

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 3, 2021 in Committee Rom 104 and 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; Teresa Moore, Community Recreation & Events Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Interim Chief John Kopper, Division Chief Andrew Dykshorn, and Division Chief Byron Matthews, Cheyenne Fire and Rescue Department; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Lara White, City Attorney's Office Manager; Tom Cobb, City Engineer; Jason Sanchez, Community Recreation & Events Deputy Director; Vicki Nemecek, Public Works Director; Darrin Hass, Human Resources Director; Randy Hickman, Street & Alley Manager; Brenda Moureaux, Deputy City Treasurer; Dr. Anissa Gerrard, Traffic Engineer; Eric Fountain, Compliance Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Bryan Bell, Fleet Maintenance Manager; Deanne Widauf, Housing & Community Development Program Manager; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Tom Segrave, City Councilman Ward II; Pete Laybourn, City Councilman Ward I; Brad Emmons, Cheyenne Diving Club; Boyd Wiggam; Nathan Banton, Cheyenne Regional Airport General Manager; Patti Riesland, Mayor's Council for People with Disabilities; Rich Fish, Vast Broadband Chief Executive Officer; Mike Harry, Vast Broadband Chief Operating Officer; Jeff Seidenfaden, Vast Broadband Chief Commercial Officer; and Margaret Austin, Wyoming Tribune Eagle.

AGENDA ITEMS.

9. **ORDINANCE – 3rd READING** – Amending various sections of Chapter 5.12, Alcoholic Liquor and Malt Beverages, of Title 5, Business Licenses and Regulations, of the Municipal Code of the City of Cheyenne, Wyoming.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised the changes are a result of legislative changes to special malt beverage permits and reported no additional information has been provided since approval on second reading at the April 26, 2021 meeting of the Governing Body.

10. **ORDINANCE – 3rd READING** – Rescinding Footnote 1 in Ordinance No. 4314 appropriating moneys for the City of Cheyenne, Wyoming for the various purposes in

conducting the municipal government of said city and fixing the amount of General and Special Taxes as part of the revenue required to meet the said appropriation, all for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

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

DISCUSSION: Mike O’Donnell, City Attorney, provided a staff report and advised this change is to rescind the total employee count and allow the Mayor flexibility to hire compliance inspectors to assist in the construction of a new data center. Upon inquiry, Mr. O’Donnell advised the footnote is set to sunset on June 30, 2021. Upon inquiry, Mayor Patrick Collins provided information related to the hiring of the three positions to include two compliance inspectors and one plan reviewer. Ms. Lockman advised the Grant Manager position was a replacement of the Economic Development Manager position. Dr. Aldrich advised because of the short duration of time before the footnote sunsets she would not support of the ordinance change but supported the advertisement of positions to be hired on or after July 1, 2021.

11. ORDINANCE –2nd READING – Amending the City of Cheyenne’s Solid Waste Fee Schedule. (SPONSOR – MR. ROYBAL)

Mr. Johnson moved to approve on 2nd reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the annual solid waste fee adjustment recommends various percentage increases on service according to the full cost accounting process conducted in 2019. Ms. Nemecek reviewed the various increases and advised the goal is to charge the customer appropriately for each service. Upon inquiry, Ms. Nemecek provided information related to following the fee schedule, collecting the appropriate fees and the process of write off billing. Ms. Nemecek advised she would work with the Public Information Officer on a media release to review both the fee schedule and the available solid waste programs.

13. ORDINANCE –2nd READING – Creating Chapter 8.29, Hood System Cleaning Companies, of Title 8, Health and Safety, of the Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. ROYBAL)

Mr. Johnson moved to approve on 2nd reading, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Division Chief Byron Matthews, Cheyenne Fire and Rescue Department, provided a staff report and advised the new ordinance creates a license for commercial hood cleaning which includes washing, maintaining, inspecting, returning to service, and providing documentation of the work performed. Upon inquiry, Division Chief Matthews, advised two local and certified companies assisted with development of the ordinance.

17. RESOLUTION – Adopting the City of Cheyenne Annual Action Plan 2021, prepared by the Cheyenne Housing and Community Development Office. (SPONSOR – MR. SEGRAVE)

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

DISCUSSION: Deanne Widauf, Housing & Community Development Program Manager, provided a staff report and provided an overview of the program and its annual action plan. Ms. Widauf provided information on projects and funding outlined in the action plan. Dr. Aldrich and Mr. Esquibel expressed gratitude to Ms. Widauf for her work.

18. RESOLUTION – Supporting the Cheyenne Regional Airport Board in the submission of an application for federal assistance to the Federal Aviation Administration under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 to assist in funding costs related to operations, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised agenda item #19 is an additional grant request and noted both resolutions require support of the governing body, as the City is a signatory on the grant applications. Upon inquiry, Nathan Banton, Cheyenne Regional Airport General Manager, advised the same grant applications were approved by the Laramie County Commissioners previously.

19. RESOLUTION – Supporting the Cheyenne Regional Airport Board in the submission of an application for federal assistance to the Federal Aviation Administration for ‘Design and Bidding Services for the Reconstruction Runway 9/27 (Phase III) Project.’ (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised the resolution of support is required, as the City is a signatory on the grant application.

20. RESOLUTION – Directing City staff to plan and execute the completion of the 17th Street Lighting Project. (Specific Purpose Sales Tax) (SPONSOR – MR. SEGRAVE)

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised the council-initiated item directs City staff to complete the 17th Street Lighting Project and provided information on the funding sources. Tom Segrave, sponsor and City Councilman Ward II, provided an overview of work that needs to be completed and replaced on the project. Upon inquiry, Mr. Segrave advised the funding would come from the 2012 Specific Purpose Sales Tax

overage funds which may be used for any projects on that specific ballot. Upon inquiry, Robin Lockman, City Treasurer, provided information on the overage funds and the projects those funds are allocated to.

