

REVISED

City of Cody City Council
AGENDA

Special Meeting 6:30 – Review July 7, 2015 Agenda

Tuesday July 7, 2015 – 7:00 p.m.

Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order
Pledge of Allegiance
Moment of Silence
Roll Call
Agenda Review and Approval
Mayor’s Recognitions and Announcements

Proclamation – July 2015 Parks and Recreation Month

1. Consent Calendar

All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of Minutes: Special Meeting Minutes from 6/11/15 & 6/30/15 and Regular Meeting Minutes from 6/16/15.
- b. Consider a request from the organizers of Cycle Greater Yellowstone to park their command station vehicles at the East end of the Rec Centers’ main parking lot during the their event on August 15-22, 2015.
- c.. Approve the Annual Run for Hope sponsored by the Cody Soroptimist Club to be held on Saturday, October 3, 2015 at 10:00 a.m., authorize the “on-duty” Police Department to assist with minimal traffic control at the onset of the event, and require proof of insurance.
- d. Authorize the closure of eight (8) parking spaces on Beck Avenue and four (4) parking spaces on 9th Street to allow reserved parking for traveling bands, vendors and other park users for Thursdays from July 9, 2015 through August 17, 2015 in conjunction with the Concerts in the Park at the City Park Band Shell.
- e. Approve a request from West Park Hospital and the Park County Animal Shelter to utilize a variety of City streets on August 15, 2015 beginning at 8:00 a.m. for a Tails to Trails 5K Fitness Run/Walk event.
- f. Award Bid 2015-08 to Bobcat of the Big Horn Basin Inc. for one new Bobcat S770 Skid Street Loader in the amount of \$45,640.97, less a trade in value of \$11,000.00 for a total amount of \$34,640.97.

2. Public Comments: The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

3. Public Hearing

4. Conduct of Business

- a. Approve vouchers and payroll in the amount of \$830,673.82.
- b. Consider approving the preliminary and final plats of a 2-lot county subdivision
Staff Reference: Todd Stowell, City Planner
- c. Consider authorizing the Mayor enter into and sign an amendment to the professional services contract with Engineering Associates for the City of Cody sewer facilities.
Staff Reference: Steve Payne, Public Works Director
- d. Consider working with the University of WY Extension Office in developing educational information for citizens regarding additional revenues to support operational expenses and capital projects and to authorize payment of such work in the amount of \$5,411.20 from the Council's contingency funds.
Staff Reference: Barry Cook, City Administrator
- e. **RESOLUTION 2015-13**
A RESOLUTION AUTHORIZING THE SUBMISSION OF A PRE-APPLICATION FORM TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE CITY OF CODY.
Staff Reference: Steve Payne, Public Works Director

5. Tabled Items

- a. Approve the renewal of 1 retail liquor licenses, for James L Bassett 2008 Revocable Living Trust, dba 3-H Liquors for the period of August 1, 2015 through July 31, 2016.
- b. Consider a request to establish two-hour parking restrictions on Sheridan Avenue, Monday – Saturday, 8AM -6PM, in front of 1902-1916 Sheridan Avenue. (otherwise identified as Lots 7-10, Block 1 of Ingraham Subdivision)

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

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WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Cody, WY; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Cody, WY recognizes the benefits derived from parks and recreation

Therefore be it resolved, that I, Mayor Nancy Tia Brown of the City of Cody do hereby proclaim the month of July, 2015, as Parks and Recreation Month.

**City of Cody
Council Proceedings
Thursday, June 11, 2015**

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Thursday, June 11, 2015 at 5:00 p.m.

Present: Council President Steve Miller, Council Members Donny Anderson, Karen Ballinger, Landon Greer, Jerry Fritz and Stan Wolz, and Leslie Brumage, Deputy Clerk.

Absent: Mayor Nancy Tia Brown, City Administrator, Barry Cook, and City Attorney, Scott Kolpitke.

Council President Miller called the meeting to order at 5:00 p.m.

Council Member Wolz made a motion seconded by Council Member Ballinger to amend the Change Order Request #1 for the Mountain Spirit Addition Phases 2 and 3 Construction to extend the substantial and completion date from June 15, 2015 to June 22, 2015. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Ballinger to approve the amended Change Order Request #1 for the Mountain Spirit Addition Phases 2 and 3 Construction to extend the substantial and completion date to June 22, 2015. Vote was unanimous.

ORDINANCE 2015- 06 – 2nd READING
AN ORDINANCE PROVIDING FOR THE AMOUNT OF TAX LEVY FOR THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2016. Council Member Wolz made a motion seconded by Council Member Fritz to approve Ordinance 2015-06 on Second Reading. Vote was unanimous.

ORDINANCE 2015- 07 – 2nd READING
AN ORDINANCE PROVIDING FOR THE AN2NUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2016. Council Member Fritz made a motion seconded by Council Member Anderson to approve Ordinance 2015-07 on Second Reading. Vote was unanimous.

The Governing Body reviewed the agenda for the Tuesday, June 16th meeting. No action was taken.

Council President Miller adjourned the meeting at 5:30 p.m.

Leslie Brumage
Finance Officer/Deputy Clerk

Steve Miller
Council Member President

City of Cody
Council Proceedings
Tuesday, June 30, 2015

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Thursday, June 30, 2015 at 4:15 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Karen Ballinger, Landon Greer, Steve Miller and Stan Wolz, City Administrator, Barry Cook, and City Attorney, Scott Kolpitzke and Administrative Services Officer, Cindy Baker.

Absent: Council Member Jerry Fritz.

Mayor Brown called the meeting to order at 4:17 p.m.

Council Member Miller made a motion seconded by Council Member Anderson to enter into an Executive Session pursuant to Wyoming State Statute W. S. 16-4-405 (a)(ii) and to consider or receive information classified as confidential by law W.S. 16-4-405(a)(ix) at 4:17 p.m. Council Member Miller made a motion seconded by Council Member Greer to exit the Executive Session at 5:20 p.m. No action was taken.

Mayor Brown adjourned the meeting at 5:20 p.m.

Cindy Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

City of Cody
Council Proceedings
Tuesday, June 16, 2015

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, June 16, 2015 at 7:00 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Karen Ballinger, Jerry Fritz, Landon Greer, Steve Miller and Stan Wolz, City Administrator Barry Cook, City Attorney Scott Kolpitke, and Administrative Services Officer, Cindy Baker.

Absent: None

Mayor Brown called the meeting to order at 7:00 p.m.

Council Member Miller made a motion seconded by Council Member Greer to approve the revised agenda as presented. Vote was unanimous.

Mayor Brown proclaimed June 2015 as – General Aviation Appreciation Month

Steve Payne, Public Works Director, Mayor Brown and Council presented the Electric Division with the First Place APPA Safety Award.

Council Member Miller made a motion seconded by Council Member Greer to approve the consent calendar as presented including approval of Minutes: Special Meeting Minutes from 5/28/15 and Regular Meeting Minutes from 6/2/15; approve a request from Gail Nace of the Silver Dollar Bar to allow retail liquor license holders to operate with modified hours on July 3rd, 2015 allowing retail liquor license holders to stay open until 4 a.m. conditional upon those who intend to operate till 4 a.m. must notify the City of Cody Administrative Services Officer of this intent by June 26, 2015, and designate the Chief of Police or his designee the authority to revoke the extended hours provision during this date if a situation arises where it is necessary to close the establishments earlier; authorize the Mayor to enter into and sign a contract for services between the City of Cody and Jack & Diane Martin. Vote was unanimous.

At 7: 12 p.m. Mayor Brown entered into a public hearing to determine if it is in the public interest to consider and approve the Fiscal Year 2015-2016 budget for the City of Cody. Leslie Brumage, Finance Officer, provided a summary of the proposed budget. After calling for comments three times and there being none at 7:23 p.m. Mayor Brown entered into a second public hearing to determine if it is in the public's interest to renew 22 retail liquor licenses, 13 restaurant liquor licenses, 3 bar and grill liquor licenses, 3 limited (club) retail licenses, 2 microbrewery permits, and 1 winery permit for the period of August 1, 2015 through July 31, 2016. Cindy Baker, Administrative Services Officer provided a summary of this annual renewal process. Steve Hollingsworth requested the City Council consider not renewing the license issued to 3H Liquors. James Bassett, owner 3H Liquors disputed comments made by Steve Hollingsworth. Travis Smith, James Bassett Attorney, referenced to steps Bassett has taken in reference to additional parking. Chief Rockvam was asked to comment about an incident that happened in October of 2014 and the laws relating to firearms and liquor establishments. After calling for comments three times and there being none at 7:44 the public hearing was closed.

Council Member Fritz made a motion seconded by Council Member Ballinger to approve vouchers and payroll in the amount of \$1,645,576.40. Council Member Greer recused himself from voting due to a conflict of interest. Vote was unanimous from remaining Council Members.

Council Member Wolz made a motion seconded by Council Member Ballinger to approve the renewal 20 retail liquor licenses, 13 restaurant liquor licenses, 3 bar and grill liquor licenses, 3 limited (club) retail licenses, 2 microbrewery permits, and 1 winery permit for the period of August 1, 2015 through July 31, 2016. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Ballinger to table the renewal of the retail liquor license currently issued to James Bassett 2008 Rev Living Trust dba 3H Liquors. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Ballinger to table a request to establish two-hour parking restrictions on Sheridan Avenue, Monday – Saturday,

8AM -6PM, in front of 1902-1916 Sheridan Avenue. (otherwise identified as Lots 7-10, Block 1 of Ingraham Subdivision). Vote was unanimous.

ORDINANCE 2015-06 - THIRD AND FINAL READING

AN ORDINANCE PROVIDING FOR THE AMOUNT OF TAX LEVY FOR THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Council Member Fritz made a motion seconded by Council Member Greer to approve Ordinance 2015-06 on Third and Final Reading, Vote was unanimous.

ORDINANCE 2015-07 – THIRD AND FINAL READING

AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Council Member Anderson made a motion seconded by Council Member Ballinger to approve Ordinance 2015-07 on Third and Final Reading, Vote was unanimous.

RESOLUTION 2015-10

RESOLUTION AUTHORIZING THE SUBMISSION OF A COUNTY WIDE CONSENSUS BLOCK GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR PARK COUNTY, WYOMING FOR THE CITY OF CODY FOR THE 12th STREET STORM DRAINAGE PROJECT IN THE AMOUNT OF \$250,000.00.

Council Member Fritz made a motion seconded by Council Member Miller to approve Resolution 2015-10. Vote was unanimous.

RESOLUTION 2015-11

A RESOLUTION ADOPTING A SCHEDULE OF FEES CHARGED FOR SERVICES, PUBLIC DOCUMENTS, PRODUCTS, ETC THAT ARE NOT SET BY ORDINANCE.

Council Member Ballinger made a motion seconded by Council Member Greer to approve Resolution 2015-11. Vote was unanimous

RESOLUTION 2015-12

A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2014-2015.

Council Member Fritz made a motion seconded by Council Member Greer to approve Resolution 2015-12. Vote was unanimous

There being no further business, Mayor Brown adjourned the meeting at 8:22 p.m.

Cynthia Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

MEETING DATE: JULY 7, 2015
DEPARTMENT: PARKS, RECREATION &
PUBLIC FACILITIES

PREPARED BY: DOYLE STOUT
PRESENTED BY: RICK MANCHESTER

Cycle Greater Yellowstone Event August 15 – 22, 2015

ACTION TO BE TAKEN:

Give permission to allow the organizers of this event to park their command station vehicles at the East end of the Rec Centers main parking lot for during their event in Cody.

