

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, April 4, 2022, at the Kiwanis Community House (due to Municipal Building closure) and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

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

**CITY STAFF:** TJ Barttelbort, Purchasing Manager; Robin Lockman, City Treasurer; Tom Cobb, City Engineer; Stefanie Boster, City Attorney; Chief John Kopper, and Division Chief Byron Matthews, Fire and Rescue Department; Charles Bloom, Planning and Development Director; Officer Aaron Willmarth, Police Department; Renae Jording, Transit Director; Darrin Hass, Human Resources Director; Craig LaVoy, Public Works Deputy Director; Jeanie Vetter, Parks & Greenway Planner; Tom Cobb, City Engineer; Kaitlyn Garvey; Sanitation; Keith Azhill, Transit; Renee Smith, Grants Manager; Teresa Moore, Community Recreation & Events Director; Jason Sanchez, Community Recreation & Events Deputy Director; and Kris Jones, City Clerk.

**OTHERS PRESENT:** Mayor Patrick Collins; Councilman Pete Laybourn, and Councilman Scott Roybal, Ward I; Patti Riesland, Mayor's Council for People with Disabilities; Corey Loghry, Lynn Buys Houses; Susan Allen, Hawthorne Tree; Katie Brady, Mary's Mountain Cookies; Jeff Horton, Flippers; Betty Sue Allen; Sara Weber; Dan Surdam; Jim Weaver; Amy Spieker; Haylee Chenchar, Downtown Development Association (DDA) Executive Director; Greg O'Barr; Mike Smith; Jeremy Bay; Tom Hirsig, Cheyenne Frontier Days (CFD) Executive Director; and Brittany Wardle.

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### **AGENDA ITEMS**

6. APPLICATIONS/LICENSES/PERMITS:

- a) Application for transfer of ownership of retail liquor license application filed with the City Clerk's Office for Prime Realty LLC d/b/a Prime Realty, 1601 Central Avenue, Cheyenne, Wyoming (license currently held by Dillinger's, LLC d/b/a Dillinger's, 1601 Central Ave., Cheyenne, Wyoming).

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

**DISCUSSION:** Kris Jones, City Clerk, provided a staff report and advised item #6(a) and #6(b) are related and reported that both transfers have been reviewed and deemed eligible by the required city departments and Wyoming Liquor Division. Ms. Jones explained the transfer to Prime Realty LLC d/b/a Prime Realty must precede the transfer to Wyoming Horse Racing LLC d/b/a Horse Palace.

- b) Application for transfer of ownership of retail liquor license application filed with the City Clerk's Office for Wyoming Horse Racing LLC d/b/a Horse Palace, 1601 Central Avenue, Cheyenne, Wyoming (license held by Prime Realty LLC d/b/a Prime Realty, 1601 Central Avenue, Cheyenne, Wyoming).

Mr. Johnson moved to approve. Motion died due to the lack of a second.

**DISCUSSION:** Kris Jones, City Clerk, provided a staff report and advised item #6(a) and #6(b) are related and reported that both transfers have been reviewed and deemed eligible by the required city departments and Wyoming Liquor Division. Ms. Jones explained the transfer to Prime Realty LLC d/b/a Prime Realty must precede the transfer to Wyoming Horse Racing LLC d/b/a Horse Palace. Corey Loghry, Lynn Buys Houses, voiced concerns with the proposed transfer referencing issues at similar type of establishments around Cheyenne. Ms. Loghry expressed the need to encourage a sense of family and community in the downtown area and noted parking may be an additional issue. Susan Allen, Hawthorne Tree, provided a brief history of the downtown transformation over the years and voiced concerns with the DDA and with the future of downtown verses the development of the West Edge. Ms. Allen noted issues with homelessness and drug usage in the downtown area and the amount of police presence that may be needed as a result of the proposed transfer. Katie Brady, Mary's Mountain Cookies, voiced concerns with the proposed transfer based on the safety of children and families who frequent the downtown area. Ms. Brady provided information from the October 25, 2021, Sheridan City Council meeting where the Sheridan Police Chief provided information on increased crime related to a similar type of business being issued a liquor license. Jeremy Bay, advocate for suicide prevention in Laramie County, advised that research links gambling, alcohol abuse, suicide and mental health and voiced concerns based on the potential increase in public health costs. Haylee Chenchar, DDA Executive Director, provided information related to the DDA's general guidelines including the lack of overall control on what businesses move into the area and offered continued support to the current downtown businesses. Upon inquiry, Stefanie Boster, City Attorney, confirmed that there are no parking requirements within the downtown area. Councilman Pete Laybourn, Ward I, voiced concerns with parking as it relates to the success of business. Dr. Aldrich advised she would not be seconding the motion to approve noting a capacity of approximately 80 occupancy positions between gaming machines and the bar and voiced concerns with parking. Dr. Aldrich reassured the downtown merchants of council's commitment to downtown referencing goals related to 15<sup>th</sup> Street and the Roundhouse Project. Mr. Johnson advised historically he has approved all liquor license transfers that have come before him and reported he will continue to in the future despite any derogatory comments.

