

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, August 03, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Lois Huff, City Treasurer; Dan White, City Attorney; Carol Intlekofer, City Clerk; Alessandra McCoy, Assistant City Attorney; Vicki Nemecek, Public Works Director; Cindy Schneider, Grants Manager; Denise Freeman, Treasurer's Office; John Hall, City Engineer; Scott Smith, Projects Information Officer; Bob Bradshaw, Special Projects Director; Rick Parish, Parks & Recreation Director; Lt. Nathan Buseck and Leslie Burch, Cheyenne Police Department; Sreyoshi Chakraborty, MPO; Steve McDonald and Sam Berta, Engineering; Matt Ashby, Planning Services Director; Nathan Beauheim, Assistant City Engineer; and Brandon Cammarata, Development Director.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Councilman, Ward III; Hannah Garcia, East Coast Pizza; Melinda McCorkle; John Lambousis; Levi Tillman; Noel Griffith Jr, Noel Griffith Jr. & Associate-Architects; Tim Forbus, TD Real Estate; Kim Combs, Jeffrey Boldt, Beth Warntz, and Paul Warntz, Danielmark's Brewing; Janet Booth, Airport Golf Club Inc.; and John Kuker, The Kuker Group, LLP.

AGENDA ITEMS

7. a) Restaurant liquor license application filed with the City Clerk's Office, for East Coast Pizza - Frontier, LLC d/b/a East Coast Pizza, 1400 Dell Range Boulevard, Space 80, Cheyenne, Wyoming.

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised the application meets State Statute and City Code requirements and provided a brief overview of the proposed business operations.

- b) Transfer of ownership for a retail liquor license application filed with the City Clerk's Office for Cheyenne Club, Inc., 1617 Capitol Avenue, Cheyenne, Wyoming (License formerly held by JKLL, Inc. d/b/a Drunken Skunk, 1617 Capitol Avenue, Cheyenne, Wyoming).

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised the application meets State Statute and City Code requirements. Ms. Intlekofer reported the transfer

request is due to the closure of JKLL, Inc. d/b/a Drunken Skunk, and that the licensee is requesting the license be "parked" in accordance with State Statute provisions.

- c) Microbrewery permit application filed with the City Clerk's Office for Danielmark's Brewing Company, Inc. d/b/a Danielmark's Brewing Company, Inc., 209 East 18th Street, Cheyenne, Wyoming.

Mr. Luna moved to approve, seconded by Mr. Roybal. Motion carried with Mr. Luna and Mr. Roybal voting "YES" and Mr. Valdez voting "NO".

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised the application meets State Statute and City Code requirements, and provided information relating to microbrewery permit operations. She noted, if the permit is approved, manufacturing and dispensing of the micro brewed products, in addition to other malt beverages, would be provided. Tim Forbus, TD Real Estate, and Melinda McCorkle requested a postponement and consideration of placing conditions on the permit that would address concerns relating to noise and hours of operation. Topic discussed included lighting, buffering, building permit compliance, notification process, and fire control measures. Beth Warntz, Paul Warntz, and Jeffrey Boldt, attorney, Danielmark's Brewing, requested approval and provided operational information relating to hours of operation and buffering, and communication efforts. Noel Griffith, Noel Griffith Jr. & Associate-Architects, provided information relating to the site plan and building permit compliance. Upon inquiry, Dan White, City Attorney, provided information relating to State Statute requirements and criteria, and advised a memo previously issued by him to Governing body members should have been identified as an attorney/client privileged document. Discussion included options for continued discussions between the developer and area residents.

- 23. RESOLUTION - Authorizing submission of a Mineral Royalty Capital Construction Account Grant (Chapter 3) application to the State Loan and Investment Board for the Transfer Station Upgrade Phase II. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised a resolution of support is a requirement of the State Loan and Investment Board.

25. LEASES/CONTRACTS/LEGAL:

- c) Hunter Management Agreement between the City of Cheyenne, Public Works Department, and the Wyoming Game and Fish Commission for the Lone Tree Hunter Management Area on the Belvoir Ranch.

Mr. Valdez moved to approve, 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 the proposed 5 year agreement that includes an approximate

revenue increase to the City of 20%)\$2,837.00 annually for a total agreement amount of \$14,185.00).

- d) Contract between the City of Cheyenne, Police Department, Victim Witness Program, and the State of Wyoming, Division of Victim Services, for services to victims of crime.

