

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, November 16, 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 Richard Johnson.  
**ABSENT:** Scott Roybal.

**CITY STAFF:** Robin Lockman, Deputy City Treasurer; Sara Vasquez, Purchasing; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Dan White, City Attorney; Alessandra McCoy, Assistant City Attorney; Ben Rowland, Staff Attorney; Kristy Anderson, Deputy City Clerk; Bob Bradshaw, Special Projects Director; Rich Wiederspahn, Human Resources Director; Chief Brian Kozak, Lt. Nate Buscek, Lt. Mark Munari, and Ted Miazga, Police Department; Carol Intlekofer, City Clerk; Tyler Nelson, Information Technology Director; Chief Jim Martin and Tom Schingle, Cheyenne Fire & Rescue Department; Renae Jording, Transit Director; Dustin Swalla, Information Technology; Dick Berry, Youth Alternatives Director; Tom Taylor, Youth Alternatives; Doug Calhoun, BOPU; Scott Smith, Public Information Officer; Lois Huff, City Treasurer; Teresa Moore, Parks & Recreation Department; and Nathan Beauheim, Assistant City Engineer.

**OTHERS PRESENT:** Mayor Rick Kaysen; Matt Murphy, WTE; Doug Randall, KGAB; Randy Reed, Deborah Herron, Caleb Perkins, Cody Nelson, Dustin Colbert, and Kevin Walton, Sam's Club; John Lambousis; Chuck West, #1 Properties; Hans Kohlmann, Dough Dog, LLC; Craig Rile, West Edge Development; Erin Gates, BenchMark Engineers; Sam Galeotos, Central Enterprises, Inc.; John Masters; Chet Halvorson, Chet Halvorson Properties; Amy Surdam, DDA/Main Street; Jeffery Dierksen; Susie Stults, Vino's Catering; Jim Holder, CIGNA Health and Life Insurance Company; and Erik Rasmussen, Charter.

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### **AGENDA ITEMS**

7. a) Applications for one available retail liquor license filed with the City Clerk's Office by Central Enterprises, Inc., 1701 Carey Avenue; Cheyenne Event Center at Pershing Plaza, LLC, 1620 Pershing Boulevard; Chet Halvorson Properties, LLC, 800 West 17<sup>th</sup> Street; Dough Dog, LLC, (address not yet issued) to be located off northwest corner of Dell Range Boulevard and Powderhouse Road; and Sam's West, Inc. d/b/a Sam's Club, 1948 Dell Range Boulevard.

No motion was made.

**DISCUSSION:** Kristy Anderson, Deputy City Clerk, provided a staff report and provided information relating to the available retail liquor license involving the application and permit process. Sam Galeotos, Central Enterprises, Inc.; Chet Halvorson, Chet Halvorson Properties; Hans Kohlmann, Dough Dog, LLC; and Susie Stults, Cheyenne Event Center at Pershing Plaza,

LLC, requested consideration for approval of their respective applications. Randy Reed, Caleb Perkins, and Cody Nelson, Sam's Club, requested approval of their application and provided information relating to their proposed use of the available retail liquor license. Jeffery Dierksen voiced concerns relating to the Sam's Club application and necessity of awarding an additional retail liquor license.

11. ORDINANCE – 2<sup>nd</sup> READING - Amending Title 5, Business Licenses and Regulations, Chapter 5.76, Temporary or Transient Merchants; Residential Door-To-Door Solicitors, of the Cheyenne City Code, pertaining to a Residential Door- to- Door Solicitors Business License. (SPONSOR - DICKY SHANOR)

Mr. Luna moved to approve. Motion died due to the lack of a second to the motion.

**DISCUSSION:** Chief Brian Kozak, Police Department, provided a staff report and advised staff supports approval of the proposed amendment that would allow for an extended license term to certain applicants meeting the criteria requirements. Erik Rasmussen, Charter, requested consideration for approval.

20. RESOLUTION - Authorizing the City Treasurer to discharge uncollectible debts in the amount of \$43,643.08 pursuant to Wyo. Stat. §16-4-502. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Robin Lockman, Deputy City Treasurer, provided a staff report and advised staff supports approval, noting collection efforts will continue until the statute of limitations runs out.

21. RESOLUTION - Authorizing the filing of an application with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by Title 49, United States Code, Section 5307 (Cheyenne Transit Program). (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Renae Jording, Transit Director, provided a staff report and advised staff supports approval of the annual funding assistance request in the amount of \$1,330,502,00 for operating and capital replacement expenses.

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

**DISCUSSION:** Lois Huff, City Treasurer, provided a staff report and advised staff supports approval of the proposed re-appropriation that includes: Grant Funding, miscellaneous

agency funds revenue, special revenue funds for Weed & Pest Division, and purchase of bunker gear for Cheyenne Fire & Rescue Department from the general fund reserves. Upon inquiry, Tom Schingle, Cheyenne Fire & Rescue Department, advised that the department was unsuccessful in a grant request for bunker gear. Upon inquiry, Mayor Rick Kaysen provided information relating to Fire Contract provisions involving bunker gear funding and advised continued grant funding will be sought for future equipment acquisition.

25. LEASES/CONTRACTS/LEGAL:

- d) Contract between the City of Cheyenne, Youth Alternatives, and Laramie County Community Partnership, Inc., for academic and enrichment activities for at-risk school-age youth at Johnson Junior High School (21<sup>st</sup> Century Community Learning Centers Cohort Eight Grant Funds).

