

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was instead held on Monday, December 21, 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; Vicki Nemecek, Public Works Director; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Teresa Moore, Community Recreation & Events Director; Desiree Crosier, Aquatics Manager; Jason Kivisto, Irrigation Foreman; Tom Cobb, City Engineer; Eric Fountain, Mayor's Chief of Staff; Chief Greg Hoggatt, Fire & Rescue Department; Jeanne Vetter, Greenway & Parks Planner; Captain Nate Buseck, Police Department; Brendan Ames, Chief Economic Development Officer; and Brenda Moureaux, Deputy Treasurer.

**OTHERS PRESENT:** Margaret Austin, Wyoming Tribune Eagle; Tom Berg; Dr. Michelle Aldrich; and Patti Riesland, Mayor's Council for People with Disabilities.

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### **AGENDA ITEMS**

19. RESOLUTION – Designating local banks as depositories for municipal funds. (SPONSOR – MIKE LUNA)

Mr. White moved to adopt, seconded by Mr. Laybourn. Mr. White moved to amend by substitute dated December 16, 2020, seconded by Mr. Laybourn. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

**DISCUSSION:** Brenda Moureaux, Deputy Treasurer, provided a staff report and advised that Wyo. Stat § 9-4-817 requires municipalities to keep funds deposited in national and state banks and that local depositories are annually designated. Ms. Moureaux explained the substitute amendment included an application which was received after the published deadline.

20. RESOLUTION – Reappropriating the Fiscal Year 2021 Budget of the City of Cheyenne according to the provisions of W.S. §16-4-112 & §16-4-113. (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 highlighted information related to the General Fund request for the Splash Pad and a credit received from Blue Cross Blue Shield of Wyoming due to impacts of the pandemic.

21. RESOLUTION – Supporting the City of Cheyenne’s application for a Land and Water Conservation Fund Grant to replace playground safety surfacing. (revenue to the city) (SPONSOR – JEFF WHITE)

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

**DISCUSSION:** Teresa Moore, Community Recreation & Events Director, provided a staff report and advised this grant would replace wood chips in two playgrounds in Sun Valley and one in Romero Park with a rubber surface.

24. LEASES/CONTRACTS/LEGAL:

- b) Grant award agreement with the State of Wyoming Office of Homeland Security for a grant from the U.S. Department of Homeland Security (DHS), FEMA, Grant Programs Directorate, SHSP Grant Fiscal Year 2020 in the amount of \$115,000.00, for the Cheyenne Regional Response Team #7. (DHS Grant Code: EMW-2020-SS-00062)

Mr. White moved to approve in an amount of \$115,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Chief Greg Hoggatt, Fire & Rescue Department, provided a staff report and advised this is an annual grant for the regional response team which will provide equipment and training.

- c) Contract between the City of Cheyenne and Peak Wellness, Alcohol Receiving Center, to provide alcohol and drug detoxication services to individuals. (General Fund)

Mr. Laybourn moved to approve in an amount not to exceed \$115,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised this is annual contract for human services provided to the City. Upon inquiry, Ms. Nemecek explained the delay in payment was due to budgetary restraints and this, along with the following two contracts, are fulfilling footnotes in the budget ordinance. Ms. Nemecek reported the center is operating and that funds will allow for the continuation of services or be used to provide a higher level of service. Upon inquiry, Ms. Lockman, City Treasurer, advised an invoice has not been received however, as a result of CARES funding the payment on the contract can be made in accordance with the budget ordinance. Mr. White noted the next two contracts contain similar dates and terms. Alessandra McCoy-Fakelman, Deputy City Attorney, provided information related to maintaining the renewal dates for continuity of the contracts.

- d) Contract between the City of Cheyenne and Safe Harbor to provide a safe and secure environment to families who have been affected by abuse. (General Fund)

Mr. Laybourn moved to approve in an amount not to exceed \$17,500.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report, noting similarities with the prior human services contract and recommended approval.

- e) Contract between the City of Cheyenne and Cheyenne Housing Authority to provide supportive senior services. (General Fund)

Mr. White moved to approve in an amount not to exceed \$25,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report, noting similarities with the prior human services contract, in accordance with the Older Americans Act and recommended approval.

- f) Agreement between the City of Cheyenne, Laramie County Sheriff's Department and Laramie County, Wyoming, for housing City prisoners at the Laramie County Detention Center. (Replaces Contract No. 7165 approved 4/27/2020)

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

**DISCUSSION:** Captain Nate Buseck, Police Department, provided a staff report and advised a contractual decrease in inmate fees from \$100.00 to \$90.00 per day. Upon inquiry, Captain Buseck explained the status of individuals arrested including long term sentenced inmates being sent out of town to help decrease housing costs.

- g) Juvenile Housing Agreement between the City of Cheyenne and Laramie County for the housing of juvenile detainees in the Laramie County Juvenile Services Center located at the Archer Complex. (Replaces Contract No. 7166 approved 4/27/2020)

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

**DISCUSSION:** Captain Nate Buseck, Police Department, provided a staff report and advised this contract is identical to the contract that was approved in April 2020.

25. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- c) Contract Modification #1 to Contract #7181 between the City of Cheyenne and Waste Management of Colorado, Inc., Denver CO, for Waste Management Recycling Services to extend the term of the agreement to December 31, 2021. (Solid Waste Fund)

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

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised this modification is an extension of the current contract for 1 year and provided information on the how the rate is calculated. Ms. Nemecek noted the City's contamination rate has improved significantly. Upon inquiry, Ms. Nemecek explained the pros and cons of weekly verses biweekly pickups of both trash and recycle and advised on cost and design of bin stickers. Mr. Laybourn requested a ride along to observe the recycling process.

- d) Contract Modification #1 to Contract #7241 between the City of Cheyenne and Mid-America Pool Renovation, Inc., for the Cheyenne Aquatic Center Main Pool Shell Resurfacing Project. (Specific Purpose Sales Tax Overage Funds)

Mr. Laybourn moved to approve in an amount not to exceed \$43,850.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Teresa Moore, Community Recreation & Events Director, provided a staff report and advised resurfacing of the pool shell is completed and under budgeted 6<sup>th</sup> Penny funds. Ms. Moore explained this modification would allow the balance of funds to be used to replace the deck texture around the main pool and the rec pool. Upon inquiry, Desiree Crosier, Aquatics Manager, provided information on extended closure of the pool to complete the deck texture.

- e) Contract Modification #2 to Contract #7207 between the City of Cheyenne and Front Range Roofing Systems, LLC, for Fleet Maintenance Facility and Parks Maintenance Facility Roof Replacements. (General Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$5,660.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised this modification is for additional material and assistance due to removal of cell towers on the parks maintenance roof.

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

- a.) Consideration of Bid #E-16-21 for furnishing three (3) new greens mowers, for the City of Cheyenne, Golf Division. (Golf Improvement Fund)

Mr. Laybourn moved to accept the bid from L.L. Johnson Distributing Company, Denver, CO in an amount not to exceed \$113,030.10, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Teresa Moore, Community Recreation & Events Director, provided a staff report and advised these mowers will be funded from the golf improvement fund.

Following the final item, Chairman Luna announced the January 4, 2021 meeting will be at 12:00 pm.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:41 A.M.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council