SUMMARY OF INFORMATION:

The organizers used this space 2 years ago and are seeking permission again for this year's event. They are expecting to have over 600 cyclist participate in this year's event. The main camp will be located on the County's property located at 1501 Stampede. All of these details have been addressed with the County.

FISCAL IMPACT

None

ALTERNATIVES

Approve the request for parking their command campers. The parking area request is highlighted in orange.

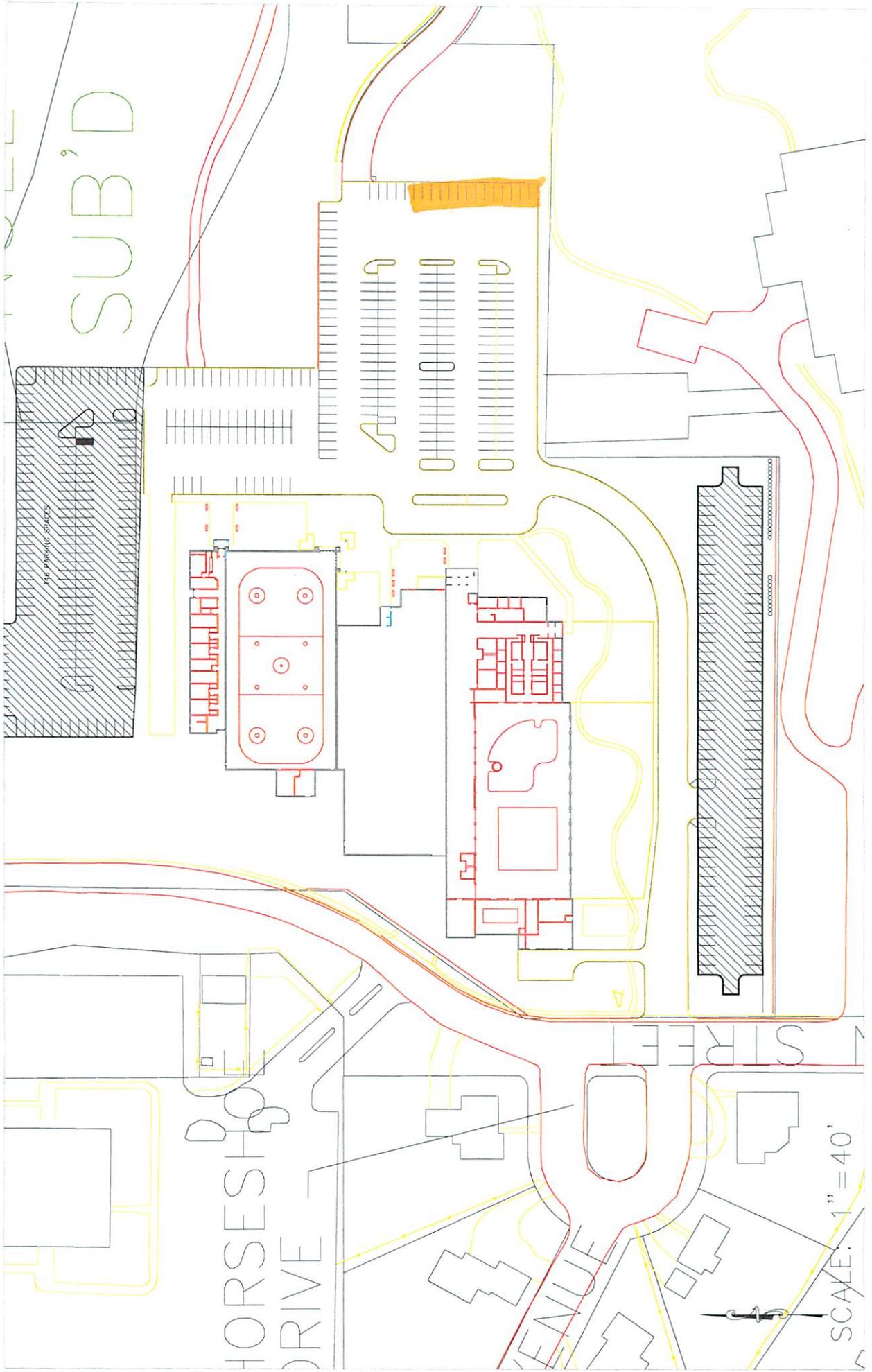
Deny the request all together.

ATTACHMENTS

Map showing the location where they would park their campers.

AGENDA & SUMMARY REPORT TO:

Jennifer Drinkwalters, Cycle Greater Yellowstone 406-860-7327
Doyle Stout, Recreation Supervisor
Rich Manchester, Parks, Recreation & Public Facilities Director.
Perry Rockvam, Chief of Police



SUB'D

156 PARKING SPACES

HORSESHOE DRIVE

VENUE

STREET

SCALE: 1" = 40'

MEETING DATE: JULY 7, 2015
DEPARTMENT: PARKS, RECREATION &
PUBLIC FACILITIES

PREPARED BY: DOYLE STOUT
PRESENTED BY: RICK MANCHESTER

2015 Cody Soroptimist's Run for Hope

ACTION TO BE TAKEN:

The Cody Soroptimist's Club is requesting permissions to hold their 5th Annual "Run for Hope" benefit 5K/10K walk-run in Cody on Saturday, October 3, 2015 at 10:00AM. The race will not require any street closures and will begin and end at the Paul Stock Recreation Center, 1402 Heart Mountain Street, in Cody.

SUMMARY OF INFORMATION:

The "Run for Hope" is to benefit the "Lainey Cole Memorial Women's Cancer Fund". This memorial fund provides assistance to women battling cancer. Lainey was a tireless leader of the Soroptimists and the programs and services they provided to better the well-being of women and young girls in the Cody Community.

The Soroptimist's are requesting assistance from the Cody Police Department with traffic control at the start of the race. The assistance requested is for the intersections of Stampede Avenue/Heart Mountain Street and Heart Mountain Street/Alger Avenue. All traffic rules will be followed by participants.

FISCAL IMPACT

Minimal, the police department will provide traffic control at the onset of the race by on-duty personnel. The Recreation Department can lend the Soroptimist group directional & caution signs, barricades and safety cones for the race. The City has provided these items for the past 5 years.

The Soroptimist group will provide the Recreation Department with proof of insurance for this event, which will identify the City of Cody as an additional rider on the policy.

ALTERNATIVES

Approve, approval with conditions, or deny the request.

AGENDA ITEM NO. _____

ATTACHMENTS

1. Map of the planned run routes

AGENDA & SUMMARY REPORT TO:

Theresa Gunn
3425 Sandbak Ave
Cody, Wy 82412
Cell 307-899-3826
Doyle Stout, Recreation Supervisor
Rick Manchester, Parks, Recreation, & Public Facilities Director

MEETING DATE: JULY 7, 2015
DEPARTMENT: PARKS, RECREATION &
PUBLIC FACILITIES

PREPARED BY: DOYLE STOUT
PRESENTED BY: RICK MANCHESTER

Request to reserve Parking for Concerts in the Park at City Park Band Shell

ACTION TO BE TAKEN:

The Recreation Department is requesting permission to cone off eight parking spaces on the north side of Beck Avenue from the stop sign at 9th Street going east to the handicap parking space as well as 4 parking spaces on 9th street behind the Band Shell to allow reserved parking for traveling bands, vendors and other park users. Dates would run from July 9th through August 27th, for recreation programming.

SUMMARY OF INFORMATION:

We do not anticipate needing to close off 9th Street where there are currently 24 parking spaces minus the 4 on both sides of the street for miniature golf users and individuals attending the festivities in City Park. This request does not include the parking available on the south side of Beck Avenue. This request will allow us to address parking needs for a variety of programming at City Park during the summer months.

FISCAL IMPACT

All rental fees and vendor fees will be secured from these organizations for their respective events.

ALTERNATIVES

1. Allow the request to allow staff to close off with cones the parking spaces during events and other City Activities.
2. Do not allow the closure.

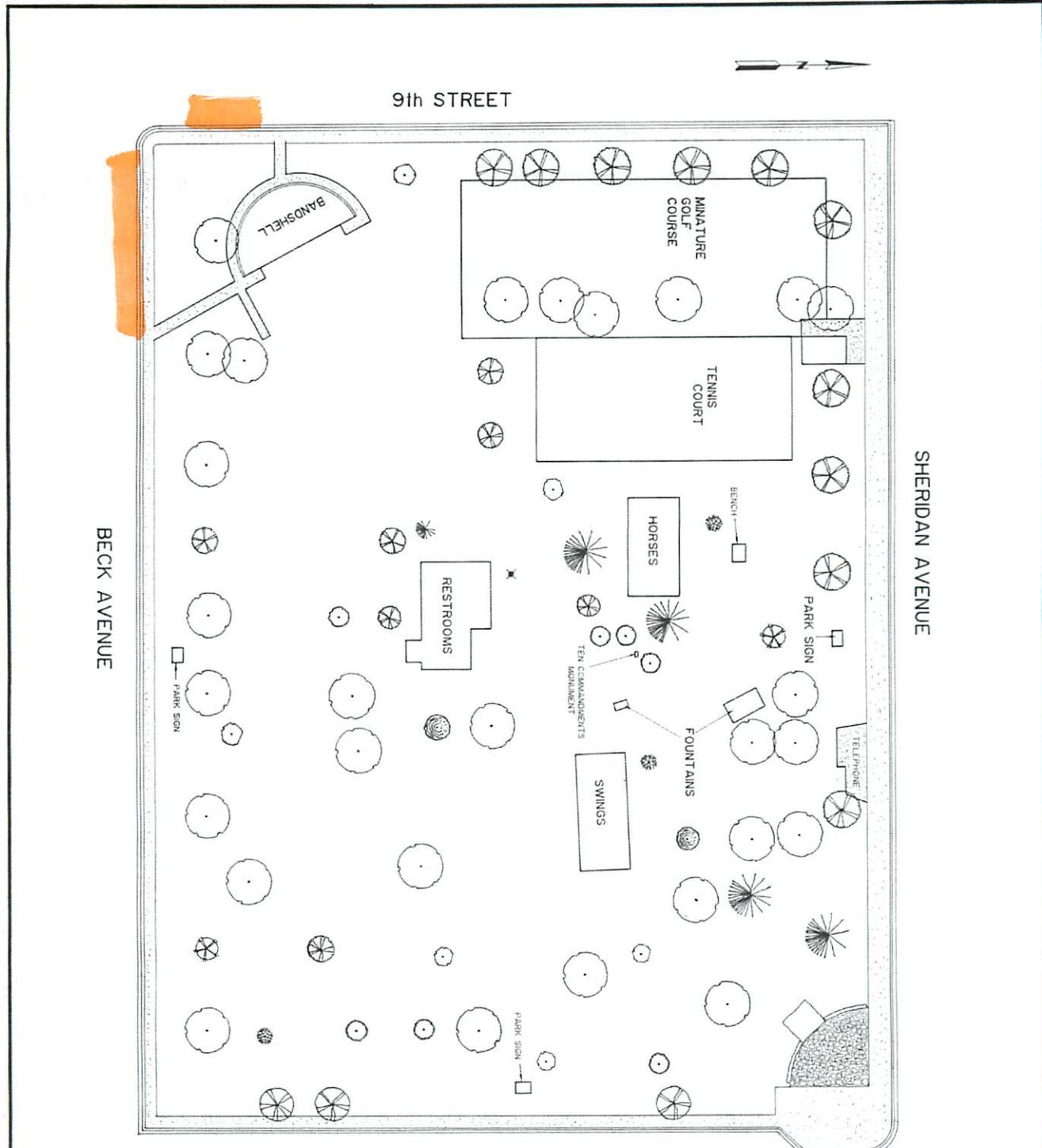
ATTACHMENTS

1. Drawing of City Park showing request for reserving parking for performers and vendors.

AGENDA & SUMMARY REPORT TO:

