

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, February 1, 2021 via an Electronic meeting, starting at 12:00 P.M. Those in attendance were as follows:

**COMMITTEE MEMBERS:** Scott Roybal, Chairman; Dr. Michelle Aldrich, Ken Esquibel, and Richard Johnson.

**CITY STAFF:** Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Brenda Moureaux, Deputy City Treasurer; Teresa Moore, Community Recreation & Events Director; Interim Chief John Kopper and Byron Matthews, Cheyenne Fire and Rescue Department; Vicki Nemecek, Public Works Director; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Tom Cobb, City Engineer; Wes Bay, Deputy City Engineer; Eric Fountain, Mayor's Chief of Staff; Jason Kivisto, Irrigation Foreman; Jason Sanchez, Community Recreation & Events Deputy Director; Ron Conard, Golf Manager; Lieutenant Rob Dafoe, Police Department; Leslie Burch, Victim's Assistance Coordinator; Craig LaVoy, Public Works Deputy Director; Lisa Pafford, Planning & Development Deputy Director; Matt Theriault, Landfill Manager; and Kris Jones, City Clerk.

**OTHERS PRESENT:** Mayor Patrick Collins; Patti Riesland, Mayor's Council for People with Disabilities; and Mike Lepore, L and L Inc.

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### **AGENDA ITEMS**

15. RESOLUTION – Authorizing the Cheyenne Police Department to apply for Office on Violence Against Women OVW-2021-37003 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault and Stalking Grant Program CFDA Number 16.590-Grants to Encourage Arrests Policies and Enforcement of Protection Orders Program. (SPONSOR – SCOTT ROYBAL)

Item died due to the lack of a motion.

**DISCUSSION:** Lieutenant Rob Dafoe, Police Department, provided a staff report and advised at this time staff wishes to rescind this request. Alessandra McCoy-Fakelman, Deputy City Attorney, provided information on the procedure to rescind the item. Upon inquiry, Leslie Burch, Victim's Assistance Coordinator, advised this annual grant has previously been awarded for the overtime of police officers.

17. LEASES/CONTRACTS/LLEGAL:

- d) Professional Services Agreement between the City of Cheyenne and Little Joe Company, LLC, for the Janitorial Services for City of Cheyenne Facilities Project. (General Fund, Fleet Maintenance Fund & Solid Waste Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$148,200.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised previously city staff provided janitorial services and those staff members were included in the reduction of force, therefore the services were replaced with a contractor. Ms. Nemecek advised this contract will continue janitorial services for one year and provided a list of facilities included in the contract. Upon inquiry, Ms. Nemecek provided information on the tasks to be performed and noted she would provide a schedule of tasks to Council and noted the contractor was selected through a Request for Proposal process rather than a bidding process.

- e) Professional Services Agreement between the City of Cheyenne and L and L, Inc. for the provision of golf services at the Airport Golf Clubhouse.

Mr. Esquibel moved to approve, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised this agreement is for 7 day a week operation related to the golf course activities. Mr. Sanchez noted an online tee time program has been implemented. Dr. Aldrich thanked the Lepore's for their service to the community.

- f) Lease Agreement between the City of Cheyenne and L and L, Inc. for the use of the Kingham Prairie View Clubhouse and the provision of golf services at the Kingham Prairie View Golf Course.

Mr. Esquibel moved to approve, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised this agreement is similar to the previous item with the exception of rental fees for the clubhouse. Mr. Sanchez noted in both contracts, a trail fee of \$2.00 per cart will be paid to the City for maintenance on the golf course.

- g) Memorandum of Understanding between the City of Cheyenne and Laramie County School District Number One (LCSD #1) to provide LCSD #1 use of city owned softball fields for practices and competitions.

Mr. Esquibel moved to approve, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised recently LCSD#1 approved girl's fast pitch softball resulting in coordination with the City for use of City owned softball fields. Mr. Sanchez provided information related to this coordination including the installation of synthetic turf on City fields and scheduling for practices and games. Upon inquiry, Mr. Sanchez explained the terms of the

MOU noting it does not include any further improvements to City owned softball fields and advised on the lifecycle of synthetic turf. Mr. Sanchez further explained scheduling of the fields and potential delays. Mr. Esquibel expressed his support of the implementation of this program by the school district.

- h) Professional Services Agreement between the City of Cheyenne and GLM Design Group for drainage engineering support. (2019-2022 1% Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$48,000.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Wes Bay, Deputy City Engineer, provided a staff report and advised the Engineering Department is responsible for administering public drainage facilities, drainage review for development applications and drainage design review for City projects. Mr. Bay explained the difficulty in adequately recruiting and replacing an experienced drainage engineer and their office anticipates the need for drainage engineering support for the next twelve months. Dr. Aldrich requested credentials from GLM Design Group and thanked staff for their foresight to review drainage.

18. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7257 between the City of Cheyenne and Clean Air and Water Systems, LLC, for the Happy Jack Landfill Phase 2, Cells 1 and 2 and Cell 3 Excavation Earthworks project for additional labor to install liner in the leachate trench. (Solid Waste Fund)

Mr. Esquibel moved to approve in an amount not to exceed \$7,402.50, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this modification is to complete the liner installation in the leachate trench which was not included in the original contract. Upon inquiry, Mr. LaVoy provided information on the design engineering firm contract.

- c) Contract Modification #1 to Contract #7258 between the City of Cheyenne and Northwest Linings & Geotextile Products Inc., for the Happy Jack Landfill Phase 2, Cells 1 and 2 and Cell 3 Excavation Earthworks project for additional liner and shipping cost for the leachate trench. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount not to exceed \$29,726.76, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this modification is for additional materials to complete the liner installation in the leachate trench. Upon inquiry, Mr. LaVoy provided information on future use of the cells.

- d) Contract Modification #2 to Contract #6798 between the City of Cheyenne and Trihydro Corporation to extend the Environmental Monitoring at the Happy Jack Landfill for an additional three years. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount not to exceed \$230,707.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Matt Theriault, Landfill Manager, provided a staff report and advised the extension of this contract is for an additional 3 years to perform onsite well monitoring and testing and an additional year to extend the timeframe for offsite well monitoring and to provide quarterly and yearly reports required by the State. Upon inquiry, Mr. Theriault provided information on continued oversight at the landfill.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:35 P.M.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council