- c) Application for a restaurant liquor license filed with the City Clerk's Office for Osterfoss Living Trust Dated May 20, 2020 d/b/a Nagel-Warren Mansion, LLC, 222 E. 17<sup>th</sup> St., Cheyenne, Wyoming.

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

**DISCUSSION:** Kris Jones, City Clerk, provided a staff report and advised the application for a restaurant liquor license has been reviewed and deemed eligible by the required city departments

and Wyoming Liquor Division noting the establishment will reopen and continue to operate as a bed and breakfast.

13. ORDINANCE – 2<sup>nd</sup> READING – Amending the City of Cheyenne’s Solid Waste Fee Schedule. (SPONSOR – MR. WHITE)

Dr. Aldrich moved to approve on 2<sup>nd</sup> reading, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed amendment is based on the master plan study from 2019. Additional discussion included facilities maintenance and roofing needs.

14. ORDINANCE – 2<sup>nd</sup> READING – Increasing the compensation for the Mayor of the City of Cheyenne, commencing January 1, 2025. (SPONSOR – MR. ROYBAL)

Mr. Johnson moved to approve on 2<sup>nd</sup> reading, seconded by Mr. White. Motion carried with Mr. Johnson and Mr. White voting “YES” and Dr. Aldrich voting “NO”.

**DISCUSSION:** Stefanie Boster, City Attorney, provided a staff report and advised the proposed amendment would increase the mayor’s annual salary beginning January 1, 2025. Ms. Boster noted the mayor’s salary hasn’t been increased since 2006 (effective in 2009). Dr. Aldrich voiced concerns with increasing elected official salaries ahead of city employees. Mr. Johnson advised he had reached out to the Cheyenne Public Employee Association (CPEA) and reported the increase was justified and supported by the CPEA based on the cost of living/inflationary charts. Mr. Johnson noted a large increase in salary would be required should a City Manager system be put in place. Chairman White voiced support for the increase as it relates to salaries of City Managers and the amount of work to be done by the mayor.

15. ORDINANCE – 2<sup>nd</sup> READING – Increasing the compensation for members of the City Council of the City of Cheyenne and providing an effective date. (SPONSOR – MR. ROYBAL)

Mr. Johnson moved to approve on 2<sup>nd</sup> reading, seconded by Mr. White. Motion carried with Mr. Esquibel and Mr. Johnson voting “YES” and Dr. Aldrich voting “NO”.

Mr. Esquibel joined the meeting at 12:44 p.m. during discussion and prior to vote of item #15.

**DISCUSSION:** Stefanie Boster, City Attorney, provided a staff report and advised the proposed amendment would increase city council members monthly salary beginning January 1, 2023. Councilman Scott Roybal, Ward I, advised that the last time the city council received a raise was in 2000, to take effect January 1, 2001, and noted the position has evolved in 20 years’ time. Councilman Pete Laybourn, Ward I, voiced support of the increase based on the value of the elected officials time and a need to draw future elected officials. Dr. Aldrich voiced concerns of increasing elected official salaries ahead of city employees. Chairman White thanked committee members for their comments. Additional discussion included the review clause.