Doyle Stout, Recreation Supervisor
Rick Manchester, Parks, Recreation, & Public Facilities Director

AGENDA ITEM NO. _____



9th STREET

SHERIDAN AVENUE

BECK AVENUE

8th STREET

- LEGEND**
- Concrete Sidewalk
 - Light Pole
 - Columned Tree
 - Linden Tree
 - Ash Tree
 - Horseshoel Tree
 - Birch Tree
 - Flowering Crab Tree
 - Elm Tree
 - Spice Tree
 - various Shrubs

SCALE: 1"=20'

CITY of CODY
CODY, WYOMING

**CITY PARK
PLOT PLAN**

BOB KAUFMAN
P.E. No. 5385
CITY ENGINEER
FEBRUARY, 1984

MEETING DATE: JULY 7, 2015
DEPARTMENT: PARKS, RECREATION &
PUBLIC FACILITY

PREPARED BY: DOYLE STOUT
PRESENTED BY: RICK MANCHESTER

West Park Hospital's Tails to Trails 5K

ACTION TO BE TAKEN:

Grant West Park Hospital permission to hold their 5th Annual 5K event on August 15, 2015.

SUMMARY OF INFORMATION:

West Park Hospital and the Park County Animal Shelter are planning on holding their 5th Annual Tails to Trails 5K walk / run event on August 15, 2015. The race will be starting at 8:00 am and the route of this course will start at Sheridan Ave. neat the Scout Monument proceeding south to St. Anthony's neighborhood and returning to the Scout, from there they will run down on BBCOW land to Paul Stock Trails to City Streets and back to the Hospital.

This event will be promoting participants to bring their pets and enjoy the 5k course with pets and friends.

There were some mild concerns for the safety regarding the route using 10th Street and Rumsey Avenue intersection as well as the 12th Street hill and Salisbury Avenue intersection. They are planning on using race volunteers with safety vests to address these traffic concerns.

West Park Hospital has additional liability insurance for this event.

FISCAL IMPACT

West Park Hospital will be required to pay a Special Event Fee of \$25.00 to hold this event.

ATTACHMENTS

Map identifying the course of the 5k event.

AGENDA & SUMMARY REPORT TO:

Doyle Stout, Recreation Supervisor
Rich Manchester, Parks, Recreation & Public Facilities Director
Perry Rockvam, Chief of Police,
Dick Smith, HR Officer, WPH

AGENDA ITEM NO. _____

MEETING DATE: 7/7/15

DEPARTMENT: PUBLIC WORKS

PREPARED BY: ROB KRAMER

PRESENTED BY:

AGENDA ITEM SUMMARY REPORT

Bid 2015-08 (1) New Current Model Skid Steer Loader

ACTION TO BE TAKEN:

Approve the award of Bid 2015-08 to Bobcat of the Big Horn Basin, Inc. for one new Bobcat S770 Skid Street Loader in the amount of \$45,640.97, less a trade in value of \$11,000.00 for a total amount of \$34,640.97.

SUMMARY OF INFORMATION:

A request was made in FY 2015/2016 for the purchase of a new skid steer loader. Bid packets were sent to Bobcat of the Big Horn Basin, HE Equipment, Jack's Truck and Equipment, The CAT Rental Store, Titan Machinery, Tractor and Equipment, TriState Truck and Equipment and Wyoming Machinery Company.

Three bidders submitted two bids. These bids were opened at City Hall on July 6, 2015.

A 2001 Bobcat Model 873 was offered for trade.

Bobcat of the Big Horn Basin submitted one bid for a Bobcat S770 Skid Steer Loader in the amount of \$45,640.97, less a trade in value of \$11,000.00 leaving a net total bid of \$34,640.97.

Titan Machinery submitted one bid for a Case SV300 Skid Steer Loader in the amount of \$55,622.00, less a trade in value of \$11,000.00 leaving a net total bid of \$44,622.00.

TriState Truck and Equipment submitted a letter of no bid.

FISCAL IMPACT

Funding for this equipment was budgeted for an approved in the Fiscal Year 2015/2016 budget.

ALTERNATIVES

Approve or deny the award of Bid 2015-08 to Bobcat of the Big Horn Basin, Inc. for one new Bobcat S770 Skid Street Loader in the amount of \$45,640.97, less a trade in value of \$11,000.00 for a total amount of \$34,640.97.

AGENDA ITEM NO. _____

ATTACHMENTS

1. Bid packet 2015-08

AGENDA & SUMMARY REPORT TO:

1. David Weller, Titan Machinery david.weller@titanmachinery.com
2. Troy Schatz, Bobcat of the Big Horn Basin Inc troy@bobcatofthebhb.com
3. Tom Hunt, TriState Truck and Equipment tomh@tste.com