22. LEASES/CONTRACTS/LLEGAL:

- b) Cable Franchise Agreement between the City of Cheyenne, Wyoming, and Clarity Telecom, LLC.

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

DISCUSSION: Mike O'Donnell, City Attorney, provided a staff report and advised the new franchise agreement is to provide cable related services to the City. Rich Fish, Vast Broadband Chief Executive Officer, provided an overview of Clarity Telecom, LLC, locally known as Vast Broadband and noted Cheyenne is a top priority for the company's expansion. Mike Harry, Vast Broadband Chief Operating Officer, provided a timeline of the network's construction. Jeff Seidenfaden, Vast Broadband Chief Commercial Officer, provided information related to engaging the local market and noted community involvement as a priority.

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

- e) Consideration of Bid #S-15-21 for a Contract between the City of Cheyenne and Craig Construction Services LLC, Laramie, WY, for the Michael Drive Sidewalk Project. (2019-2022 1% Sales Tax)

Dr. Aldrich moved to accept the bid from Craig Construction LLC, Laramie, WY, in an amount not to exceed \$43,311.25, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: TJ Barttelbort, Purchasing Manager, provided a staff report and advised the section of sidewalk is along the park located in Western Hills.

- f) Consideration of Bid #S-16-21 for a Contract between the City of Cheyenne and Craig Construction Services LLC, Laramie, WY, for the Cheyenne Aquatics Center Main Pool Diving Boards Removal and Replacement. (Specific Purpose Sales Tax, Laramie County Recreation Board Grant and Miscellaneous Non Federal Grants)

Dr. Aldrich moved to accept the bid from Craig Construction Services LLC, Laramie, WY, in an amount not to exceed \$62,230.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the contract will replace both diving boards at the municipal pool. Mr. Sanchez noted a partnership with the Cheyenne Diving Club helped offset the cost of the project. Brad Emmons, Cheyenne Diving Club, thanked City staff for working with the club to upgrade both diving boards.

Mr. Johnson following discussion and vote on item # 22 (f) excused himself for the remainder of the meeting due to a previous employment commitment at 12:52 p.m.

- g) Consideration of Bid #S-17-21 for a Contract between the City of Cheyenne and Streamline Markings, Inc., Billings, MT, for the 2021 Epoxy Striping Project. (2015-2018 1% Sales Tax)

Dr. Aldrich moved to accept the bid from Streamline Marking, Inc., Billings, MT, in an amount not to exceed \$172,073.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Dr. Anissa Gerrard, Traffic Engineer, provided a staff report and advised this is the annual striping project and recommended approval. Upon inquiry, Dr. Gerrard, advised the areas to be striped have been identified.

- h) Consideration of Bid #E-21-21 for furnishing one (1) new 2020-2021 front end wheel loader mounted, two stage blower for the City of Cheyenne, Street and Alley Division. (2019-2022 1% Sales Tax)

Mr. Esquibel moved to accept the bid from Power Equipment Company, Casper, WY, in an amount not to exceed \$121,694.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the contract is to replace the front mounted snowblower which is used downtown and in drifted areas during snowstorms.

- i) Consideration of Bid #E-22-21 for furnishing one (1) ¾ ton crew cab truck for the Traffic Division, one (1) ¾ ton regular cab truck for the City of Cheyenne Facilities Maintenance Division and three (3) ¾ ton crew cab trucks for the City of Cheyenne, Street and Alley Division. (2015-2018 1% Sales Tax)

Dr. Aldrich moved to accept the bid from Rocky Mountain Yeti, Afton, WY, in an amount not to exceed \$222,437.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the contract is to replace five pickup trucks and noted the reason for the increase on the Street and Alley trucks is due to the instillation of a message board.

- j) Consideration of Bid #E-23-21 for furnishing two (2) new 2020 to 2021 mid-size SUVs for the City of Cheyenne, Public Works Department and Sanitation Department. (2015-2018 and 2019-2022 1% Sales Tax)

Mr. Esquibel moved to accept the bid from Spradley Barr Motors, Cheyenne, WY, in an amount not to exceed \$60,936.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the contract is to replace two vehicles with mid-size SUV's to allow safe and comfortable travel in the reduced motor pool availability.

- k) Consideration of Bid #E-24-21 for furnishing one (1) 2021-2022 mid-size pick-up truck for the City of Cheyenne, Sanitation Department and one (1) 2021-2022 mid-size pickup truck for the City of Cheyenne, Community Recreation and Events Department. (2015-2018 % Sales Tax)

Dr. Aldrich moved to accept the bid from Spradley Barr Motors, Cheyenne, WY, in an amount not to exceed \$75,096.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the contract is to replace two mid-size trucks.

- l) Consideration of Bid #E-27-21 for furnishing four (4) new Kubota RTV-X1100C utility vehicles for the City of Cheyenne, Community Recreation & Events Department. (2015-2018 1% Sales Tax)

Mr. Esquibel moved to accept the bid from Heartland Kubota LLC, Sheridan, WY, in an amount not to exceed \$134,651.22, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the contract is to replace four carts which will include brooms, blades and blowers. Mr. Sanchez noted the two utility vehicles to be stationed downtown will include snow blades to assist in the newly incorporated downtown snow removal.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:03 p.m.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council