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

DISCUSSION: Leslie Burch, Cheyenne Police Department, requested approval of the annual contract which provides program funding in the amount of \$153,259.00. Ms. Burch reported the funding supports program services and proposed salaries pursuant to affiliated agenda items #25 e), f), and g).

- e) Contract Employment Agreement between the City of Cheyenne, Police Department, and Ashley McInelly, for crime victim assistance services (Victim Services grant).

Mr. Roybal moved to approve in the base salary amount of \$27,726.96, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval of the annual contract and provided positive comments relating to the program and services provided.

- f) Contract Employment Agreement between the City of Cheyenne, Police Department, and Brenda Johnson, for crime victim assistance services (Victim Services grant).

Mr. Luna moved to approve in the base salary amount of \$35,009.40, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval of the annual contract and provided positive comments relating to the program and services provided.

- g) Contract Employment Agreement between the City of Cheyenne, Police Department, and Leslie Burch, for crime victim assistance services (Victim Services grant).

Mr. Luna moved to approve in the base salary amount of \$47,705.28, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval of the annual contract and provided positive comments relating to the program and services provided.

- h) Agreement between the City of Cheyenne, and Laramie County, Wyoming, for a Laramie County Combined Communications Center.

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

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval and reported it is necessary to update the agreement due to the construction of the new Public Safety Center. Upon inquiry, Dan White, City Attorney, provided information relating to agreement provisions involving joint financial responsibilities of the City and Laramie County.

27. CONSIDERATION OF BIDS:

- d) Consideration of Bid #S-1-16 for a contract between the City of Cheyenne, 1% Construction Division, and Top Job, LLC, Mendon, Utah, for Fiscal Year 2016 Slurry Seal Project (2011 - 2014 1% Sales Tax).

Mr. Valdez moved to accept the bid from Top Job, LLC, Mendon, UT, in an amount not to exceed \$179,400.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Nathan Beauheim, Assistant City Engineer, provided a staff report and advised staff supports approval of the bid for the annual Slurry Seal Project.

- e) Consideration of Bid #S-2-16 for a contract between the City of Cheyenne, Engineering Department, and Kolbe Striping, Inc., Castle Rock, Colorado, for 2015 City of Cheyenne Pavement Markings Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Kolbe Striping, Inc., Castle Rock, CO, in an amount not to exceed \$119,303.00, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Steve McDonald, Engineering, provided a staff report and advised staff supports approval of the bid for the Pavement Markings Project. Upon inquiry, Mr. Mc Donald provided information relating to longevity of pavement markings, process used, and cost relating to outsourcing vs. utilizing City staff.

- f) Consideration of Bid #M-20-15 for a contract between the City of Cheyenne, Engineering Department, and Reiman Corporation & Subsidiary, Cheyenne, Wyoming, for the West Lincolnway Streetscape, Phase 2 Landscape & Irrigation Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Reiman Corporation & Subsidiary, Cheyenne, seconded by Mr. Valdez. Mr. Roybal moved to postpone to 08-24-15, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Sam Berta, Engineering, provided a staff report and advised staff supports a postponement to 08-24-15, explaining that because the sole bid received was 3 times the engineer's estimate and exceeded available funding, staff would like the opportunity to evaluate bid options in regard to the scope of the project. Upon inquiry, Mr. Berta provided project background information.

- g) Consideration of Bid #E-2-16, for furnishing one new 2015 Yard Hook Lift Truck for the Sanitation Division (Solid Waste Management).

Mr. Roybal moved to accept the bid from Peterbilt of Wyoming, Cheyenne, in an amount not to exceed \$110,562.00, including a trade-in, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval including a trade-in valued at \$9,000.00.

29. ANNOUNCEMENTS/REPORTS/MOTIONS:

- b) Annual Report to the City of Cheyenne regarding capital improvements made at the Airport Golf Course as required by Lease Agreement.

Mr. Luna moved to acknowledge receipt of the annual report, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Rick Parish, Parks & Recreation Director, provided a staff report and advised staff supports acknowledgment of the annual report as required by the lease agreement. Janet Booth, Airport Golf Club, Inc., provided details of the proposed report and advised that the repair/improvement provision of the lease requires an annual amount of \$11,000.00, noting they are \$281.00 short of that amount, and requested consideration for adjustment as they have surpassed the financial requirement amount in previous years.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:01 p.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
John Hall – City Engineer
Lois Huff – City Treasurer
Tom Mason - MPO Director
Rick Parish – Parks & Recreation Director
Jim Martin – Fire Chief