

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 4, 2024, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Dr. Michelle Aldrich, Chairwoman; Bryan Cook; Richard Johnson; and Jeff White.

AGENDA ITEMS

7. **ORDINANCE –3rd READING** – Authorizing the Contractor Licensing Board to license and otherwise regulate portable fire extinguisher, hose station equipment and hood system cleaning and maintenance professionals, making conforming amendments, and repealing obsolete provisions of the Municipal Code of the City of Cheyenne, Wyoming.

Mr. White moved to approve on 3rd and final reading, seconded by Mr. Cook. Motion carried with Mr. Cook and Mr. White voting “YES” and Mr. Johnson voting “NO.”

Battalion Chief Bob Mason, Fire & Rescue Department, provided a staff report and Kris Jones, City Clerk, provided additional information.

18. **LEASES/CONTRACTS/LEGAL:**

- d) Professional Services Agreement between the City of Cheyenne, Metropolitan Planning Organization (MPO), and Kimley-Horn and Associates, Inc., for an update of the MPO Long-Range Metropolitan Transportation Plan (MTP). (MPO Fund)

Mr. White moved to approve in an amount not to exceed \$199,841.82, seconded by Mr. Cook. Motion carried with Mr. Cook and Mr. White voting “YES” and Mr. Johnson voting “NO.”

Chris Yaney, Metropolitan Planning Organization Director, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information. Chairwoman Aldrich and committee members Johnson and White commented on the item.

- f) Memorandum of Understanding between the City of Cheyenne and the National Forest Foundation to establish roles and responsibilities as a subrecipient of the US Endowment for Forestry and Communities Grant.

Mr. White moved to approve in an amount of \$110,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Renee Smith, Economic Resource Administrator, provided a staff report and Chairwoman Aldrich commented on the item.

- g) Memorandum of Understanding between the City of Cheyenne and the World Resources Institute to establish roles and responsibilities as a subrecipient of the US Endowment for Forestry and Communities Grant.

Mr. White moved to approve in an amount of \$45,000.00, seconded by Mr. Johnson and Mr. Cook. Motion carried by unanimous voice vote.

Renee Smith, Economic Resource Administrator, provided a staff report.

- h) Agreement between the City of Cheyenne and Safe Harbor to provide a safe and secure environment to families who have been affected by abuse. (General Fund)

Mr. White moved to approve in an amount not to exceed \$20,000.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and Lynn Storey-Huyer, Safe Harbor, provided additional information. Chairwoman Aldrich and committee member White thanked Ms. Storey-Huyer for the continued partnership.

- i) Agreement between the City of Cheyenne and The Cheyenne Housing Authority to provide supportive Senior Services. (General Fund)

Mr. White moved to approve in an amount not to exceed \$100,000.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and Erin LaBlanc, Senior Services, provided additional information. Committee member Johnson commented on the item.

- j) Agreement between the City of Cheyenne and Volunteers of America Northern Rockies, Alcohol Receiving Center, to provide alcohol and drug detoxification services. (General Fund)

Mr. White moved to approve in an amount not to exceed \$136,875.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and Heidi McNeal, Volunteers of America Northern Rockies, provided additional information. Committee member Johnson commented on the item.

- k) Telecommunications Right-of-Way License and Use Agreement between the City of Cheyenne and Viaero Fiber Networks, LLC for the installation and operation of facilities. (Revenue to City)

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

Doug Klahn, Construction Manager, provided a staff report and Chairwoman Aldrich commented on the item.

- 1) Agreement for the purchase, sale and exchange of lands between the City of Cheyenne and Black Hills Energy for exchange of real property, 0.77 acres, from the City to Black Hills Energy and 0.85 acres, from Black Hills Energy to the City, both having appraised values of \$275,000.00 and \$445,000.00, respectively (properties generally located at 108 W. 18th Street and the 1300 block of W. 24th Street). (2017 Specific Purpose Option Tax)

Mr. White moved to approve in an amount not to exceed \$170,000.00, seconded by Mr. Johnson. Mr. White moved to amend by substitute memo dated November 4, 2024, seconded by Mr. Johnson. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried with Mr. Johnson and Mr. White voting "YES" and Mr. Cook voting "NO."

Charles Bloom, Planning & Development Department Director, provided a staff report and proposed a substitute memo to include the correct block location of the property to be exchanged to the City. Chairwoman Aldrich and committee members Cook and Johnson commented on the item. Ward I Councilman, Pete Laybourn, commented on the item.

Following the vote on item 18(1) at 12:39 p.m., Mr. Johnson excused himself for the remainder of the meeting due to a previous work commitment.

19. CONTRACT MODIFICATIONS:

- a) Contract Modification #2 to Contract #7480 between the City of Cheyenne and Veolia ES Technical Solutions for Hazardous Waste Disposal Services through January 31, 2026. (Solid Waste Fund)

Mr. Cook moved to approve in an amount not to exceed \$200,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and noted the contract modification is for a total of 24 months. Chairwoman Aldrich commented on the item.

- b) Contract Modification #2 to Contract #7462 between the City of Cheyenne and Onsite Electronics Recycling, LLC, d/b/a I.T. Refresh for Electronics Recycling Services through January 31, 2026. (Solid Waste Fund)

Mr. Cook moved to approve in an amount not to exceed \$200,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Vicki Nemecek, Public Works Director, provided a staff report and noted the contract modification is for a total of 24 months.

20. CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:

- b) Consideration of Bid #E-5-25 for mobile clam shell style laptops and docking stations for the IT Division. (2019-2022 & 2023-2026 Optional 1% Sales Tax Fund)

Mr. Cook moved to accept the bid from ClearConnect, in an amount not to exceed \$78,997.44, seconded by Mr. White. Motion carried by unanimous voice vote.

TJ Barttelbort, Purchasing Manager, provided a staff report and Chairwoman Aldrich commented on the item.

OTHER BUSINESS:

- a) Contract Modification #1 to Contract #8057 between the City of Cheyenne and Orion Environmental Inc., for additional abatement work for the Cheyenne Railcar Project, Bid Package No. 1, Asbestos and Lead Paint Abatement Project. (2021 Specific Purpose Option Tax Fund, General Fund Reserves and EDA Grant 0579-06167)

Mr. White moved to approve in an amount not to exceed \$91,846.00, seconded by Mr. Cook. Mr. White moved to amend by substitute dated October 30, 2024, amending the funding to American Rescue Plan Act State and Local Fiscal Recovery Account (ARPA Funds), seconded by Mr. Cook. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

Paul Bellotti, Project Manager, provided a staff report. Chairwoman Aldrich and Ward I Councilman, Pete Laybourn, commented on the item.

OTHER ITEMS FOR THE AGENDA:

- a) Utility Easement Agreement between the City of Cheyenne and Cheyenne Light, Fuel and Power Company, doing business as Black Hills Energy, to maintain, operate, remove, and replace utility infrastructure on land generally located at the 800 block of W 18th Street. (Revenue to the City)

Mr. Cook moved to approve in an amount of \$10.00, seconded by Mr. White. Motion carried by unanimous voice vote.

Charles Bloom, Planning & Development Department Director, provided a staff report and Chairwoman Aldrich commented on the item.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:57 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "J McClelland". The signature is written in a cursive, flowing style.

Jennifer McClelland

Executive Assistant to the City Council