northwest Linings & Geotextile Products, Inc., for the Happy Jack Landfill Phase 2, Cells 1 and 2 and Cell 3 Excavation Earthworks (Geosynthetics Procurement Base Bid) project. (Solid Waste Fund)

Mr. Laybourn moved to accept the bid from Northwest Linings & Geotextile Products, Inc., Kent, WA, in an amount not to exceed \$405,483.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this bid will provide instillation of the synthetic liner for the project.

- i) Consideration of Bid #E-10-21 for furnishing monitors, 2-in-1 computers and accessories for the City of Cheyenne, Cheyenne Police Department. (Coronavirus Emergency Supplemental Funding, Bureau of Justice Assistance (CESF))

Mr. Laybourn moved to accept the bid from Sanity Solutions, Denver, CO, in an amount not to exceed \$72,144.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Lieutenant David Janes, Police Department, provided a staff report and advised this bid will provide workstations for the remainder of the Police Department as a supplement to an earlier resolution to allow for remote workplaces.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:58 A.M.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council