

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, May 1, 2023, 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, Ken Esquibel, and Scott Roybal.

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### **AGENDA ITEMS**

6. APPLICATIONS/LICENSES/PERMITS:

- b) Application for a bar and grill liquor license filed with the City Clerk's Office for FAFO Restaurant Group LLC d/b/a Dog Haus Restaurant, 3838 Atkins St., Cheyenne, WY.

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

Kris Jones, City Clerk, provided a staff report and Morgan Amberson, applicant, was available for questions. Committee member Aldrich commented on the item.

10. ORDINANCE –3<sup>rd</sup> READING – Amending Chapter 2.04, Mayor and City Council, within Title 2, Administration and Personnel, and Chapter 12.04, Streets, Sidewalks and Driveways Generally, within Title 12, Streets, Sidewalks and Public Places, of the Municipal Code of the City of Cheyenne, Wyoming, to amend provision Governing contract approvals.

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

TJ Barttelbort, Purchasing Manager, provided a staff report.

11. ORDINANCE –3<sup>rd</sup> READING – Amending Ordinance No. 4429 updating the City of Cheyenne's Solid Waste Fee Schedule.

Dr. Aldrich moved to approve on 3<sup>rd</sup> and final reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report.

15. RESOLUTION – Authorizing submission of an application to the Wyoming Water Development Commission Ground Water Exploratory Grants Program for the Borie Wellfield Expansion Project in the amount of \$400,000.00 and authorizing the Director of

the Board of Public Utilities to execute the application and all related documents.  
(SPONSOR – MR. WHITE)

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

Frank Strong, Board of Public Utilities Engineering Manager, provided a staff report and committee member Aldrich commented on the item.

17. RESOLUTION – Adopting the City of Cheyenne’s Annual Action Plan 2023, prepared by the Cheyenne Housing and Community Development Office. (SPONSOR – DR. ALDRICH)

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

Deanne Widauf, Housing & Community Development Program Manager, provided a staff report. Chairman White and committee members Aldrich and Esquibel commented on the item and public comment was made by Dan Dorsch, Habitat for Humanity of Laramie County Executive Director.

18. LEASES/CONTRACTS/LEGAL:

- d) Lease Agreement between the City of Cheyenne and Union Telephone Company for telecommunications operations and tower maintenance. (Revenue to the City)

Dr. Aldrich moved to approve in an amount of \$15,000.00 per year for 5 years, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

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

- e) Memorandum of Understanding between the City of Cheyenne and Laramie County School District #1 to provide transportation services for the Summer Rec Camp Program. (Recreation Programs Fund)

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

Jade Herstein, Family Support Services Supervisor, provided a staff report and committee members Aldrich and Esquibel commented on the item.

- f) 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 2023 Cheyenne Frontier Days celebration. (Revenue to the City)

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

Jason Sanchez, Community Recreation & Events Director, provided a staff report and Tom Hirsig, Cheyenne Frontier Days CEO, provided additional information. Committee member Aldrich commented on the item.

- g) Agreement between the City of Cheyenne and Carebridge Corporation for the Employee Assistance Program (EAP). (General Fund)

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

Mr. Roybal joined the meeting at 12:20 p.m. during conversation on item #18(g) however, he did not vote on this agenda item.

Darrin Hass, Human Resources Director, provided a staff report and Zack Zelinsky, Carebridge Corporation, provided additional information. Committee members Aldrich and Esquibel commented on the item.

- h) Professional Services Agreement between the City of Cheyenne and AVI Professional Corporation for the design of the Dry Creek Dredging and Maintenance Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$199,601.50, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report and committee member Aldrich commented on the item.

- i) Professional Services Agreement between the City of Cheyenne and AVI Professional Corporation for the Public Works Improvements Project. (2019-2022 Optional 1% Sales Tax Fund, Solid Waste Fund and Fleet Maintenance Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$265,290.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Adele Bartel, Public Works Staff Engineer, provided a staff report and committee member Roybal commented on the item.

- j) Pipeline Easement Agreement between the City of Cheyenne and Samson Exploration, LLC for installation and maintenance of pipelines on City owned property. (Revenue to the City)

Dr. Aldrich moved to approve, seconded by Mr. Esquibel. Dr. Aldrich moved to postpone until the May 22, 2023 meeting of the governing body, seconded by Mr. Esquibel. Motion to postpone carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report and Tom Cobb, City Engineer, recommended a postponement for additional information. Troy Smith, Samson Exploration, LLC, was available for questions and public comment was made by Michael White.

- k) Memorandum of Understanding between the City of Cheyenne and Climb Wyoming to provide employment opportunities for Climb Wyoming participants within the City of Cheyenne.

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

Vicki Nemecek, Public Works Director, provided a staff report and Angi Lund, Climb Wyoming, proposed amendments to the memorandum of understanding. Brenna Harris, Climb Wyoming, was also available for questions. Chairman White and committee member Aldrich commented on the item.

- l) Memorandum of Understanding pursuant to Resolution No. 6316 between the City of Cheyenne and the Children's Museum of Cheyenne for Infrastructure Enhancements. (2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$288,250.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Stefanie Boster, City Attorney, provided a staff report and Caroline Veit, Cheyenne Children's Museum President, was available for questions. Committee member Esquibel commented on the item.

#### 19. CONTRACT MODIFICATIONS:

- b) Contract Modification #4 to Contract #7427 between the City of Cheyenne and Russell+Mills Studios Inc. for the East Cheyenne Community Park Master Site Development Plan. (2017 Specific Purpose Option Tax)

Dr. Aldrich moved to approve in an amount not to exceed \$30,115.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report and committee members Aldrich and Esquibel commented on the item. Public comment was made by Michael White.

- c) Contract Modification #1 to Contract #7606 between the City of Cheyenne and Western EcoSystems Technology for environmental services for the Dry Creek Dredging Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$72,988.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Tom Cobb, City Engineer, provided a staff report.

- d) Renewal of Contract #6837 between the City of Cheyenne and Delta Dental for group dental insurance benefits for City employees. (Various City Funds)

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

Darrin Hass, Human Resources Director, provided a staff report and committee member Aldrich commented on the item.

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

- f) Consideration of Bid #S-19-23 for an Agreement between the City of Cheyenne and T C Solutions for the Cheyenne Junior League Storage Facility Construction Project. (Development Impact Fees and Cheyenne Community Recreation District Grant)

Dr. Aldrich moved to approve in an amount not to exceed \$144,406.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events Director, provided a staff report and committee member Roybal commented on the item.

- g) Consideration of Bid #S-21-23 for an Agreement between the City of Cheyenne and Miller & Sons Construction, Inc. for the 2023 Miscellaneous Concrete Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$1,013,150.98, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Doug Klahn, 1% Construction Manager, provided a staff report. Chairman White and committee members Aldrich, Esquibel and Roybal commented on the item.

- h) Consideration to Purchase between the City of Cheyenne and High West Energy for installation of 3 Phase Power at the new Countryside & Whitney Fire Station. (2017 and 2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$120,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Chief John Kopper, Fire & Rescue Department, provided a staff report and committee member Esquibel commented on the item.

22. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) Designation of Official Voting Delegate and Alternate Delegate for the City of Cheyenne at the June 8, 2023 Wyoming Association of Municipalities Summer Convention Business Meeting to be held in Cody, Wyoming.

Dr. Aldrich moved to designate Dr. Rinne as the Official Voting Delegate and Mayor Collins as the Alternate Voting Delegate, seconded by Mr. Esquibel.

Kris Jones, City Clerk, provided a staff report.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:00 p.m.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council