21. **RESOLUTION** – Authorizing the Cheyenne Police Department to apply for Wyoming Department of Transportation, Highway Safety Program, Grant Funding for the City’s mobile D.U.I. Command Vehicle. (Highway Safety Behavioral Grant) (SPONSOR – DR. ALDRICH)

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

**DISCUSSION:** Officer Aaron Willmarth, Police Department, provided a staff report and advised the annual grant will provide funding for staffing, media, and travel of the D.U.I. Command Vehicle noting matching funds from the City provide for the maintenance of the vehicle. Upon inquiry Officer Willmarth advised the vehicle was received by the city in 2014.

24. **LEASES/CONTRACTS/LLEGAL:**

- g) Contract between the City of Cheyenne and Nova Health Care Center for occupational medicine services. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$11,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Darrin Hass, Human Resources Director, provided a staff report and advised the proposed contract is a renewal contract for a secondary contractor for drug testing, specifically post-accident testing.

- i) Memorandum of Understanding between the City of Cheyenne and Cheyenne Frontier Days, Inc., for the use of City-owned land and buildings for parking, camping, and other activities during the 2022 Cheyenne Frontier Days celebration.

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

**DISCUSSION:** Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the proposed annual memorandum of understanding will allow the use of city property during CFD and recommended approval. Tom Hirsig, CFD Executive Director, provided information related to the payment of the annual 4<sup>th</sup> of July fireworks show noting the CFD stands will not be open to the public this year.

- j) Professional Services Agreement between the City of Cheyenne and Waste Management of Colorado, Inc. for the Recycling Services Project. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount of \$200,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Dr. Aldrich excused herself for the remainder of the meeting (prior to vote on item #24(j)) due to a previous work commitment at 1:00 p.m.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed agreement will allow services related to the disposal of recycled materials. Upon inquiry, Mr. LaVoy provided information on the future of glass recycling and the recycling of limited plastics. Dr. Aldrich, Mr. Esquibel, and Councilman Laybourn voiced concerns regarding stickers on recycling containers being worn off and/or outdated and the need for continued education.

- k) Purchase and Sale Agreement between the City of Cheyenne and V & M Properties, LLC for property located at 1800 Westland Road, Cheyenne, Wyoming, for the purpose of relocating the Cheyenne Transit System office and transfer station. (Federal Grant WY-2021-005-00 and Transit Fund)

Mr. Johnson moved to approve in an amount not to exceed \$1,180,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Renae Jording, Transit Director, provided a staff report and advised the proposed purchase will allow for relocation of the transit office noting this has been a two-and-a-half-year process. Ms. Jording advised a consultant has been hired to review services and develop a transit plan.

- l) Professional Services Agreement between the City of Cheyenne and Engineering & Consulting Alliance for the Landfill Tent Building deconstruction and replacement. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount not to exceed \$159,300.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed agreement will allow for removal and replacement of the structure in accordance with the city's insurance provider noting the new structure will be built to better handle wind. Upon inquiry, Mr. LaVoy provided additional information on the type of replacement structure and usage of the structure.

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

- f) Consideration of Bid #E-8-22 for a contract between the City of Cheyenne and Pine Bluffs Gravel & Excavating for Yard Waste Material Hauling and Fill Dirt Hauling for the City of Cheyenne, Compost Facility. (Solid Waste Fund)

Mr. Johnson moved to approve, in an amount not to exceed \$144,800.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed contract is for the transportation of unusable dirt at the compost facility to the landfill to be used for fill dirt.

- g) Consideration of Bid #E-19-22 for furnishing 95 Gallon Automated Refuse Carts for the City of Cheyenne, Sanitation Division. (Solid Waste Fund)

Mr. Johnson moved to accept the bid from Otto Environmental Systems, Charlotte, North Carolina, in an amount not to exceed \$38,539.20, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed contract is for residential trash carts. Upon inquiry, TJ Barttelbort, Purchasing Manager, provided information on the bid process as it related to meeting the bid specifications.

27. APPLICATIONS/LICENSES/PERMITS:

- a) Request to approve an additional dispensing area for City of Cheyenne Limited Retail Liquor Licensee Cheyenne Country Club, located at 800 Stinner Rd., Cheyenne, Wyoming.

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

**DISCUSSION:** Kris Jones, City Clerk, provided a staff report and advised the request is for an additional dispensing area to allow for the sale of alcoholic beverages from their food stand located adjacent to the pool area of the club. Ms. Jones advised golf courses may serve alcohol anywhere on their property with the governing body's approval.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:21 p.m.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council