

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, November 16, 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:** Lisa Pafford, Planning & Development Deputy 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; Anissa Gerard, Traffic Engineer; Mary Salas, Administrative Assistant, City Council; Vicki Nemecek, Public Works Director; Bryce Dorr, Board of Public Utilities (BOPU) Special Projects Supervisor; Jason Sanchez, Community Recreation & Events Deputy Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Tom Cobb, City Engineer; Wes Bay, Deputy City Engineer; Michael O'Donnell, City Attorney; Craig LaVoy, Public Works Deputy Director; 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.

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### **AGENDA ITEMS**

15. RESOLUTION – Authorizing the City Treasurer to discharge uncollectible debts in the amount of \$39,348.39 for City of Cheyenne accounts and \$23,290.93 for Board of Public Utilities sanitation accounts pursuant to Wyoming Statute §16-4-502. (SPONSOR – MIKE LUNA)

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

**DISCUSSION:** Robin Lockman, City Treasurer, provided a staff report and advised this annual resolution is to write off uncollectable accounts of the City and BOPU. Ms. Lockman provided information and timelines of the collection process.

16. RESOLUTION – Approving water and sanitary sewer services, by Outside User Water and Sanitary Sewer Services Agreements, for Tri-State Generation and Transmission, Lot 4, Block 10, North Range Business Park, 3<sup>rd</sup> Filing, situated in the NE¼ SE¼ of Section 4, Township 13, North, Range 67 West, of the 6<sup>th</sup> P.M., Laramie County. (SPONSOR – MIKE LUNA)

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

**DISCUSSION:** Bryce Dorr, BOPU Special Projects Supervisor, provided a staff report and advised the request has been reviewed and adequate capacity exists. Upon inquiry, Mr. Dorr provided information on construction and use of the facility. [Clerk's note: during discussion, following the motion to adopt, Chairman Luna lost audio connection and Mr. White assumed duties of the chair]

18. LEASES/CONTRACTS/LLEGAL:

- c) 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. (POSTPONED FROM 11-9-2020)

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

**DISCUSSION:** Brenden Ames, Chief Economic Development Officer, provided a staff report and advised no additional information has been made available since the meeting of the Governing Body on November 9, 2020 and that a work session on this topic is scheduled following this meeting. [Clerk's note: Chairman Luna rejoined prior to the motion to approve and resumed his role as chair.]

19. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7221 between the City of Cheyenne and Containment Systems for additional services to complete the Expansion of Landfill Permanent Litter Fence Project. (Solid Waste Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$17,435.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this modification is due to the discovery of additional damage. [Clerk's note: during discussion, prior to the motion to adopt, Chairman Luna lost audio connection and Mr. White assumed duties of the chair]

- c) Contract Modification #3 to Contract #5932 between the City of Cheyenne and Solid Waste Professionals of Wyoming, for Happy Jack Landfill Expansion to extend the contract to March 31, 2022. (Solid Waste Fund)

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

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this modification will extend services with no increase in cost. [Clerk's note: Chairman Luna rejoined prior to the motion to discussion on this item and resumed his role as chair.]

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

- g) Consideration of Bid #S-2-21 for a contract between the City of Cheyenne and Casper Electric, Inc., for the 24<sup>th</sup> / 25<sup>th</sup> / Carey / Pioneer Traffic Signal Upgrade Project. (2015-2018 1% Sales Tax)

Mr. Laybourn moved to accept the bid from Casper Electric, Inc., Casper, WY in an amount not to exceed \$677,384.84, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Anissa Gerard, Traffic Engineer, provided a staff report and advised this project is to replace antiquated traffic signals.

- h) Consideration of Bid #S-8-21 for a contract between the City of Cheyenne and JTL Group Inc. d/b/a Knife River, for the 2020 Miscellaneous Concrete Project. (2015-2018 & 2019-2022 1% Sales Tax)

Mr. Laybourn moved to accept the bid from JTL Group Inc. d/b/a Knife River, Cheyenne, WY in an amount not to exceed \$443,436.48, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Doug Klahn, Construction Manager, provided a staff report and advised this contract is for miscellaneous concrete repairs, primarily at intersections. Upon inquiry, Mr. Klahn reported that an additional miscellaneous concrete contract will be initiated in 2021.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:17 A.M.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council