

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 21, 2016, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna, Jeff White and Annette Williams.

CITY STAFF: Ben Rowland, Staff City Attorney; Mark Stewart and Amanda Esch, Davis and Cannon, LLP, Interim City Attorney; Vicki Nemecek, Public Works Director, Kylie Soden, Deputy City Clerk; Carol Intlekofer, City Clerk; Scott Redman, Leisure Services; Jeff Wiggins, Parks & Recreation Department; John Ridge, Deputy City Attorney; Rick Parish, Parks & Recreation Director; Robin Lockman, Deputy City Treasurer; Tom Mason, MPO Director; Brandon Cammarata, Development Director; and Steve McDonald, Director of Special Events & Services.

OTHERS PRESENT: Mayor Rick Kaysen, Dick Krakenbuhl; Desiree Brothe, DDA/Main Street; Tasha VanLeer, Simon Contractors; Tucker Fagan, Joint Powers Board/Cheyenne Frontier Days (CFD); Tom Hirsig, and Brandon Kramer, Cheyenne Frontier Days (CFD); and John Mason, Mason Properties, LLC.

AGENDA ITEMS

7. a)
Transfer of ownership for a restaurant liquor license application filed with the City Clerk's Office for Bejo Inc. d/b/a Bejo, 112 West 17th Street, Cheyenne, Wyoming (License currently held by Re-O-Na Sushi & Thai d/b/a Re-O-Na Sushi Bar & Thai Cuisine, 112 West 17th Street, Cheyenne, Wyoming).

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised all requirement documents have been received and reviewed by the appropriate agencies.

- b)
Retail liquor license transfer of location application filed with the City Clerk's Office for Mason Properties, LLC d/b/a TBD, 2825 East Lincolnway, Cheyenne, Wyoming.

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised all requirement documents have been received and reviewed by the appropriate agencies. Ms. Intlekofer reported the licensee has requested the temporary transfer of location to accommodate renovation of the current location. John Mason, Mason Properties, LLC, requested approval and

provided project renovation details that include plans for a package store and drive through services. Carol Intlekofer, City Clerk, clarified 21 years of age and over requirements in package store per City code.

c)

Transfer of ownership for a restaurant liquor license application filed with the City Clerk's Office for High Plains Pizza, Inc. d/b/a Pizza Hut #261, 5320 Yellowstone Road, Cheyenne, Wyoming (License currently held by Pizza Hut on Yellowstone, Inc. d/b/a Pizza Hut on Yellowstone, 5320 Yellowstone Road, Cheyenne, Wyoming).

Mr. White moved to approve contingent upon the sales tax delinquency issue having been resolved, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised all requirement documents have been received and reviewed by the appropriate agencies. Ms. Intlekofer explained she received notice that the current licensee is delinquent in their payment of state sales tax, therefore, pursuant to State Statute, the City, as the licensing authority is prohibited from approving a transfer of a license until payment delinquency is resolved. She advised a motion of recommendation to approve could be made contingent upon the sales tax delinquency being rectified.

d)

Transfer of ownership for a restaurant liquor license application filed with the City Clerk's Office for Colvin Properties, LLC d/b/a Pizza Hut #262, 4503 Western Way, Cheyenne, Wyoming (License currently held by Pizza Hut of Cheyenne, Inc. d/b/a Pizza Hut/Wing Street, 4503 Western Way, Cheyenne, Wyoming).

Mrs. Williams joined the Finance Committee meeting at 11:08 prior to discussion and vote of agenda item #7 (d).

Mr. White moved to approve contingent upon the sales tax delinquency issue having been resolved, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised all requirement documents have been received and reviewed by the appropriate agencies. Ms. Intlekofer explained she received notice that the current licensee is delinquent in their payment of state sales tax, therefore, pursuant to State Statute, the City, as the licensing authority is prohibited from approving a transfer of a license until payment delinquency is resolved. She advised a motion of recommendation to approve could be made contingent upon the sales tax delinquency being rectified.

