

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 04, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna, Scott Roybal, and Richard Johnson. Absent: Jimmy Valdez.

CITY STAFF: Lois Huff, City Treasurer; Nathan Beauheim, Acting City Engineer; Brian Kozak, Police Chief; Dan White, City Attorney; Sara Vasquez, Purchasing; Deanne Widauf, Housing & Community Development (H&CD); Mike Wright, Facilities Maintenance Director; Jeff Wiggins, Parks & Recreation; Todd Feezer, Assistant Parks & Recreation Director; Sam Berta, Engineering; Kim Stevens, 1% Construction; Rich Wiederspahn, Human Resources Director; John Ridge, Deputy City Attorney; Vicki Nemecek, Public Works Director; and Craig LaVoy, Public Works Department.

OTHERS PRESENT: Lucas High, WTE; Ted Geryson, Greg Hancock, and Kim Maes, Cheyenne Housing Authority; Hans Seitz, DDA; Donna Nelson, CLIMB Wyoming; Tim Barth, Cheyenne Regional Airport Board; Barbara Fecht, Needs, Inc.; Terry Williams, Laramie County Community Partnership; and Boyd Wiggam, Wyoming Liberty Group.

AGENDA ITEMS

11. ORDINANCE – 2nd READING - Amending the City of Cheyenne’s Solid Waste Fee Schedule. (SPONSOR - JIM BROWN)

Mr. Roybal moved to approve on 2nd reading, seconded by Mr. Johnson. Motion carried with Mr. Roybal and Mr. Johnson voting “YES” and Mr. Luna voting “NO”.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval. Ms. Nemecek provided information relating to the propose fee schedule that includes an increase of 8% annually for the next 5 years and restructure of the fee/rate schedule. Upon inquiry, Ms. Nemecek provided details involving the proposed fee schedule relating to landfill expansion and associated estimated costs, transfer station upgrades, commercial and residential fees and services, equipment purchases, and funding restrictions and options.

18. RESOLUTION - Adopting the City of Cheyenne’s Comprehensive Consolidated Plan 2015- 2019, prepared by the Cheyenne Housing and Community Development Office. (SPONSORS - JIM BROWN, ANNETTE WILLIAMS)

Mr. Luna moved to adopt, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Deanne Widauf, Housing & Community Development (H&CD), provided a staff report and advised staff supports approval of the 5 year plan and provided information relating to the proposed eleven projects to be funded.

19. RESOLUTION - Authorizing the submission of a Business Ready Community, Community Readiness Grant application to the Wyoming Business Council on behalf of the Cheyenne Regional Airport Board for the new Airport Terminal Project. (SPONSOR - JIM BROWN)

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

DISCUSSION: Tim Barth, Cheyenne Airport Board, reported that due to increased construction costs, the Cheyenne Airport Board is requesting a grant in the amount of \$3 million as opposed to the original grant request of \$1.5 million, and advised no City or County grant match funding is being allocated for the grant request. Upon inquiry, Mr. Barth reported the Airport Joint Powers Board will provide grant matches of 10%-Federal and 20%-State, and advised construction is expected to begin in 2016 with an expected 26 month time frame for completion.

20. RESOLUTION - Approving the budget of the Downtown Development Authority/Main Street for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. (SPONSOR - JIM BROWN)

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

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised a resolution of support is a requirement of State Statute and City Code. Upon inquiry, Ms. Huff provided information relating to TIF funding and Mill Levy income. Hans Seitz, DDA, requested approval and provided information relating to the proposed budget that includes income expectations, and proposed expenses involving increases and decreases for a total budget amount of \$847,069.00.

21. LEASES/CONTRACTS/LEGAL:

- d) Contract between the City of Cheyenne, Police Department, and Absolute Shredding for document destruction services.

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

DISCUSSION: Brian Kozak, Police Chief, provided a staff report and advised the contract involves a new vendor for services and is a reduction in cost from previous vendors and contracts. Upon inquiry, Chief Kozak reported the company is local and was the only responding vendor that met the City's insurance requirements.

- e) Contract between the City of Cheyenne, Sanitation Division, and Clean Harbors Environmental Services, Inc. for hazardous waste disposal services at the Cheyenne Household Hazardous Waste Facility (Solid Waste Fund).

Mr. Luna moved to approve in an amount not to exceed \$200,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the proposed 2 year contract, and upon inquiry, reported the vendor is responsible for picking up the waste and disposing of it in an environmental responsible manner.

- f) Memorandum of Understanding between the City of Cheyenne, Police Department, and the City of Torrington, Wyoming, Police Department, for law enforcement extraterritorial assistance.

