

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, August 17, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

**CITY STAFF:** Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Carol Intlekofer, City Clerk; Alessandra McCoy, Assistant City Attorney; Vicki Nemecek, Public Works Director; John Hall, City Engineer; John Ridge, Deputy City Attorney; Renae Jording, Transit; Nathan Beauheim, Assistant City Engineer; Matthew Walker, Intern-City Attorney's office, and Dan White, City Attorney.

**OTHERS PRESENT:** Mayor Rick Kaysen; Richard Johnson, City Councilman, Ward III; Shawn Clarke, LW Survey; Erik Anthony, Plains Pipeline; Art Hansen, WERCS; Hans Seitz and Desiree Brothe, Cheyenne Downtown Development Authority (DDA); Doug Randall, KGAB; Bill Henderson, and Becky Orr, Wyoming Tribune-Eagle.

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### **AGENDA ITEMS**

7. c) Transfer of ownership and transfer of location for a retail liquor license application filed with the City Clerk's Office for Robert W. Moberly, 1600 East Pershing Boulevard, Cheyenne, Wyoming (License formerly held by W. E. Dinneen, Inc., 1610 Pioneer Avenue, Cheyenne, Wyoming).

Mr. Roybal 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 applicant is requesting a transfer of ownership and location for the Dinneen's retail liquor license, which is currently in a "parked" status. Ms. Intlekofer stated the application and supporting documentation meets State Statute and City Code requirements. Upon inquiry, Art Hansen, Wyoming Employee Resource Capital and Services (WERCS), representative for the applicant, indicated the business plans to open late next spring at the earliest and stated discussions are being held with other businesses to locate within the building to provide a small mall-type environment.

17. **ORDINANCE – 2<sup>nd</sup> READING** - Submitting to the qualified property owners of real property within the boundaries of the Cheyenne Downtown Development Authority District of Cheyenne, Wyoming, excluding real property used exclusively for residential purposes, at a Special Election on Tuesday, October 20, 2015, the following question: "Shall a special assessment of twenty (20) mills be levied upon the assessed value of real property within the boundaries of the Cheyenne Downtown Development Authority District, excluding real property used exclusively for residential purposes,

for a period of four (4) years pursuant to the provisions of Wyo. Stat. § 15-9-217(b) for the purposes of (1) administrative costs; (2) landscaping or maintenance of public areas; (3) planning or management of development or improvement activities; (4) promotion of public events; and (5) activities in support of business recruitment and development?”. (SPONSOR - Dr. MARK RINNE)

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 ordinance includes the ballot question and voter qualifications for the special mill levy election, and stated an affiliated Resolution will be introduced on the next City Council meeting agenda that provides for election guidelines and procedures. Hans Seitz, President, Cheyenne DDA Board, spoke in support of providing qualified electors the opportunity to vote on continuing the current mill levy property tax, and clarified the amount being requested for voter approval is 20 mills, which is an increase from the current 10 mill assessment. Upon inquiry, Mr. Seitz stated the estimated amount of revenue to be received from a 20 mill levy assessment would be \$310,000.00 annually.

32. RESOLUTION – Re-appropriating the Fiscal Year 2016 budget of the City of Cheyenne according to the provisions of W.S. §16-4-112 and 16-4-113. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Lois Huff, City Treasurer, provided a staff report, noting the re-appropriation is to carry-over balances from the FY 2015 budget.

34. LEASES/CONTRACTS/LEGAL:

- g) Agreement between the City of Cheyenne, Transit Division, and Wyoming Department of Transportation for Wyoming Rural Public Transit Program Fiscal Year 2016 (Wyoming Department of Transportation grant).

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

**DISCUSSION:** Renae Jording, Cheyenne Transit, provided a staff report, stating the item is pursuant to Transit’s annual grant request to WYDOT; that the funding is used for operations, and there is a 50/50 match involved.

35. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification No. 1 to Contract No. 4989 between the City of Cheyenne, Engineering Department, and Rocky Mountain Pipeline System, LLC, Denver, Colorado, for limited use of the public right-of-way for installation of two additional petroleum pipelines.

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

**DISCUSSION:** Nathan Beauheim, Assistant City Engineer, provided a staff report and advised the agreement will allow Rocky Mountain Pipeline System, doing business locally as Plains Pipeline, to install additional pipelines in the east industrial park area in the vicinity of Whitney, Campstool and the I-80 interchange. He confirmed the company has existing pipelines in the vicinity of the proposed new lines.

36. CONSIDERATION OF BIDS:

- c) 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) (Postponed from 08/10/2015).

Mr. Roybal moved to reject the bid, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** John Hall, City Engineer, provided a staff report and advised this is the second time the project has been bid and that each time only one bid was received and each bid amount has exceeded the engineer's estimate. Mr. Hall advised WYDOT funding is involved and that there is a time frame in which to utilize that funding opportunity. He indicated the current bid could be rejected, or the City could exercise an option contained in the bid document to reduce the project's scope of work in an effort to reduce the cost. He stated discussions are being held with Reiman representatives regarding available options and that he anticipates being able to provide additional information concerning the bid prior to the governing body taking action on the item at its August 24, 2015 meeting.

- e) Consideration of Bid #E-3-26 for the purchase of a surplus Caterpillar motorgrader (Public Works Department).

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

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised the City is selling the 1986 motorgrader as they previously "piggybacked" on a state bid to acquire a new motorgrader. She confirmed the bid submitted to purchase the equipment is in the amount of \$30,100.00.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:14 a.m.

Submitted by,

Carol Intlekofer, MMC  
City Clerk

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 – Acting City Engineer  
Lois Huff – City Treasurer  
Tom Mason - MPO Director  
Rick Parish – Parks & Recreation Director  
Jim Martin – Fire Chief