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
A WESTERN ROSE MOTEL							
130470							
	14111040	REFUND UTILITY DEPOSIT	06/16/2015	194.24	194.24	07/08/2015	
Total 130470:				194.24	194.24		
ADVANCED INFO SYSTEMS							
129162							
	12334	CYCLE 1 OUTSOURCE BILLS	06/16/2015	394.39	394.39	07/08/2015	
	12343	CYCLE 2 OUTSOURCE BILLS	06/19/2015	178.12	178.12	07/08/2015	
	12354	CYCLE 3 OUTSOURCE BILLS	06/29/2015	404.08	404.08	07/08/2015	
Total 129162:				976.59	976.59		
AIRMED CARE NETWORK							
130049							
	062515	Premiums	06/25/2015	165.00	165.00	06/25/2015	
Total 130049:				165.00	165.00		
ALLISON, JAMES							
123787							
	062215	ALTERNATE JUDGE	06/22/2015	112.50	112.50	07/08/2015	
Total 123787:				112.50	112.50		
AMERICAN WELDING & GAS, INC.							
128592							
	03269226	SAFETY GLASSES	05/11/2015	52.38	.00		
Total 128592:				52.38	.00		
ANDERSON, DONNY							
126043							
	060515	REIMBURSE FOR SIDEWALK W	06/05/2015	118.02	118.02	07/08/2015	
Total 126043:				118.02	118.02		
APPLIED GRAPHICS							
123465							
	5955	CHANGE FACILITY HOURS REC	05/22/2015	35.00	35.00	07/08/2015	
	5998	CONCERTS IN THE PARK BANN	06/25/2015	360.00	360.00	07/08/2015	
Total 123465:				395.00	395.00		
ATCO INTERNATIONAL							
127716							
	IO434063	CHEMICALS	05/28/2015	608.00	608.00	07/08/2015	
Total 127716:				608.00	608.00		
BIG BROTHERS/BIG SISTERS NW WY							
127462							
	061515	COMMUNITY FUNDING ALLOCA	06/15/2015	555.00	555.00	07/08/2015	
Total 127462:				555.00	555.00		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
BLUE CROSS BLUE SHIELD OF WYOMING							
1360							
	070115	INSURANCE PREMIUMS	06/15/2015	604.88	604.88	07/08/2015	
	070115	INSURANCE PREMIUMS	06/15/2015	119,103.16	119,103.16	07/08/2015	
Total 1360:				119,708.04	119,708.04		
BORDER STATES INDUSTRIES, INC							
1420							
	909528024	SUPPLIES	06/19/2015	59.00	59.00	07/08/2015	
	909528025	SUPPLIES	06/19/2015	45.00	45.00	07/08/2015	
Total 1420:				104.00	104.00		
C & C WELDING							
1690							
	18787	GARBAGE TRUCK ARM FOR M	05/27/2015	993.33	993.33	07/08/2015	LIFT ARM
Total 1690:				993.33	993.33		
CITY OF CODY							
2260							
	062315	Utilities	06/23/2015	2,193.14	2,193.14	07/08/2015	
	062315	Utilities	06/23/2015	50.55	50.55	07/08/2015	
	062315	Utilities	06/23/2015	79.62	79.62	07/08/2015	
	062315	Utilities	06/23/2015	646.62	646.62	07/08/2015	
	062315	Utilities	06/23/2015	122.49	122.49	07/08/2015	
	062315	Utilities	06/23/2015	257.41	257.41	07/08/2015	
	062315	Utilities	06/23/2015	87.86	87.86	07/08/2015	
	062315	Utilities	06/23/2015	88.50	88.50	07/08/2015	
	062315	Utilities	06/23/2015	261.90	261.90	07/08/2015	
	062315	Utilities	06/23/2015	309.73	309.73	07/08/2015	
	062315	Utilities	06/23/2015	17.97	17.97	07/08/2015	
	062315	Utilities	06/23/2015	45.69	45.69	07/08/2015	
	062315	Utilities	06/23/2015	793.42	793.42	07/08/2015	
	062315	Utilities	06/23/2015	49.22	49.22	07/08/2015	
	062315	Utilities	06/23/2015	257.23	257.23	07/08/2015	
	062315	Utilities	06/23/2015	1,000.45	1,000.45	07/08/2015	
	062315	Utilities	06/23/2015	252.81	252.81	07/08/2015	
	062315	Utilities	06/23/2015	181.10	181.10	07/08/2015	
	062315	Utilities	06/23/2015	353.46	353.46	07/08/2015	
	062315	Utilities	06/23/2015	29.70	29.70	07/08/2015	
	062315	Utilities	06/23/2015	220.14	220.14	07/08/2015	
	062315	Utilities	06/23/2015	415.14	415.14	07/08/2015	
	062315	Utilities	06/23/2015	84.63	84.63	07/08/2015	
	062315	Utilities	06/23/2015	84.63	84.63	07/08/2015	
	062315	Utilities	06/23/2015	73.10	73.10	07/08/2015	
	062315	Utilities	06/23/2015	578.92	578.92	07/08/2015	
	062315	Utilities	06/23/2015	102.34	102.34	07/08/2015	
	062315	Utilities	06/23/2015	23.00	23.00	07/08/2015	
	062315	Utilities	06/23/2015	141.44	141.44	07/08/2015	
	062315	Utilities	06/23/2015	137.74	137.74	07/08/2015	
	062315	Utilities	06/23/2015	64.94	64.94	07/08/2015	
	062315	Utilities	06/23/2015	162.34	162.34	07/08/2015	
	062315	Utilities	06/23/2015	94.88	94.88	07/08/2015	
	062315	Utilities	06/23/2015	28.20	28.20	07/08/2015	
	062315	Utilities	06/23/2015	49.22	49.22	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	062315	Utilities	06/23/2015	30.46	30.46	07/08/2015	
	062315	Utilities	06/23/2015	576.14	576.14	07/08/2015	
	062315	Utilities	06/23/2015	105.44	105.44	07/08/2015	
	062315	Utilities	06/23/2015	8.20	8.20	07/08/2015	
	062315	Utilities	06/23/2015	17.97	17.97	07/08/2015	
	062315	Utilities	06/23/2015	3,260.09	3,260.09	07/08/2015	
	062315	Utilities	06/23/2015	9,780.28	9,780.28	07/08/2015	
	062315	Utilities	06/23/2015	832.97	832.97	07/08/2015	
	062315	Utilities	06/23/2015	214.55	214.55	07/08/2015	
	062315	Utilities	06/23/2015	126.21	126.21	07/08/2015	
	062315	Utilities	06/23/2015	88.35	88.35	07/08/2015	
	062315	Utilities	06/23/2015	30.31	30.31	07/08/2015	
	062315	Utilities	06/23/2015	148.07	148.07	07/08/2015	
	062315	Utilities	06/23/2015	49.73	49.73	07/08/2015	
	062315	Utilities	06/23/2015	663.83	663.83	07/08/2015	
	062315	Utilities	06/23/2015	143.86	143.86	07/08/2015	
	062315	Utilities	06/23/2015	212.75	212.75	07/08/2015	
	062315	Utilities	06/23/2015	31.51	31.51	07/08/2015	
	062315	Utilities	06/23/2015	30.54	30.54	07/08/2015	
	062315	Utilities	06/23/2015	6,003.63	6,003.63	07/08/2015	
	062315	Utilities	06/23/2015	646.85	646.85	07/08/2015	
	062315	Utilities	06/23/2015	39.00	39.00	07/08/2015	
	062315	Utilities	06/23/2015	295.87	295.87	07/08/2015	
	062315	Utilities	06/23/2015	340.86	340.86	07/08/2015	
	062315	Utilities	06/23/2015	24.51	24.51	07/08/2015	
	062315	Utilities	06/23/2015	43.09	43.09	07/08/2015	
	062315	Utilities	06/23/2015	5,824.68	5,824.68	07/08/2015	
	062315	Utilities	06/23/2015	33.14	33.14	07/08/2015	
	062315	Utilities	06/23/2015	98.23	98.23	07/08/2015	
	063015	UTILITIES	06/30/2015	63.00	63.00	07/08/2015	
Total 2260:				39,103.65	39,103.65		
CIVICPLUS							
129304							
	154758	WEB HOSTING AND STORAGE	07/01/2015	5,900.78	5,900.78	07/08/2015	
Total 129304:				5,900.78	5,900.78		
CLARK, DOUGLAS							
129887							
	14207027	REFUND UTILITY DEPOSIT	06/23/2015	162.56	162.56	07/08/2015	
Total 129887:				162.56	162.56		
CLUFF, SHERI							
130067							
	070115	CONCERTS IN THE PARK, AUG	07/01/2015	1,000.00	1,000.00	07/08/2015	
Total 130067:				1,000.00	1,000.00		
CODY'S TOWN TAXI							
129972							
	060715	TIPSY TAXI VOUCHERS	06/07/2015	210.00	210.00	07/08/2015	
Total 129972:				210.00	210.00		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
COX, CHRISTOPHER							
130471							
	1412315	REFUND UTILITY DEPOSIT	06/12/2015	67.62	67.62	07/08/2015	
Total 130471:				67.62	67.62		
CRISIS INTERVENTION SERVICE							
3290							
	061515	COMMUNITY FUNDING ALLOCA	06/15/2015	825.00	825.00	07/08/2015	
Total 3290:				825.00	825.00		
CROSBY, JEFF							
130488							
	070115	CONCERTS IN THE PARK JULY	07/01/2015	1,000.00	1,000.00	07/08/2015	
Total 130488:				1,000.00	1,000.00		
DEPT OF FAMILY SERVICES							
125899							
	0233	BACKGROUND CHECKS - REC	05/31/2015	120.00	120.00	07/08/2015	
Total 125899:				120.00	120.00		
DW ELECTRIC							
129940							
	10632	WEST LIFT STATION	06/01/2015	200.50	200.50	07/08/2015	
Total 129940:				200.50	200.50		
ENERGY WEST							
2630							
	061715	UTILITIES	06/17/2015	256.23	256.23	07/08/2015	
	061715	UTILITIES	06/17/2015	22.60	22.60	07/08/2015	
	061915	UTILITIES	06/19/2015	55.52	55.52	07/08/2015	
	062015-005A	JENNI LANE	06/18/2015	742.79	742.79	07/08/2015	
Total 2630:				1,077.14	1,077.14		
ENGINEERING ASSOCIATES							
4140							
	061015	BAC T TESTS	06/10/2015	25.00	25.00	07/08/2015	
	062215	BAC T TESTS - 9TH & RUMSEY	06/22/2015	25.00	25.00	07/08/2015	
Total 4140:				50.00	50.00		
FEGEL, MATTHEW J							
130490							
	070115	CONCERTS IN THE PARK JULY	07/01/2015	996.00	996.00	07/08/2015	
Total 130490:				996.00	996.00		
FRIEDMAN, MATHTHEW &/OR TAMMY							
130472							
	6027027	REFUND UTILITY DEPOSIT	06/12/2015	244.37	244.37	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 130472:				244.37	244.37		
GLOBAL HEALTH & EDUCATION FOUNDATION							
130481							
	16142211	REFUND UTILITY DEPOSIT	06/19/2015	218.35	218.35	07/08/2015	
Total 130481:				218.35	218.35		
GRADIENT MOUNTAIN SPORTS LLC							
125249							
	062315	KAYAKING INSTRUCTOR	06/23/2015	320.00	320.00	07/08/2015	
Total 125249:				320.00	320.00		
HARRIS TRUCKING & CONST. CO							
4780							
	126338	ASPHALT	06/10/2015	1,723.91	1,723.91	07/08/2015	
	126338	ASPHALT	06/10/2015	91,513.29	91,513.29	07/08/2015	
	126341	ASPHALT	06/11/2015	7,128.13	7,128.13	07/08/2015	
Total 4780:				100,365.33	100,365.33		
HOUSEL LAW FIRM, LLC							
127605							
	062415	MUNICIPAL COURT JUDGE 3/10	06/24/2015	69.00	69.00	07/08/2015	
Total 127605:				69.00	69.00		
JENSEN PLUMBING							
129455							
	6762	REPAIRS TO TOILETS - REC CE	05/19/2015	78.73	78.73	07/08/2015	
Total 129455:				78.73	78.73		
KELSEY, RYAN							
130484							
	10039031	REFUND UTILITY DEPOSIT	06/08/2015	120.52	120.52	07/08/2015	
Total 130484:				120.52	120.52		
KRISJANSONS & MILES PC							
129971							
	061015	PROFESSIONAL FEES	06/10/2015	323.80	323.80	07/08/2015	
Total 129971:				323.80	323.80		
LARSON, MICHELLE L							
130474							
	370696	REC CENTER REFUND	06/15/2015	45.00	45.00	07/08/2015	
Total 130474:				45.00	45.00		
MICRO-COMM. INC.							
6635							
	0037972-IN	WEST LIFT STATION	06/03/2015	1,209.00	1,209.00	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 6635:				1,209.00	1,209.00		
NESBIT, MAUREEN							
130486							
	14417024	REFUND UTILITY DEPOSIT	06/25/2014	200.00	200.00	07/08/2015	
Total 130486:				200.00	200.00		
OBLOCK, PAUL							
130482							
	17053611	REFUND UTILITY DEPOSIT	06/19/2015	46.21	46.21	07/08/2015	
Total 130482:				46.21	46.21		
OFFICE SHOP, THE							
7440							
	13576	COPIER CONTRACT - CITY HAL	06/08/2015	937.53	937.53	07/08/2015	
	13577	COPIER CONTRACT - REC CEN	06/08/2015	2,328.28	2,328.28	07/08/2015	
	13578	COPIER CONTRACT - ENG	06/08/2015	175.36	175.36	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.70	40.70	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.70	40.70	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.71	40.71	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.71	40.71	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.71	40.71	07/08/2015	
	13579	COPIER CONTRACT - SHOP	06/08/2015	40.71	40.71	07/08/2015	
	13580	COPIER CONTRACT - PD	06/08/2015	964.49	964.49	07/08/2015	
Total 7440:				4,649.90	4,649.90		
OLIVE GLENN GOLF & CC							
7450							
	061915	COMMUNITY FUNDING ALLOCA	06/19/2015	4,127.29	4,127.29	07/08/2015	
Total 7450:				4,127.29	4,127.29		
PARDUBA, RON							
127550							
	38336	REIMBURSE FOR RX SUNGLAS	06/26/2015	100.00	100.00	07/08/2015	
Total 127550:				100.00	100.00		
PARK COUNTY PUBLIC HEALTH							
7720							
	1177	HEP B VACCINE	06/10/2015	80.00	80.00	07/08/2015	
Total 7720:				80.00	80.00		
PAVEMENT MAINTENANCE INC							
7825							
	15-94	HANDICAP STRIPES (11)	06/13/2015	3,927.82	3,927.82	07/08/2015	
Total 7825:				3,927.82	3,927.82		
PENDLEY, GREG							
7856							
	070115	CONCERTS IN THE PARK, AUG	07/01/2015	600.00	600.00	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 7856:				600.00	600.00		
PITNEY BOWES INC							
126886							
	8683311-JN15	POSTAGE MACHINE RENTAL	06/13/2015	616.38	616.38	07/08/2015	
Total 126886:				616.38	616.38		
POLLMILLER, SHANNON							
130483							
	9151042	REFUND UTILITY DEPOSIT	06/22/2015	146.00	146.00	07/08/2015	
Total 130483:				146.00	146.00		
Q & A TALENT INC							
130487							
	070115	CONCERTS IN THE PARK JULY	07/01/2015	999.99	999.99	07/08/2015	
Total 130487:				999.99	999.99		
QUALITY ASPHALT PAVING, INC							
125010							
	01452	PATCHING ASPHALT	05/27/2015	675.00	675.00	07/08/2015	
	1452	PAVE 26TH & 24TH STREETS	05/27/2015	5,832.75	5,832.75	07/08/2015	
	1454	PAVE WYOMING AVE	06/11/2015	12,000.00	12,000.00	07/08/2015	
Total 125010:				18,507.75	18,507.75		
RITT, DAWSON J							
130346							
	321-1	TOBACCO COMPLIANCE CHEC	06/08/2015	130.00	130.00	07/08/2015	
Total 130346:				130.00	130.00		
ROBERTS, JOHN J							
130489							
	070115	CONCERTS IN THE PARK, AUG	07/01/2015	659.01	659.01	07/08/2015	
	070115	CONCERTS IN THE PARK, AUG	07/01/2015	340.99	340.99	07/08/2015	
Total 130489:				1,000.00	1,000.00		
ROBERTS, TIMOTHY AND/OR							
130475							
	7085014	REFUND UTILITY DEPOSIT	06/08/2015	69.62	69.62	07/08/2015	
Total 130475:				69.62	69.62		
ROCKY MOUNTAIN POWER							
7570							
	061715	UTILITIES	06/17/2015	36.21	36.21	07/08/2015	
	061715	UTILITIES	06/17/2015	267.99	267.99	07/08/2015	
	062415	UTILITIES	06/24/2015	200.01	200.01	07/08/2015	
	062415	UTILITIES	06/24/2015	257.68	257.68	07/08/2015	
Total 7570:				761.89	761.89		

