

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, December 05, 2016, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

**CITY STAFF:** Ben Rowland, Staff City Attorney; Mark Stewart, Davis and Cannon, LLP, Interim City Attorney; Vicki Nemecek, Public Works Director, Clerk; Carol Intlekofer, City Clerk; Jeff Wiggins, Parks & Recreation Department; Rick Parish, Parks & Recreation Department Director; Teresa Moore, Assistant Parks & Recreation Director; Lois Huff, City Treasurer; Tom Mason, MPO Director; Alessandra McCoy, Assistant City Attorney; Sara Vasquez, Purchasing; Nathan Beauheim, Deputy City Engineer; Kim Stevens, 1% Construction Manager; Cindy Schneider, Grants Manager; and Scott Smith, Projects Information Officer.

**OTHERS PRESENT:** Mayor Rick Kaysen, John Masters; and Joe Bonds.

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### **AGENDA ITEMS**

7. a)  
Transfer of ownership for a retail liquor license application filed with the City Clerk's Office for One East Sixteenth, LLC d/b/a TBD, 1601 Central Avenue, Cheyenne, Wyoming (License currently held by Los Abuelos Mexican Restaurant, d/b/a Los Abuelos Mexican Restaurant, 1601 Central Avenue, 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 required documents have been received and reviewed by the appropriate agencies. Upon inquiry, Ms. Intlekofer provided information relating to State Statute parked status regulations.

16. RESOLUTION - Supporting the City of Cheyenne's Application for a Land and Water Conservation Fund Grant for a large picnic shelter in Lions Park. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Cindy Schneider, Grants Manager, provided a staff report and advised staff supports submittal of the grant application, noting a grant request of \$150,000.00, matching funds from the Menard's property sale line item in the amount of \$150,000.00, for a total project cost of \$300,000.00. Upon inquiry, Rick Parish, Parks & Recreation Director, provided information relating to allocation of the available Menard's funds.

17. LEASES/CONTRACTS/LEGAL:

- d) Professional Services Agreement between the City of Cheyenne, Wyoming, and NewGen Strategies & Solutions, LLC, for the Right-of-Way Cost Study Project.

Mr. White moved to approve in an amount not to exceed \$64,680.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Nathan Beauheim, Deputy City Engineer, provided a staff report and advised staff supports approval and reported the purpose of the proposed agreement is to assist the City in ascertaining property value to establish a fee schedule for firms seeking to utilize City rights-of-way.

19. CONSIDERATION OF BIDS:

- a) 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). (Postponed from 11-28-16)

Mr. Luna moved to approve the bid from Simon Contractors, Cheyenne, with the base bid plus Alternate #1 for a total amount of \$375,579.50, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Jeff Wiggins, Parks & Recreation Department, provided a staff report and advised that upon further review, staff continues to recommend approval of the bid submitted by Simon Contractors, Cheyenne, for the base bid plus Alternate #1 for a total bid price of \$735,579.50. Upon inquiry, Rick Parish, Parks & Recreation Department Director, referenced an email sent on 11-30-16 to the members of the Governing Body that explained staff, as requested following postponement of the item, department staff looked at various funding options for Alternate #2 and advised that currently no other funding sources are available. Joe Bonds requested consideration to approve the funding for Alternate #2 from General Fund Reserves. Upon inquiry, Mark Stewart, Davis and Cannon, LLP, Interim City Attorney, reported the proposed bid question was divided at the 11-28-16 meeting of the Governing Body, noting division of a bid is not recommended, and provided procedural options for considering the proposed bid and proposed Alternate #2.

- b) Consideration of Bid #S-5-17 for a contract between the City of Cheyenne, 1% Construction Division, and Intermountain Slurry Seal, Inc., North Salt Lake, Utah, for the 2017 Slurry Seal Project (2015 - 2018 1% Sales Tax).

Mr. Luna moved to approve the bid from Intermountain Slurry Seal, Inc., North Salt Lake, UT, in an amount not to exceed \$431,270.92, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Kim Stevens, 1% Construction Manager, provided a staff report and advised staff supports approval of the annual bid.

21. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) Designation of Official Voting Delegate and Alternate Delegate for the City of Cheyenne at the January 12, 2017 Wyoming Association of Municipalities Business Meeting in Cheyenne.

Mr. Luna moved to designate Carol Intlekofer, City Clerk, as Official Voting Delegate and Mr. Cook, City Councilman Ward II, as Alternate Delegate, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Mayor Rick Kaysen advised the recommendations for the voting delegates are Carol Intlekofer, City Clerk as Official Voting delegate and Mr. Cook, City Councilman Ward II as Alternate Delegate.

OTHER ITEM FOR THE AGENDA:

RESOLUTION – Authorizing the Mayor to sign an amendment to the State Small Business Credit Initiative Allocation Agreement accepting an additional \$59,561.00 in funding to be allocated to the Collateral Support Program, bringing the total allocation to the Credit Guarantee Program to \$12,776,080.17 and the total allocation to the Seed Capital Network Program to \$451,830.83.

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

**DISCUSSION:** Lois Huff, City Treasurer, provided a staff report and advised that the resolution was brought up under other items for the agenda in an effort to comply with the coalition's funding allocation time line. Ms. Huff explained that when there is a change in funding receipts or allocations, each member municipality is required to provide a resolution of support to the coalition board.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:27 a.m.

Submitted by,

Kris Jones  
Executive Assistant  
to the City Council