

FINANCE COMMITTEE MINUTES

Due to the Juneteenth holiday, a meeting of the Finance Committee was instead held on Tuesday, June 21, 2022, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Jeff White, Chairman, Dr. Michelle Aldrich (via Zoom), Ken Esquibel, and Richard Johnson.

AGENDA ITEMS

6. APPLICATIONS/LICENSES/PERMITS:

- a) Bar and grill liquor license application filed with the City Clerk's Office for SAF Compliance LLC d/b/a Paris West Restaurant & Bar, 1719 Central Ave., Cheyenne, WY.

Mr. Esquibel arrived at the meeting during discussion of item #6(a) at 12:03 p.m. and voted on the item.

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

Kris Jones, City Clerk, provided a staff report. Chairman White commented on the item. Corey Loghry and Carter Ward, owners of SAF Compliance LLC d/b/a Paris West Restaurant & Bar, were available for questions.

25. RESOLUTION – Approving the budget of the Cheyenne Downtown Development Authority for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023. (POSTPONED FROM JUNE 13, 2022)

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

Domenic Bravo, Downtown Development Authority (DDA) Acting CEO, provided information related to the DDA's board approval of the proposed budget. Committee members who commented on the item included Dr. Aldrich and Mr. Johnson. Public comments were made by Councilman Pete Laybourn, Ward I, and Jim Ridgeway.

30. RESOLUTION – Authorizing the City of Cheyenne Board of Public Utilities to discharge uncollectible debts in the amount of \$28,499.04 pursuant to Wyo. Stat. § 16-4-502. (SPONSOR – MR. LAYBOURN)

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

Brad Bowen, Board of Public Utilities Administration Manger, provided a staff report. Committee member, Dr. Aldrich commented on the item. Public comment was made by Jim Ridgeway.

31. RESOLUTION – Supporting the continuation of the Optional One Percent Sales Tax for calendar years 2023 through 2026 and pledging that all revenues derived from this tax will be used for projects described in this resolution. (SPONSOR – MR. WHITE)

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

Vicki Nemecek, Public Works Director, provided a staff report. Upon inquiry, Tom Cobb, City Engineer, and Stefanie Boster, City Attorney, provided additional information. Committee member, Mr. Esquibel commented on the item. Public comments were made by Councilman Pete Laybourn, Ward I, and Jim Ridgeway.

35. RESOLUTION – Authorizing the City of Cheyenne Community Recreation and Events Department to apply for a Cheyenne Community Recreation District Recreation Mill Grant to construct a multi-use storage facility at the Cheyenne Junior League Athletic Complex. (SPONSOR – MR. WHITE)

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

Renee Smith, Grants Manager, provided a staff report.

36. RESOLUTION – Authorizing the City of Cheyenne Planning and Development Department to accept a U.S. Environmental Protection Agency Community-Wide Brownfield Assessment Grant to continue development efforts in the West Edge District. (SPONSOR – MR. WHITE)

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

Renee Smith, Grants Manager, provided a staff report. Public comment was made by Councilman Pete Laybourn, Ward I.

Mr. Johnson excused himself from the meeting following the vote on item #36 due to a previous employment obligation at 12:45 p.m.

37. RESOLUTION – Authorizing the submission of an application by the City of Cheyenne for federal funding through the Transportation Alternatives Program administered by the Wyoming Department of Transportation for the purpose of design and right-of-way acquisition for a multi-use path for pedestrians and bicycles from the Sun Valley Open Space into East Cheyenne Community Park. (SPONSOR – MR. LAYBOURN)

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

Jean Vetter, Parks and Greenway Planner, provided a staff report. Chairman White and Committee member Dr. Aldrich commented on the item. Public comment was made by Councilman Pete Laybourn, Ward I,

38. LEASES/CONTRACTS/LEGAL:

- f) Contract between the City of Cheyenne and Blue Cross Blue Shield for third party administrator services and for group health insurance benefits for City employees.

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

Darrin Hass, Human Resources Director, provided a staff report.

- g) Contract between the City of Cheyenne and Granular Insurance Company for Stop Loss Insurance for City employees.

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

Darrin Hass, Human Resources Director, provided a staff report.

- h) Professional Services Agreement between the City of Cheyenne and Brian Quinn for City Prosecutor Legal Counsel Services. (General Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$46,800.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Stefanie Boster, City Attorney, provided a staff report. Committee member, Dr. Aldrich commented on the item.

39. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- d) Contract Modification #1 to Contract #7151 between the City of Cheyenne and the Wyoming Business Council to extend the construction services completion deadline and agreement expiration date for the FE Warren Enhanced Use Lease Project.

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

Renee Smith, Grants Manager, provided a staff report. Upon inquiry, Mayor Patrick Collins and Tom Cobb, City Engineer, provided additional information. Public comment was made by Councilman Pete Laybourn, Ward I.

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

- a) Consideration of Bid #E-28-22 for multiple contracts between the City of Cheyenne and Solid Rock, 119, Inc. d/b/a Top-Flight Maintenance, Inc., for Janitorial Services for multiple City of Cheyenne Facilities. (General Fund & Youth Activities Fund)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$112,229.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

TJ Barttelbort, Purchasing Manager, provided a staff report. Committee member, Dr. Aldrich commented on the item. Public comment was made by Councilman Pete Laybourn, Ward I.

- b) Consideration of Bid #E-29-22 for twenty-four (24) four (4) yard front end load containers and twenty-four (24), eight (8) yard front end load containers for the City of Cheyenne, Sanitation Division. (Solid Waste Fund)

Mr. Esquibel moved to accept the bid from Wastequip Mfg. Co. LLC, Statesville, NC, in an amount not to exceed \$60,216.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report. Committee member, Mr. Esquibel commented on the item.

- c) Consideration of Bid #S-14-22 for a contract between the City of Cheyenne and Reiman Corp. for the ADA Ramp Improvements for Evers Boulevard Project. (2019-2022 1% Sales Tax)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$82,680.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Committee member, Dr. Aldrich commented on the item. Public comment was made by Councilman Pete Laybourn, Ward I.

- d) Consideration of Bid #S-16-22 for a contract between the City of Cheyenne and JTL Group Inc. d/b/a Knife River for the Nationway Overlay Phase 1 Project. (Specific Purpose Sales Tax)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$1,688,725.35, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report. Committee member, Dr. Aldrich commented on the item. Public comment was made by Councilman Pete Laybourn, Ward I.

- e) Consideration of Bid #S-17-22 for a contract between the City of Cheyenne and Casper Electric, Inc. for the Storey Boulevard and Ridge Road Signalized Intersection Project. (2019-2022 1% Sales Tax)

Mr. Esquibel moved to accept the bid in an amount not to exceed \$479,999.84, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Wes Bay, Deputy City Engineer, provided a staff report. Committee member, Mr. Esquibel commented on the item.

- f) Consideration to purchase between the City of Cheyenne and OpenGov Inc., for the purchase of a Software as a Service (SaaS) Solution for budgeting, financial management, procurement, citizen services, reporting, transparency, and asset management. (American Rescue Plan Federal Recovery Funds)

Mr. Esquibel moved to approve in an amount not to exceed \$1,471,607.64, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

Michael Skinner, Digital Asset Manager, provided a staff report. Robin Lockman, City Treasurer, provided additional information. Chairman White and Committee members Dr. Aldrich and Mr. Esquibel commented on the item. Greg Balter, OpenGov Inc., provided additional information.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:32 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council