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
RUDOLPH, JEFFERY 130485							
	062415	WITNESS FEES MC-1504-037	06/24/2015	5.00	5.00	07/08/2015	
Total 130485:				5.00	5.00		
SCHLAPPI, THERESA 130260							
	9154038	REFUND UTILITY DEPOSIT	06/15/2015	37.82	37.82	07/08/2015	
Total 130260:				37.82	37.82		
SCHMIDT, HEIDI JO 130476							
	061115	WITNESS FEES FOR MC-1503-0	06/11/2015	5.00	5.00	07/08/2015	
Total 130476:				5.00	5.00		
SCHMIDT, JERI 130477							
	13154444	REFUND UTILITY DEPOSIT	06/16/2015	86.35	86.35	07/08/2015	
Total 130477:				86.35	86.35		
SCREEN DOOR PORCH LLC 129459							
	070115	CONCERTS IN THE PARK, JULY	07/01/2015	1,000.00	1,000.00	07/08/2015	
Total 129459:				1,000.00	1,000.00		
SITZ III, ALEX H. 129379							
	062215	PROFESSIONAL FEES	06/22/2015	426.05	426.05	07/08/2015	
Total 129379:				426.05	426.05		
TALLIS, MIKE 130478							
	12066029	REFUND UTILITY DEPOSIT	06/16/2015	114.10	114.10	07/08/2015	
Total 130478:				114.10	114.10		
THOMPSON, REBECCA 130479							
	15068033	REFUND UTILITY DEPOSIT	06/10/2015	167.76	167.76	07/08/2015	
Total 130479:				167.76	167.76		
TRAVELERS CL REMITTANCE CENTER 130089							
	1072D1153.	INSURED PROPERTY CHANGE	06/11/2015	101.00	101.00	07/08/2015	
Total 130089:				101.00	101.00		
TROXEL, JEFFREY C 9985							
	070115	CONCERTS IN THE PARK, AUG	07/01/2015	700.00	700.00	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 9985:				700.00	700.00		
US POSTMASTER 129112							
	6172015	2 MONTHS POSTAGE FOR UTIL	06/17/2015	3,700.00	3,700.00	07/08/2015	
Total 129112:				3,700.00	3,700.00		
UW SWIM CAMP 130480							
	061015	UW SWIM CAMP	06/10/2015	1,680.00	1,680.00	07/08/2015	
Total 130480:				1,680.00	1,680.00		
V F W CLUB 10150							
	062515	FLAX 5 X 8	06/25/2015	90.00	90.00	07/08/2015	
Total 10150:				90.00	90.00		
VAN PHAM, THANH 126299							
	061115	WITNESS FEES MC-1505-007	06/11/2015	5.00	5.00	07/08/2015	
Total 126299:				5.00	5.00		
VERMONT SYSTEMS 12300							
	047146	REC TRAC SUPPORT	06/01/2015	3,353.62	3,353.62	07/08/2015	
Total 12300:				3,353.62	3,353.62		
WATCO POOLS 10370							
	19306	POOL CHEMICALS	05/27/2015	2,015.24	2,015.24	07/08/2015	
Total 10370:				2,015.24	2,015.24		
WEST PARK HOSPITAL 10500							
	060215	BLOOD DRAW - CASE 15-641, 1	06/02/2015	345.30	345.30	07/08/2015	
	A02194017	BLOOD DRAW CASE 156-819	06/19/2015	745.15	745.15	07/08/2015	
Total 10500:				1,090.45	1,090.45		
WYOMING FIRE SAFETY 10830							
	062215	FIRE EXT MAINT. - ADMIN	06/22/2015	6.00	6.00	07/08/2015	
	062215	FIRE EXT MAINT. - PD	06/22/2015	105.00	105.00	07/08/2015	
	062215	FIRE EXT MAINT. - PARKS	06/22/2015	165.00	165.00	07/08/2015	
	062215	FIRE EXT MAINT. - FAC. MAINT.	06/22/2015	388.00	388.00	07/08/2015	
	062215	FIRE EXT MAINT. - COMM DEV	06/22/2015	25.00	25.00	07/08/2015	
	062215	FIRE EXT MAINT. - STREETS	06/22/2015	348.00	348.00	07/08/2015	
	062215	FIRE EXT MAINT. - VM	06/22/2015	51.00	51.00	07/08/2015	
	062215	FIRE EXT MAINT. - SANITATION	06/22/2015	218.00	218.00	07/08/2015	
	062215	FIRE EXT MAINT. - WATER	06/22/2015	145.00	145.00	07/08/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	062215	FIRE EXT MAINT. - WASTE WAT	06/22/2015	145.00	145.00	07/08/2015	
	062215	FIRE EXT MAINT. - EL	06/22/2015	201.00	201.00	07/08/2015	
Total 10830:				1,797.00	1,797.00		
Grand Totals:				330,026.69	329,974.31		

PAYROLL TOTALS: \$245,667.77 & \$255,031.74

TOTAL \$830,673.82

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

MEETING DATE:	JULY 7, 2015
DEPARTMENT:	CITY PLANNER
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT
The Preliminary and Final Plats of the 2nd Amended Plat of Lot 3
Saddle String Subdivision

ACTIONS TO BE TAKEN

Approve the preliminary and final plats of a 2-lot county subdivision.

SUMMARY

James and Linda Davis, as owners of 16 Saddle String Drive, have submitted an application to divide their 6.2 acre lot into a 2.6 acre lot and a 3.6 acre lot. The property is off of the Meeteetse Highway (Hwy 120) and outside of the City limits, but within the one-mile area of joint subdivision review. The subdivision requires approval by both the county and the city pursuant to state and city code. County review is in process. Copies of the sketch plan and subdivision plat are attached.

The property is not within an “annexation area” identified in the master plan, and therefore not located in an area that the City is likely to annex. Because of this, only County development standards are proposed to be applied to the subdivision. Variances to City development standards are requested. No City utilities or services are provided in the area of the subdivision.

The report to the Planning and Zoning Board is attached and contains a more detailed analysis.

RECOMMENDATION:

The Planning and Zoning Board recommends that the City Council approve the 2-lot subdivision with the following variances and conditions of approval:

Variances:

- A. From all City street improvement requirements—the existing access easements and gravel roads (Saddle String Drive and Ginger Lane) are determined adequate.
- B. From the alley requirement.
- C. From the agreement for future annexation (Section 11-2-3(B) of City Code).

Conditions of Approval:

- 1. Comply with applicable County requirements.
- 2. Note the variances granted on the final plat.
- 3. Prior to the Mayor signing the final plat:
 - A. Provide any additional utility easement(s) as required by the utility providers (i.e. CenturyLink easement to Lot 3).

AGENDA ITEM NO. _____

- B. Install stop signs on each of the gravel roads to WYDOT standards, unless determined unnecessary by WYDOT and the County engineer.

ATTACHMENTS:

Sketch Plan, Preliminary Plat and Final Plat

AGENDA & SUMMARY REPORT TO:

Rob Overfield, EA Engineers

James & Linda Davis

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	JUNE 23, 2015	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	PRELIMINARY AND FINAL PLAT OF 2 ND AMENDED PLAT OF LOT 3 SADDLE STRING SUBDIVISION. A 2-LOT COUNTY SUBDIVISION. SUB 2015-02	RECOMMENDATION TO COUNCIL:	X
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

BACKGROUND:

James and Linda Davis, as owners of 16 Saddle String Drive, have submitted an application to divide their 6.2 acre lot into a 2.6 acre lot and a 3.6 acre lot. The property is outside of the city limits, but within the one-mile area of joint subdivision review. The subdivision requires approval by both the county and the city pursuant to state and city code. County review is in process. The sketch plan and preliminary plat were considered by the County Planning Commission on June 16, 2015, and were recommended for approval by the County Commission as presented. The final plat has not had any County review.

As shown on the sketch plan, the north lot (3A) contains buildings, which are an existing residence, shop and trading business. The south lot contains a warehouse/shop. Both lots are presently connected to Rocky Mountain Power, Energy West natural gas, have individual water taps from Northwest Rural Water, and have existing septic tank permits. The north lot has shares of Cody Canal irrigation and an operating system, while the south lot will not have any Cody Canal water. CenturyLink telecommunications has a service box on the property that both lots could connect to, although an easement is needed from the box to Lot 3B. No City utilities exist in the area of this subdivision.

Access to the north lot is via Saddle String Drive, a private gravel road that is well maintained, but only 16 feet wide. The responsibility for maintenance of Saddle String Drive is noted on that plat and in the covenants for the subdivision, although it does not appear that the homeowners association has ever formally incorporated. Access to the south lot is via Ginger Lane, a 20-foot wide private gravel road that is also well maintained. Responsibility for maintenance of Ginger Lane is noted on the plats, although no document establishing maintenance association has been recorded. Both Saddle String Drive and Ginger Lane have informal turn-around areas sufficient to accommodate emergency vehicles. It is noted that neither road has a stop sign where they meet Highway 120. As they are named roads serving multiple lots, stop signs

should probably be installed. The County Engineer and WYDOT are discussing the situation, but no determination has been made as of the time of this staff report.

Cody Master Plan:

The property is not within an identified "potential annexation area", as established by the Cody Master Plan. Effectively this means that the City does not intend to pursue annexation of this area. Therefore, County subdivision standards should be deemed sufficient for development of the property. If the Board and Council agree with this position, it is noted that several variances to the City subdivision standards will be needed, since by default the subdivision would be subject to full compliance with City standards.

SUBDIVISION REGULATIONS

No subdivision improvements are proposed by the applicant.

Applicable subdivision ordinance standards are as follows. Staff comments follow each standard. When a variance from the standard is involved, it is noted.

11-4-2: STREETS, ALLEYS AND EASEMENTS:

A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.

Staff Comment- No new public streets are proposed.

B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.

Staff Comment- No master planned streets cross this property.

Items C through O are standards that relate to construction of new public streets and are not applicable to this project as proposed or recommended.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20'), unless extreme conditions preclude the feasibility of alleys. ...

Staff Comment: The applicant requests a variance from the alley requirement. Alleys are typically for utility and garbage collection on small lots, which is not the case here.

Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B of this title by the planning, zoning and board, and the city council. All waivers of curb, gutter and sidewalks shall require acknowledgment by the

developer on the final plat that future improvement districts for the development of curb, gutter and sidewalks shall be supported by future owners of the lots and be so noted on the final plat. The developer shall be responsible for demonstrating to the city that the grades and location of the proposed improvements shall be compatible with all future development in the area.

Staff Comment: The County permits private gravel roads. A variance to the city street standard is requested.

R. Street Cross Section: The minimum typical street cross section for each type of street shall be as shown on the master street plan. Details of the city standards for typical paving, curb, gutter, sidewalk, alley aprons and valley gutter sections may be obtained from the city engineer.

Staff Comment: A variance is requested to permit the existing gravel private roads to be used.

T. Drainage: ... Minor subdivisions shall be exempt from this requirement.

Staff Comment: The City would classify this as a minor subdivision, which is exempt from this requirement.

U. Lot Requirements: All lots within a proposed subdivision will meet the following requirements:

- 1. Lots shall be sized to meet the requirements of the appropriate zoning.*
- 2. Every lot shall abut upon or have access to an approved street or an approved cul-de-sac.*
- 3. Side lot lines shall be at approximate right angles to the street line on which the lot faces.*
- 4. Strip lots established with the intent of restricting access to streets or alleys will be prohibited.*

Staff Comment: Items 1, 3 and 4 are met. Item 2 is not met, as under the City standards an approved street would mean a publicly maintained paved road. A variance to the standard is requested.

OTHER:

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards. Applicable standards are listed below.