15. RESOLUTION - Appointing the City Treasurer to serve on the Advisory Board of the participating Municipalities of the Laramie State Small Business Credit Initiative ("SSBCI") Consortium, which is charged with exercising supervisory responsibility over the activities of the Wyoming Smart Capital Network, LLC, to ensure the lawful

allocation and administration of SSBCI funding. (SPONSORS - JIM BROWN, MAYOR KAYSEN)

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

DISCUSSION: Mayor Rick Kayesen reported the City as a member of the consortium which he has sat on the advisory board since inception, noting the purpose for a representative of each participating municipality is to govern the actions of the SSBCI.

16. RESOLUTION - Authorizing the City Treasurer to discharge uncollectible debts in the amount of \$36,085.49 pursuant to Wyo. Stat. §16-4-502. (SPONSOR - JIM BROWN)

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

DISCUSSION: Robin Lockman, Deputy City Treasurer, provided a staff report and advised staff supports approval of the annual resolution and advised that although the debt is written off, it may still be collected until such time the statute of limitations runs out. Upon inquiry, Vicki Nemecek, Public Works Director, provided information involving sanitation services and reported any occupied building will be provided services due to health and safety requirements.

17. RESOLUTION - Re-appropriating the Fiscal Year 2017 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. White. Motion carried by unanimous voice vote.

DISCUSSION: Robin Lockman, Deputy City Treasurer, provided a staff report and advised staff supports approval of the monthly re-appropriation.

21. LEASES/CONTRACTS/LEGAL:

b) Volleyball Officiating Agreement between the City of Cheyenne and Officials for Fun Club for adult City league volleyball officiating services for 2017 - 2019.

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

DISCUSSION: Scott Redman, Leisure Services, provided a staff report and advised staff supports approval of the 3-year agreement and upon inquiry, provided information relating to the fee schedule and term of the agreement.

c) Contract between the City of Cheyenne, Transit Division, and Wyoming Department of Health, Aging Division, to provide supportive services to persons 60 years or older (Title III-B Program Grant).

Mr. Luna moved to approve, seconded by Mrs. Williams. Motion carried by unanimous voice

vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the annual contract.

- d) Access Agreement between the City of Cheyenne and the Cheyenne Downtown Development Authority for the use of a portion of the Depot Plaza for the installation of a synthetic ice skating rink to be used by the public without charge.

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

DISCUSSION: Steve McDonald, Director of Special Events & Services, provided a staff report and advised staff supports approval. Upon inquiry, Amanda Esch, Davis and Cannon, LLP, Interim City Attorney, provided information relating to standard liability insurance requirements.

22. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Addendum No. 4 to City Contract No. 2985 between the City of Cheyenne and the City of Cheyenne, Wyoming - Laramie County, State of Wyoming Joint Powers Board, to allow a sublease with Verizon Wireless for the installation of a telecommunications facility to improve cellular telephone communications adjacent to and within Frontier Park.

Mr. White moved to approve, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Tucker Fagan, Joint Powers Board & Cheyenne Frontier Days (CFD), requested approval and upon inquiry, provided information relating to similar contracts allowing for installation of communication improvements.

23. CONSIDERATION OF BIDS:

- d) Consideration of Bid #S-6-17 for a contract between the City of Cheyenne, Parks & Recreation Department, and Simon Contractors, Cheyenne, Wyoming, for the Cheyenne Greenway, Saddle Ridge Greenway Connector Project (Grant Funding, Special Purpose Sales & Use Tax).

Mr. Luna moved to accept the from Simons Contractors, Cheyenne, bid with alternate #1 in the amount of \$375,579.50 and including Alternate #2 in the amount of \$100,951.45, for a total project amount of \$476,530.95, seconded by Mr. White. Motion carried with Mr. Luna and Mr. White voting "YES" and Mrs. Williams voting "NO".

DISCUSSION: Jeff Wiggins, Parks & Recreation Department, provided a staff report and advised staff supports approval with Alternate #1, noting currently funding is not available to

support both Alternates #1 & 2. Upon inquiry, Mr. Wiggins explained that if both Alternates #1 & 2 were approved now, construction efficiencies and funding savings would be realized relating to the overall project. Upon inquiry, Vicki Nemecek, Public Works Director, confirmed 5th Penny Sales Tax funds will be used to fund the Duff and Pershing Avenues pedestrian improvements project. Discussion included proposed use of General Fund Reserves for Alternate #2.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:33 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council