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

DISCUSSION: Brian Kozak, Police Chief, provided a staff report and advised staff supports approval. Chief Kozak reported the standard agreement provides for mutual aid of sharing resources that includes the use of the City's K-9 Unit for school inspections, noting the agreement meets statutory requirements.

22. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification No. 1 to City Contract No. 6219 between the City of Cheyenne and Recco, Inc., dba Five-R Co., to establish the Guaranteed Maximum Price (GMP) for the Cheyenne Botanic Gardens Conservatory Expansion & Renovation Project (1% Specific Purpose Sales & Use Tax).

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

DISCUSSION: Todd Feezer, Assistant Parks & Recreation Director, provided a staff report and advised the original price remains the same at \$12,300,000.00 and that the process requires approval of the modification to enact the Guaranteed Maximum Price. Upon inquiry, Mr. Feezer reported the projects target completion date is November 2016.

- b) Contract Modification No. 1 to City Contract No. 6000 between the City of Cheyenne, Engineering Department, and AVI Professional Corporation, Cheyenne, Wyoming, for additional construction management services for the Logan Avenue Reconstruction Design Project (2011-2014 1% Sales Tax).

Mr. Roybal moved to approve in an amount not to exceed \$162,597.24, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Sam Berta, Engineering, provided a staff report and advised staff supports approval. Mr. Berta reported a typographical error was made on the modification form and should instead read as follows: Original contract amount \$490,693.00, previous modifications \$0, contract amount prior to this modification \$490,693.00, this modification \$162,597.24, and new contract amount \$653,290.24, noting this correction will be reflected in the final document.

- c) Contract Modification No. 2 to Contract No. 5511 between the City of Cheyenne, Public Works Department, and TriHydro Corporation for environmental monitoring at the Happy Jack Landfill (Solid Waste Fund).

Mr. Johnson moved to approve in an amount not to exceed \$220,380.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of extending the environmental monitoring contract for 2 additional years. She stated contract services include additional services for reporting of 5 expansion area wells, increased monitoring costs associated with confined space monitoring, and updates to the base mapping survey points which provide topographical information.

- d) Contract Modification No. 2 to Contract No. 5927 between the City of Cheyenne, Parks and Recreation Department, and AVI Professional Corporation, Cheyenne, Wyoming, for additional professional services to complete the Polk Avenue Project (Greenway Funds).

Mr. Roybal moved to approve in an amount not to exceed \$12,700.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Jeff Wiggins, Parks & Recreation Department, provided a staff report and advised staff supports approval, explaining additional professional services were required beyond what was originally anticipated and that the modification allows for completion of the project.

23. CONSIDERATION OF BIDS:

- c) Consideration of Bid #M-17-15 for a contract between the City of Cheyenne, 1% Construction Division, and JTL Group, Inc., d/b/a Knife River, Cheyenne, Wyoming, for the Fiscal Year 2015 City Overlay Part 2 Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from JTL Group, Inc., d/b/a Knife River, Cheyenne, in an amount not to exceed \$1,344,527.40, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Kim Stevens, 1% Construction, provided a staff report and advised staff supports approval and reported the project area involves streets between I-25 and Evers Blvd. in

Western Hills. Upon inquiry, Ms. Stevens provided information relating to the bidding process and location and stated the location of the project may have been a contribution factor in the bid price.

- d) Consideration of Bid #M-26-15 for a contract between the City of Cheyenne, Facilities Maintenance Division, and Ameri-Tech HVAC Services, Inc. of Cheyenne, Wyoming, for Mechanical and HVAC System Maintenance for 14 City Buildings.

Chairman Brown declared a conflict of interest (business interest) and relinquished duties of the chair to Mr. Roybal and vacated the Finance Committee meeting.

Mr. Johnson moved to accept the bid from Ameri-Tech HVAC Services, Cheyenne, in an amount not to exceed \$295,800.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval, noting a decrease of \$5,318.00 from current contract services costs. Upon inquiry, Ms. Nemecek reported that although multiple companies were notified through required bidding procedures, only one bid was received.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:47 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council

xc Mayor Rick Kaysen
Carol Intlekofer - City Clerk
Kristy Anderson – Deputy City Clerk
Dan White – City Attorney
John Ridge - Deputy City Attorney
Lara White – Attorney’s Office
Vicki Nemecek – Public Works Director
Lisa Pafford-Assistant Development Director
Matt Ashby – Planning Services Director
Nathan Beauheim – Acting City Engineer
Lois Huff – City Treasurer
Tom Mason - MPO Director
Rick Parish – Parks & Recreation Director
Jim Martin – Fire Chief