1. Fire Hydrants: Fire hydrants shall be installed at intervals not to exceed five hundred feet (500') between hydrants and provided with standard hose connections as specified by the fire department.

Staff Comment: The northwest rural water system does not include fire hydrants in the area of these lots. However, a buried fire storage tank exists just west of Lot 3B. The buried fire storage tank serves as fire protection for the adjacent subdivision and Lot 3B.

N. Public Use Areas: ...

Staff Comment: Minor subdivisions are exempt from this requirement.

OTHER:

1. The applicant indicates that the south lot will not have Cody Canal water, although the paperwork to accomplish this may still need to be completed.
2. The requirement in the subdivision code relating to an agreement to annex has been discussed in the last few County subdivisions. Council has waived the requirement in those situations and staff presumes they will do so again here, since the property is not contiguous to the city limits, and is not in an identified "potential annexation area".

RECOMMENDED ACTIONS:

A list of conditions has been prepared, based on several variances being granted. If any of the requested variances are not granted, additional conditions will be needed.

The following variances are requested and recommended.

Variances:

- A. From all City street improvement requirements—the existing access easements and gravel roads are determined adequate.
- B. From the alley requirement.
- C. From the agreement for future annexation (Section 11-2-3(B) of City Code).

Recommended Conditions of Approval:

1. Comply with applicable County requirements.
2. Note the variances granted on the final plat.
3. Prior to the Mayor signing the final plat:
 - A. Provide any additional utility easements as required by the utility providers (i.e. CenturyLink easement to Lot 3).
 - B. Install stop signs on each of the gravel roads to WYDOT standards, unless determined unnecessary by WYDOT and the County engineer.

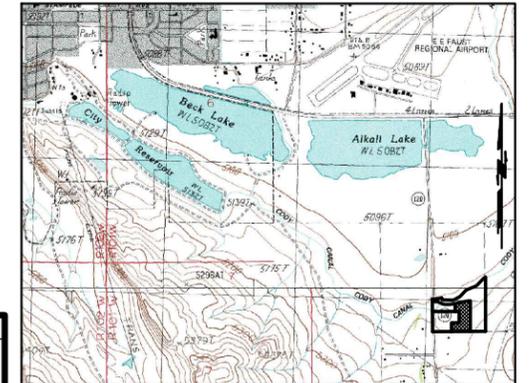
RECOMMENDED MOTION:

Recommend that the City Council approve the requested variances and approve the preliminary and final plats of the 2nd Amended Plat of Lot 3 of the Saddle String Subdivision subject to the conditions noted in the staff report.

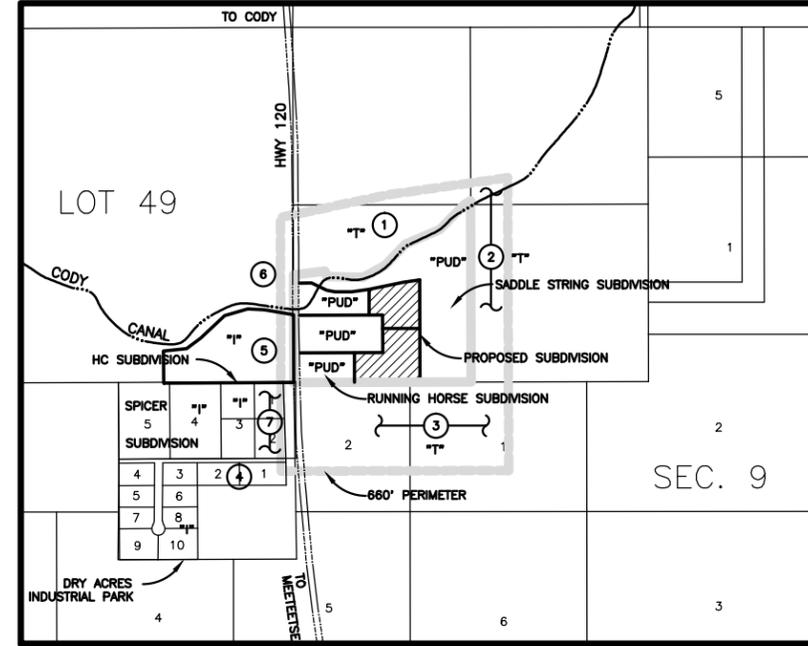
ATTACHMENTS:

Sketch Plan, Preliminary and Final Plats

H:\PLANNING DEPARTMENT\FILE REVIEWS\MAJOR-MINOR SUBDIVISION\2015\SUB 2015-02 LOT 3 SADDLE STRING SUB\STAFF RPT TO PC 2ND AMENDED PLAT SADDLE
STRING SUBDIVISION.DOCX



VICINITY MAP
SCALE (FT)
ORIGINAL SCALE: 1" = 2000'



ZONING: "T" - TRANSITIONAL; "I" - INDUSTRIAL; "PUD" - PLANNED UNIT DEVELOPMENT

LANDOWNER MAP
SCALE (FT)
ORIGINAL SCALE: 1" = 600'

LANDOWNER KEY

- ① ROBERTS, PAUL D., 2630 HIGHWAY 120, CODY, WY 82414
- ② FOUNDATION OF EPISCOPAL DIOCESE OF WYO, 123 S. DURBIN, CASPER, WY 82901
- ③ PARK COUNTY, 1002 SHERIDAN AVENUE, CODY, WY 82414
- ④ QUALITY SALES, INC., P.O. BOX 2134, CODY, WY 82414
- ⑤ MORGAN, LEROY REVOCABLE TRUST, 2635 BIG HORN AVE., CODY, WY 82414
- ⑥ SCHALLER, JOHN M., 604 DATE STREET, CODY, WY 82414
- ⑦ FITZSIMMONS PROPERTIES, LLC., 1614 CEDAR VIEW DRIVE, CODY, WY 82414

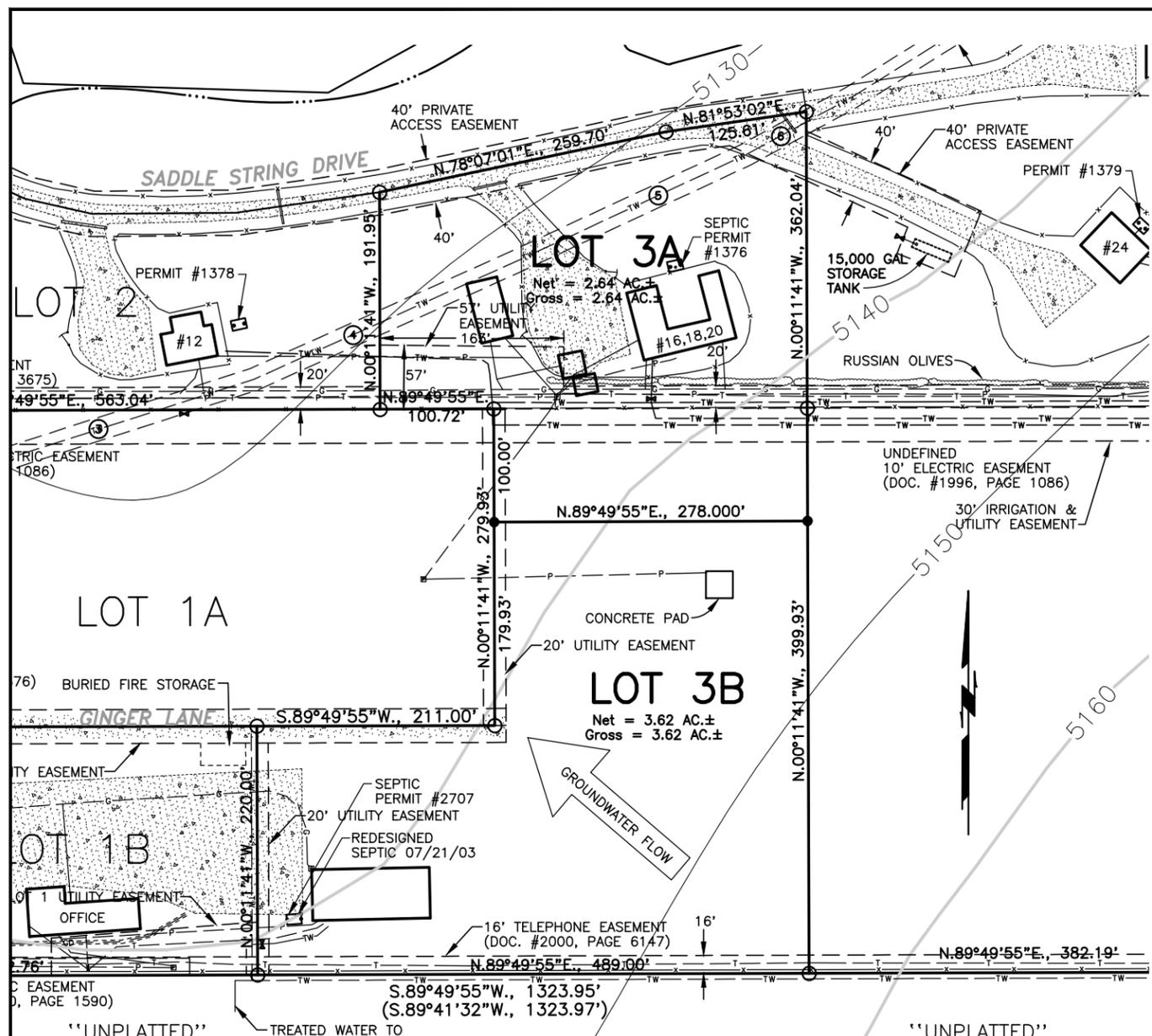
SKETCH PLAN FOR 2ND AMENDED PLAT OF LOT 3 SADDLE STRING SUBDIVISION (OLSON PUD #67)

- Located In -
Lot 50
RESURVEY T.52N., R.101W., 6TH P.M.,
PARK COUNTY, WYOMING
- Prepared By -

PREPARED BY: **ENGINEERING ASSOCIATES CONSULTING ENGINEERS & SURVEYORS**
P.O. BOX 1800
CODY, WYOMING 82414



JOB NO. 15093.00 F.B. NO. 553
MAY 9, 2015 ACAD15093b.ase.dwg
SHEET 1 OF 1



SCALE (FT)
ORIGINAL SCALE: 1" = 60'

LEGEND

- FOUND BRASS CAP.
- FOUND 2" DIA. ALUMINUM CAP ON 5/8" STEEL BAR UNLESS OTHERWISE NOTED.
- SET 2" DIA. ALUMINUM CAP ON 5/8" STEEL BAR.
- (S.89°51'W., 434.07') RECORD DIMENSIONS
- S.89°51'W., 434.07' MEASURED DIMENSIONS
- CODY CANAL
- BURIED POWER
- BURIED TELEPHONE
- ROBERTS WELL SUPPLY
- TREATED WATER NRIWD
- BURIED GAS
- CULVERT
- ← DRAINAGE ARROW
- HIGHWAY RIGHT OF WAY
- SEPTIC TANK
- FENCE
- RIGHT OF WAY FENCE
- RUSSIAN OLIVES
- GRAVEL SURFACE
- EDGE OF ASPHALT PAVEMENT
- GROUND DRAIN

AREA SUMMARY

LOT 3A	2.64 ACRES	114838 S.F.
LOT 3B	3.62 ACRES	157601 S.F.

NOTES
1.) AREAS ARE BASED ON GROSS SQUARE FOOTAGE.