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

**DISCUSSION:** Dick Berry, Youth Alternatives Director, provided a staff report and advised staff supports approval of the annual contract. Upon inquiry, Mr. Berry advised the contract has been in place, and explained the department just received the appropriate documents for submittal of approval.

- e) Professional Services Agreement between the City of Cheyenne, Engineering Department, and Benchmark Engineers, PC, to develop the Capitol Basin 26<sup>th</sup> Street Interceptor storm sewer design (United States Economic Development Administration Funding).

Mr. Johnson moved to approve in an amount not to exceed \$574,755.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** John Hall, City Engineer, provided a staff report and advised staff supports approval, advising this is a part of the continuing West Edge Project that involves flood control and upon inquiry, reported construction is anticipated to begin in the spring of 2016.

- f) Professional Services Agreement between the City of Cheyenne, Parks and Recreation Department, and DHM Design Corporation, to provide schematic design, design development, construction documents, bidding assistance and construction administration for the Cahill Park Universally Accessible Playground (Community Facilities Fees).

Mr. Johnson moved to approve in an amount not to exceed \$88,407.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Teresa Moore, Parks & Recreation Department, provided a staff report and advised staff supports approval and, upon inquiry, reported continued fund raising efforts are on-going and construction is anticipated to begin in the spring of 2016.

26. CONSIDERATION OF BIDS:

- b) Consideration of Bid #S-9-16 for a contract between the City of Cheyenne, Engineering Department, and Reiman Corporation & Subsidiary, Cheyenne, Wyoming, for the 19<sup>th</sup> Street Reconstruction Phase 2 Project (2011 - 2014 & 2015 - 2018 1% Sales Tax, Board of Public Utilities Fund).

Mr. Johnson moved to accept the bid from Reiman Corporation & Subsidiary, Cheyenne, in an amount not to exceed \$5,391,668.60, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Nathan Beauheim, Assistant City Engineer, provided a staff report and advised staff supports approval. Upon inquiry, Mr. Beauheim reported the discrepancy between the engineering estimate and actual bid proposals involves storm sewer components.

- c) Consideration of Bid #E-12-16 for furnishing Microsoft Software and License Purchase for the Information Technology Division from Dell Marketing, L.P., Round Rock, Texas.

Mr. Luna moved to accept the bid from Dell Marketing, L.P., Round Rock, Texas, in an amount not to exceed \$104,934.60, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Tyler Nelson, Information Technology Director, provided a staff report and advised staff supports approval, reporting the proposed software and license purchase would provide for City wide efficiency, cost savings, and increased compatibility between the City, BOPU, and Police Department. Mr. Nelson requested acceptance of the bid be contingent upon funding approval, which is anticipated to be considered in the December 2015 re-appropriation request. Mayor Rick Kaysen advised if the funding request is approved, the contract could then be signed and executed.

27. ANNOUNCEMENTS/REPORTS/MOTIONS:

- b) Designation of Official Voting Delegate and Alternate Delegate for the City of Cheyenne at the February 17, 2016 Wyoming Association of Municipalities Business Meeting.

Mr. Luna moved to designate Mayor Rick Kaysen as the Official Voting Delegate and Carol Intlekofer, City Clerk, as the Alternate Delegate, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Mayor Rick Kaysen reported that he and Ms. Intlekofer serve on the board of the Wyoming Association of Municipalities (WAM) and will be attending the February 2016 WAM Business Meeting and requested that he be designated as the Official Voting Delegate and that Ms. Intlekofer be the Alternate Delegate.

- c) Consideration of single source purchase of building security video and interview rooms video systems for the new Cheyenne Public Safety Center from CDW-G, Parrish, Florida (1% Specific Purpose Sales & Use Tax).

Mr. Luna moved to approve in an amount not to exceed \$81,842.30, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Lt. Mark Munari, Police Department, provided a staff report and advised staff supports approval. Upon inquiry, Lt. Munari provided information regarding the proposed security system relating to system functionality and reported that CDW-G has tested the system and that we would be one of the 1<sup>st</sup> agencies in the nation to use it. Upon inquiry, Ted Miazga, Police Department, reported this proposal would put the security system on one server that can be utilized from anywhere, noting currently there are 4 systems being used, and confirmed funding comes from the project's original budget.

**OTHER ITEM FOR THE AGENDA:**

Consideration of Proposal from CIGNA Health and Life Insurance Company to provide Group Health Care for employees of the City of Cheyenne.

Mr. Johnson moved to approve contingent upon receipt of the proposed contract no later than the 11-23-15 meeting of the Governing Body, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Rich Wiederspahn, Human Resources Director, provided a staff report and advised that the City went out for requests for proposals (RFP's) and because WIN Health Partners went into receivership with the Department of Insurance, staff recommends that CIGNA Health and Life Insurance Company be considered to be the new provider for City employees. He reported open enrollment meetings will be held if approved. Jim Holder, CIGNA Health and Life Insurance Company, committed to a smooth transition if approved and advised they have been serving the State of Wyoming employees for 28 years as well as serving multiple private companies.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:59 a.m.

Submitted by,

Kris Jones  
Executive Assistant  
to the City Council