

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, October 4, 2021 in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Scott Roybal, Chairman; Dr. Michelle Aldrich, and Jeff White. Absent: Ken Esquibel and Richard Johnson.

CITY STAFF: TJ Barttelbort, Purchasing Manager; Jason Sanchez, Community Recreation & Events Deputy Director; Stefanie Boster, City Attorney; Brenda Moureaux, Deputy City Treasurer; Vicki Nemecek, Public Works Director; Chief John Kopper, Division Chief Byron Mathews, and Andrew Dykshorn, Fire and Rescue Department; Renee Smith, Grants Manager; Tom Cobb, City Engineer; Charles Bloom, Planning and Development Director; Alessandra McCoy-Fakelman, Deputy City Attorney; Captain Jared Keslar, Police Department; Detective Aaron Willmarth, Police Protective Association President; Lara White, City Attorney Office Manager; Tyler Nelson, I.T. Administrator; Keith McQueen, Transit Department Assistant Director; Jeanne Vetter, Greenway and Parks Planner; Wes Bay, Deputy City Engineer; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Pete Laybourn, City Councilman, Ward I; Nathan Banton, Cheyenne Regional Airport Assistant Director; and Patti Riesland, Mayor's Council for People with Disabilities.

AGENDA ITEMS

7. **ORDINANCE – 3rd READING –** Defining the Terms and Conditions of Employment for Sworn Officers of the Cheyenne Police Department for Fiscal Year 2021-2022.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Captain Jared Keslar, Police Department, provided a staff report and advised this update to the terms and conditions contains no changes since the last meeting of the governing body on September 27, 2021.

18. **RESOLUTION –** Adopting liquor license general guidelines for the review and evaluation of applications for a retail liquor license available through the City of Cheyenne, and establishing a time frame in which applications may be submitted to the City Clerk. (SPONSOR – MR. ROYBAL)

Dr. Aldrich moved to adopt, seconded by Mr. White. Mr. White moved to amend by substitute Liquor License General Guidelines dated October 1, 2021, seconded by Dr. Aldrich. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised as a result of the recent 2020 population census an additional retail liquor license is available to the City. Ms. Jones explained that pursuant to Resolution #6173, the governing body will adopt a resolution to establish the time frame in which the City Clerk will accept applications for one (1) retail liquor license from January 1, 2022 through January 30, 2022 and noted the resolution also establishes the general guidelines for reviewing applications. Ms. Jones proposed a substitute set of guidelines dated October 1, 2021, as requested by Mayor Collins, which include consideration of a project to help in economic development of a blighted property and for the business plan to include the anticipated number of employees to be hired, average wage and total annual payroll.

20. **RESOLUTION – Supporting the Cheyenne Regional Airport Board in the submission of an application for federal assistance to the Federal Aviation Administration under the American Rescue Plan Act of 2021 to assist in funding costs related to operations, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. (SPONSOR – MR. ROYBAL)**

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

DISCUSSION: Nathan Banton, Cheyenne Regional Airport Assistant Director, provided a staff report and advised the grant application is similar to previous requests and made himself available for questions.

21. **LEASES/CONTRACTS/LEGAL:**

- f) **Agreement between the City of Cheyenne and BCM One, Inc., to provide SIP trunk communication services to the city for cost savings on analog phone circuits used for 911 calls at outlying city offices. (General Fund)**

Mr. White moved to approve in an amount of \$10,764.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Tyler Nelson, I.T. Administrator, provided a staff report and advised the agreement is to replace current analog lines for 911 calls with an internet provided service. Mr. Nelson provided information on the cost savings per month and advised he believed the upgrade would provide a more reliable service.

- g) **Purchase and sale agreement between the City of Cheyenne and Jerilou Lockhart to acquire real property (250,470 square feet along Railroad Right of Way East of Raleigh Drive) for expansion of the Greenway. (Specific Purpose Sales Tax)**

Dr. Aldrich moved to approve in an amount not to exceed \$240,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Jeanne Vetter, Greenway and Parks Planner, provided a staff report and advised the 5.75-acre parcel will be utilized for a future Greenway connection and noted an environmental site assessment has been completed and no environmental concerns were identified. Upon inquiry,

Ms. Vetter provided information on land ownership in the area and the progress in acquiring to complete Greenway connections in the area.

- h) Agreement between the Wyoming Department of Health, Aging Division, to provide support services to persons 60 years or older under the Title III-B Program Grant for Fiscal Year 2021. (Revenue to the city) (III-B Division on Aging Grant)

Dr. Aldrich moved to approve in an amount of \$76,967.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Keith McQueen, Transit Department Assistant Director, provided a staff report and advised the annual grant agreement allows seniors, age 60 and over, to ride City transit for free. Dr. Aldrich thanked Mr. McQueen for the explanation of the grant and requested Attachment B be provided as it is referenced in the agreement.

- i) Professional Services Agreement between the City of Cheyenne and Russel + Mills Studios, Inc., for the East Cheyenne Community Park Master Site Development Plan. (Specific Purpose Sales Tax)

Mr. White moved to approve in an amount not to exceed \$83,260.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Jeanne Vetter, Greenway and Parks Planner, provided a staff report and advised three proposals were submitted for the master site plan and provided information on the steering committee members. Mr. White thanked Ms. Vetter for the additional information provided prior to the committee meeting which included a completion date of mid-late March 2022.

- j) Agreement between the City of Cheyenne, Laramie County Sheriff's Office and Laramie County, Wyoming, for housing prisoners at the Laramie County Detention Center. (General Fund)

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

DISCUSSION: Captain Jared Keslar, Police Department, provided a staff report and advised the agreement is for a term of July 1, 2021 to June 30, 2023 with an increase of fees per prisoner, per night, during the period of July 1, 2022 to June 30, 2023. Upon inquiry, Captain Keslar provided information on the industry standard, as it relates to the fees outlined, and noted the fees have not increased significantly over the last 20 plus years. Additional discussion included transportation of prisoners to other regional detention facilities if the jail is full.

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

- a) Consideration of Bid #S-2-22 for a contract between the City of Cheyenne and Reiman Corp, for the LCCC Greenway Underpass Project. (Specific Purpose Sales Tax, WYDOT TAP Grant & WYDOT STPU Grant)

Dr. Aldrich moved to approve in an amount not to exceed \$1,923,333.40, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Tom Cobb, City Engineer, provided a staff report and advised four bids were received and reviewed and that staff recommends approval of the bid from Reiman Corp.

- b) Consideration of Bid #S-3-22 for a contract between the City of Cheyenne and Reiman Corp for the Carey Avenue Multi Use Path. (Specific Purpose Sales Tax & WYDOT TAP Grant)

Dr. Aldrich moved to approve in an amount not to exceed \$806,008.55, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised on the route of the project and noted the area will include ADA upgrades and a bus stop connection. Mr. Bay advised three bids were received and reviewed by staff. Mr. White voiced support for the path as a safety precaution and the increased traffic along the current dirt path. Mr. Laybourn, City Councilman, Ward I, voiced support of maintaining the existing dirt path in addition to the new concrete path to accommodate elderly and runners.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:36 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council