LOT 1 UTILITY EASEMENT

COURSE	MEASURED	NOTE
①	S.89°49'55"W., 183.00'	
②	N.00°11'41"W., 33.00'	
③	N.89°32'25"E., 183.51'	
④	S.00°11'41"E., 48.72'	

LOTS 3 & 4 EASEMENT

COURSE	MEASURED	NOTE
①	S.00°11'41"E., 16.92'	TIE NE COR. LOT 3 TO EDGE EASEMENT
②	S.65°23'07"E., 170.67'	ALONG EDGE
③	S.22°13'52"W., 62.63'	AROUND TANK
④	N.67°48'08"W., 55.00'	AROUND TANK
⑤	N.22°13'52"E., 24.89'	AROUND TANK
⑥	N.89°23'07"W., 98.80'	BACK TO LOT 3
⑦	N.65°23'07"W., 74.73'	BACK TO 40' DRIVE EASEMENT

NO PUBLIC OR CENTRAL SEWAGE DISPOSAL SYSTEM PROPOSED. DOMESTIC WATER TO BE PROVIDED BY THE NORTHWEST RURAL WATER DISTRICT SYSTEM. NO RIPARIAN RIGHTS. NO MAINTENANCE OF STREETS OR ROADS.

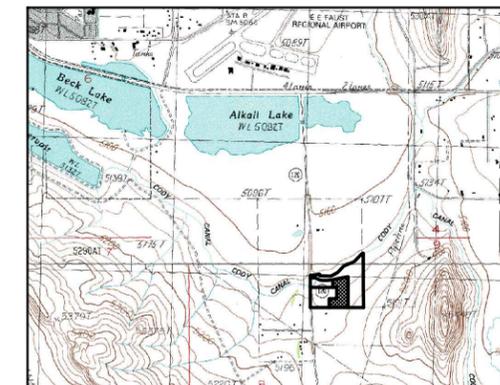
ROBERTS WELL SUPPLY EASEMENT

CENTERLINE COURSE	MEASURED	NOTE
①	N.00°11'41"W., 367.68'	TIE SW COR. LOT 50
②	N.67°29'50"E., 184.55'	
③	N.72°13'52"E., 294.25'	
④	N.65°50'14"E., 254.78'	
⑤	N.65°09'03"E., 224.47'	
⑥	N.61°34'47"E., 105.74'	
⑦	N.58°05'36"E., 403.79'	
⑧	N.00°08'55"W., 362.57'	TIE NE COR. LOT 4

LEGEND

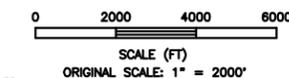
- SET 2" DIA. ALUMINUM CAP MONUMENT
- FOUND ALUMINUM CAP MONUMENT
- ⊙ FOUND BRASS CAP MONUMENT
- FOUND HIGHWAY R.O.W MONUMENT
- SUBDIVISION BOUNDARY
- HIGHWAY BOUNDARY
- - - EASEMENT
- (N.00°24'15"E., 1327.30')
- RECORD DIMENSIONS SHOWN THUS

Township 52 North Range 101 West Lot 45 & Lot 46



SUBJECT PARCEL OF LAND.

VICINITY MAP



NOTES

- BASIS OF BEARING is S.89°49'55"W along the south line of Lot 50.
- Total Recorded Area = 6.28± Acres; Total Measured Area = 6.28± Acres.
- Access to Lot 3A is named SADDLE STRING DRIVE for addressing purposes only. No public dedicated right-of-way is provided.
- Access to Lot 3B is named through 30.00 foot access and utility easement recorded on "Amended Plat of Lots 1 & 3, Saddle String Subdivision", Document No. 2004-7529, Cabinet G at page 191. This access is named Ginger Lane for addressing purposes only.

AGREEMENT AND APPROVAL

In consideration of the Park County Board of County Commissioners' determination of this division of land as a "subdivision" and "subdivided land" as noted herein:

We hereby waive all claims against Park County for damage or loss to our persons and/or property which may be caused by such determination, and we hereby agree to hold harmless, indemnify, and defend Park County in any action which may arise in connection with any and all errors, omissions or mistakes in this land survey plat and/or other information which we have submitted in connection with this request.

We hereby further acknowledge and state under oath that we are the legal owners of the property described herein.

We hereby further agree that this plat when recorded in the Office of the Park County Clerk and Recorder establishes vested property rights.

We hereby agree to abide by the conditions and stipulations contained herein.

In witness whereof, the said owners, James Timothy Davis and Linda Turner Davis have caused their names hereon to be subscribed this _____ day of _____, 20____.

James Timothy Davis Linda Turner Davis

STATE OF WYOMING }
COUNTY OF PARK } SS

The foregoing Owner's Certificate was acknowledged before me by James Timothy Davis and Linda Turner Davis this _____ day of _____, 20____.

Witness my hand and official seal.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF PARK } SS

I, Lyle J. Casciato, of Engineering Associates, a duly registered land surveyor in the State of Wyoming, do hereby certify as follows:

On April 29, 2015, the 2ND Amended Plat of Lot 3, Saddle String Subdivision shown hereon was surveyed by others under my direction. The land surveyed is correctly described in the Owner's Certificate of Dedication and the subdivision thereon is correctly shown on this plat which is drawn to the scale indicated. I am familiar with the Park County subdivision regulations and believe this subdivision complies with them in every respect.

LYLE J. CASCIATO, LS 12800

RECORDER'S ACCEPTANCE

This plat was accepted for filing in the office of the Park County Clerk and Recorder on this _____ Day of _____, 2015, and filed for record at _____ M. under document number _____ in plot cabinet _____ at page _____.

Park County Clerk and Recorder By: Deputy County Clerk

PRELIMINARY & FINAL PLAT - 2ND AMENDED PLAT - OF LOT 3 SADDLE STRING SUBDIVISION (OLSON PUD #67)

- Located In -

Lot 50
RESURVEY T.52N., R.101W., 6TH P.M.,
PARK COUNTY, WYOMING

- Prepared By -

PREPARED BY: **ENGINEERING ASSOCIATES CONSULTING ENGINEERS & SURVEYORS**
P.O. BOX 1800
CODY, WYOMING 82414



JOB NO. 15093.00 F.B. NO. 553
05/22/15 REV. 15093\15093base
SHEET 1 OF 1

SUBDIVISION PLATTING CONDITIONS

- RIGHT-OF-WAY.** The right-of-way for ingress and egress for service and emergency vehicles is granted over, across, on, and through any and all private roads and drives now or hereinafter established.
- EROSION CONTROL.** All soils exposed by excavation or construction shall be revegetated by the end of the first full growing season following such construction including the construction of roads, driveways, and buildings to prevent soil erosion. All side slopes and banks shall be constructed to maintain a slope not steeper than 1:1 (one and one-half units of horizontal length to one unit of vertical length).
- COUNTY, STATE AND OTHER REGULATIONS.** To the extent that applicable county or other governmental regulations, rules, or laws are more restrictive than the paragraphs herein contained, such applicable regulations shall supersede and govern at all times.
- ROADS AND SIGNAGE.** All signage, both construction and final, shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). All roads shall be constructed in compliance with the Park County Subdivision Regulations and any design specifications included herein.
- RESTRICTIONS RUN WITH THE LAND.** The restrictions herein set forth are binding upon all owners and respective successors-in-interest and run with the land.
- REVISION AND/OR AMENDMENT.** The conditions, restrictions, stipulations, agreements, and covenants herein shall not be waived, abandoned, terminated, nor amended except by unanimous written consent of the property owners, and consent of the Board of County Commissioners.
- ENFORCEMENT.** In case of any violation of the provisions hereon, the Board of County Commissioners may, in addition to other remedies at law, including an action for damages, have such violations enjoined or, in the case of the erection or maintenance of any building, structure, or thing in violation of any of the provisions hereof, may have such building, structure, or thing removed by proper legal procedure. Inaction by the Board of County Commissioners to perfect and enforce their rights shall not be deemed a waiver of the right of enforcement of same, even though such inaction may be of long duration.
- SALE OF LOTS OR SUBDIVISION IMPROVEMENTS AGREEMENT.** No lots, parcels, or other units of land shall be conveyed until and unless: a) all roads, irrigation, and other required improvements have been completed and the Park County Board of Commissioners has authorized said conveyance by recorded letter of approval to convey land within the subdivision, or b) a performance bond, letter of credit, or other sufficient financial commitment to assure that all of the facilities proposed shall be in fact completed as proposed.
- VACATION.** This subdivision may be vacated or partially vacated pursuant to applicable State law or County rules and regulations.
- FEE-PAYING MEMBERSHIP IN A PROPERTY OWNERS ASSOCIATION.** Fee-paying membership in a property owners' or homeowners' association, district, or other common entity shall be required of all lot purchasers. Further, there shall be provisions in the documents setting up said association, district, other entity which shall assure payment of fees in an amount which is adequate to accomplish the maintenance of common roads and facilities in a safe manner. Such association, district or other common entity shall be empowered, authorized, and required to perform such maintenance.
- DRAINAGE.** Runoff from the area after construction shall not exceed the level of runoff which occurred prior to construction. Any runoff in excess of pre-construction levels shall be detained on-site and infiltrated or evaporated.
- DUST.** Dust shall be mitigated during and after construction. In all cases, best management practices established by the Department of Environmental Quality shall be used to reduce or eliminate any impact to adjacent properties from dust.
- SEVERABILITY.** Invalidation of any of these restrictions or agreements by judgement or court order shall in no way affect any of the other provisions hereof, which shall remain in full force and effect.
- UTILITIES.** Utilities shall have the right to install, maintain, and operate their equipment above and below ground and all other related facilities within the Public Utility Easements (PUE) identified on this plat map as may be necessary or desirable in providing electric service within and without the lots identified herein, including the right of access to such facilities and the right to require removal of any obstructions including structures, trees and vegetation that may be placed within the PUE. The utility may require the lot owner to remove all structures within the PUE at the lot owner's expense, or the utility may remove such structures at the lot owner's expense. At no time may any permanent structures be placed within the PUE or any other obstruction which interferes with the use of the PUE without the prior written approval of the utilities with facilities in the PUE.

CERTIFICATE OF DEDICATION

Know all persons by these presents: That James Timothy Davis and Linda Turner Davis, being the owners of the land described as follows:

Lot 3 of Amended Plat of Lots 1 & 3, Saddle String Subdivision, (Olson PUD #67) do dedicate those portions shown hereon to the 2ND Amended Plat of Lot 3, Saddle String Subdivision, subject to all patents, easements, rights-of-ways, reservations, zoning restrictions, covenants and any other matter of public record or otherwise established; all assessments and subsequently assessed taxes, located in Park County, Wyoming, under the name and style of 2ND Amended Plat of Lot 3, Saddle String Subdivision and have laid out, platted and subdivided same as shown on this plat.

The above subdivision as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owner and proprietor.

Agreement and Approval:

In consideration of the Board of Park County Commissioners' determination of this division of land as a "subdivision" and "subdivided land" as noted herein:

We hereby waive all claims against Park County for damage or loss to our persons and/or property which may be caused by such determination, and we hereby agree to hold harmless, indemnify, and defend Park County in any action which may arise in connection with any and all errors, omissions or mistakes in this land survey plat and/or other information which we have submitted in connection with this request.

We hereby further acknowledge and state under oath that we are the legal owners of the property described herein.

We hereby further agree that this plat when recorded in the office of the Park County Clerk and Recorder establishes vested property rights.

We hereby agree to abide by the conditions and stipulations contained herein.

In witness whereof, the said owners, James Timothy Davis and Linda Turner Davis, have caused their names hereon to be subscribed this _____ day of _____, 20____.

James Timothy Davis Linda Turner Davis

STATE OF WYOMING }
COUNTY OF PARK } SS

THE FOREGOING OWNER'S CERTIFICATE WAS ACKNOWLEDGED BEFORE ME BY JAMES TIMOTHY DAVIS AND LINDA TURNER DAVIS.

THIS _____ DAY OF _____, 20____

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

BOARD OF COUNTY COMMISSIONERS APPROVAL & SUBDIVISION PERMIT

This plat is hereby approved and the subdivision permit granted by the Board of County Commissioners of Park County, Wyoming this _____ day of _____, 20____.

In witness whereof, I have hereunto set my hand this _____ day of _____, 20____.

Chairman-Park County Commissioners ATTEST: Park County Clerk DATE: _____

CITY OF CODY PLANNING & ZONING COMMISSION RECOMMENDATION

This plat was recommended for approval by the City Planning and Zoning Commission of Cody, Wyoming on the _____ Day of _____, 2015.

By: _____
Chairman

CITY OF CODY CITY COUNCIL APPROVAL

This plat was approved by the City Council of Cody, Wyoming on the _____ Day of _____, 2015.

By: Mayor Nancy Ho Brown ATTEST Administrative Services Office



ENGINEERING ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS

A Wyoming Corporation

May 26, 2015

Mr. Todd Stowell
Cody City Planner
P.O. Drawer 2200
Cody, WY 82414

RE: Combined Sketch Plan & Plat (minor subdivision) Variances for 2nd Amended Plat of Lot 3 Saddle String Subdivision in Park County, Wyoming

Dear Todd,

This is a proposed minor subdivision (lot split) prepared under the Park County Subdivision Rules and Regulations. As such, many of the City subdivision standards conflict or do not apply to this proposed development. Following our review of Chapter 4 of the City Municipal Code, the following variances are requested:

1. S.11-4-2.A – No alleys will be required.
2. S.11-4-2.G – Ginger Lane exists as a dead-end access easement with no cul-de-sac. There is adequate area for large vehicles to turn around at the end of this access.
3. S.11-4-2.G & H – Saddle String Drive exists as a dead-end private access drive with no cul-de-sac and is longer than 500 feet. There is adequate area for large vehicles to turn around at the end of this access.
4. S.11-4-2.K – Ginger Lane exists as a 30-foot access easement with 20-foot gravel surfacing. Saddle String Drive exists as a 40-foot private access easement with 16-foot gravel surfacing. These drives do not meet the minimum r.o.w. width requirement.
5. S.11-4-2.Q – Curb, gutter, walk, and pavement are not provided or proposed for Ginger Lane or Saddle String Drive.
6. S.11-4-2.R – Ginger Lane and Saddle String Drive do not meet the minimum typical cross-section for marginal streets.
7. S.11-4-2.U.2 – Proposed lots 3A and 3B do not abut streets meeting City standards.
8. S.11-4-2.V – No blocks are included in this minor subdivision.

These variance requests are provided for consideration as they relate to the proposed minor subdivision planned on Lot 3. Please let us know of any submittal deficiencies.

If you have any questions or concerns please feel free to contact me at 587-4911 or email me at robertov@eaengineers.com.

Sincerely,
ENGINEERING ASSOCIATES


Robert A. Overfield, PE
Project Manager

cc: 15093-sketchpln

P:\2015\15093 saddle string\city var1.doc

MEETING DATE: JULY 7, 2015
DEPARTMENT: PUBLIC WORKS
PREPARED BY: STEPHEN PAYNE, PE
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: STEPHEN W. PAYNE, PE

AGENDA ITEM SUMMARY REPORT PROFESSIONAL SERVICES CONTRACT

ACTION:

Staff requests that the Mayor and Council award an amendment to the professional services contract with Engineering Associates for the City of Cody sewer facilities and authorize the Mayor to sign the amended contract as presented.

SUMMARY:

On August 5, 2014 the Cody City Council awarded a professional services contract to Engineering Associates and authorized the Mayor to sign a professional services contract to cover the tasks as outlined in the attachment dated August 11, 2014.

As the project has moved forward and after consultation with staff members at the DEQ and EPA it has become apparent that the phasing originally developed by City staff based on the information available at the time, should be augmented. The amendment before the Council creates a substantial increase to the scope of work, task assignment and proposes to add approximately \$111,500 to the contract for services.

In the FY2012-2013 budget, the Council authorized the development of a Master Plan study of the sewer lagoons that was completed by Engineering Associates. The study outlined a Flow Diagram for anticipated work over the next several years. The diagram identified required improvements that are anticipated to cost \$8.5 million. Through time, consultation with the DEQ-LQD and the EPA, the estimate of required improvements has climbed to \$10.6 million. The project has been phased however, and this amendment is to complete and bid phase I improvements which are anticipated to cost about \$3.6 million.

FISCAL IMPACT

The Council authorized the expenditure in fiscal year 2014-2015 of \$139,000 to complete the above outlined design, plans and specifications. The original contract called for cost reimbursement for time and materials, but for a "Not to Exceed" amount of \$128,500. The amendment before the Council will bring the contract to a total of \$240,000.

ALTERNATIVES

Award an amendment to the professional services contract with Engineering Associates increasing the contract from \$128,500 to \$240,000.

RECOMMENDATION

Staff recommends that the Mayor and Council award an amendment to the professional services contract with Engineering Associates for the City of Cody sewer facilities and authorize the Mayor to sign the amended contract as presented.

ATTACHMENTS

Contract Amendment
Original Scope of Work
Proposed Scope of Work

AGENDA & SUMMARY REPORT TO:

Rob Overfield, PE – Engineering Associates

AGENDA ITEM NO. _____

This is **Appendix 2, Engineer's Services**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated **August 11, 2014**.

Engineer's Services

A. Engineer's Services under this Agreement are generally identified as follows:

Task 1 – Design – 1st Notice to Proceed (anticipated in September 2014)

1. Conduct initial meeting with City staff.
2. Contact Wyoming One-Call to request utility locates.
3. Collect field survey data including, topographical features, site features, and utility depth information.
4. Create plan and profile sheets from field data using City of Cody datum.
5. Review existing topography to determine limits of new embankment.
6. Provide design report summarizing 1) pipe materials, pipe flow capacity, and appurtenances for new influent line extension, 2) embankment material types, sources, and quantities, 3) extent of access road improvements, and 4) changes to existing electrical and communication cable.
7. Create construction drawings and specifications for influent piping, embankment, and utility changes and extensions associated with project construction, including details.
8. Prepare and submit DEQ permit application.
9. Prepare Project Manual, including City of Cody standard specifications and EJCDC front end documents.
10. Prepare Engineer's opinion of probable construction costs.
11. Provide RPR review of construction drawings and specifications.
12. Provide three (3) plan/specification sets to the City for review. Incorporate any modifications required by the City's review.
13. Conduct 10%, 50%, and 90% design review meetings with City staff.

No legal descriptions, exhibits, or other easement work is included in these services. It is assumed all work will be conducted on City property.

This is **Appendix 2, Engineer's Services**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated **June 10, 2015**.

Engineer's Services

A. Engineer's Services under this Agreement are generally identified as follows:

Task 1 – Design – Amdmt #1 Notice to Proceed (anticipated in July 2015)

1. Conduct initial meeting with City staff.
2. Contact Wyoming One-Call to request utility locates.
3. Collect field survey data including, topographical features, site features, and utility depth information.
4. Create additional plan and profile sheets from field data using City of Cody datum.
5. Review existing topography to determine limits of new embankment as required for pretreatment building design.
6. Provide design report summarizing 1) pipe materials, pipe flow capacity, and appurtenances for new influent line extension, 2) embankment material types, sources, and quantities, 3) extent of access road improvements, and 4) changes to existing electrical and communication cable.
7. Provide design report summarizing pretreatment building design.
8. Create construction drawings and specifications for influent piping, embankment, and utility changes and extensions associated with project construction, including details.
9. Create construction drawings and specifications for pretreatment building
10. Prepare and submit DEQ permit application.
11. Prepare Project Manual, including City of Cody standard specifications and EJCDC front end documents.
12. Prepare Engineer's opinion of probable construction costs.
13. Provide RPR review of construction drawings and specifications.
14. Provide three (3) plan/specification sets to the City for review. Incorporate any modifications required by the City's review.
15. Conduct 10%, 50%, and 90% design review meetings with City staff.

Task 2 – Bidding

1. Prepare advertisement for bids. (Publishing fees paid by City.)
2. Make construction drawings and project manual available to plan rooms and bidders.
3. Conduct bid administration, including conducting a pre-bid meeting and preparation of minutes. Prepare and distribute addenda as needed.
4. Conduct bid opening, prepare bid tabulation, review submitted bids, and provide bid award recommendation.

MEETING DATE: JULY 7, 2015

DEPARTMENT: Administration

PREPARED BY: BARRY COOK

DEPT. DIR. APPROVAL: _____

CITY ADM. APPROVAL: _____

PRESENTED BY: BARRY COOK

AGENDA ITEM SUMMARY

Base-Line Survey Services

BACKGROUND Over the last four months representatives from Park County, the cities of Cody and Powell and the Town of Meeteetse have met to explore ways to get citizen input regarding the need for additional revenues to support operational expenses and capital projects. Three meetings were held with the first one on March 3rd. At that meeting it was decided to hear a presentation by George K. Baum, an investment firm in Cheyenne, Wyoming, who provides services to local governments regarding developing public policy and seeking citizens input. The presentation was presented to everyone on May 15th after which other alternatives to entering into a contract with George K. Baum for a four phase approach were discussed. On June 15th two presentations were presented to the group one from the University of Wyoming Extension office that would assist the various governmental agencies in providing educational information to the citizens and one from George K. Baum who would prepare a base line survey to be distributed to the citizens in January of 2016.

SUMMARY The consensus at the June, 15th meeting was for the various agencies to go back to their boards to request financial assistance to conduct the base line survey and related postage and mailing expense. Total budget was set at \$16,000.00 with the cost for the base line survey with George K. Baum to be \$7,500.00. The cost would be allocated based on the agencies population percentage to the whole County.

FISCAL IMPACT The cost to the City of Cody based on our percentage of population to the entire County will be \$5,411.20.

ALTERNATIVES 1). Seek other groups that would prepare and analyze a base-line needs assessment survey for the governmental agencies in Park County. 2) Conduct the survey and analysis in-house. 3.) Do not conduct a needs assessment base-line survey.

RECOMMENDATION I would recommend that the City of Cody work with the University of Wyoming Extension office in developing educational information for the citizens and assist in paying for a base-line survey and related mailing expenses .

AGENDA ITEM NO. _____

Resolution No. 2015-13

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A PRE-APPLICATION FORM TO THE TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE

City of Cody

(NAME OF APPLICANT)

FOR THE PURPOSE OF Wastewater Treatment Facility Upgrade and Expansion Project

(STATE TITLE AND PUPOSE OF PROJECT)

WITNESSETH

WHEREAS, the Governing Body for the City of Cody
(NAME OF APPLICANT)

desires to participate in the State Revolving Fund program to assist in financing this project: and

WHEREAS, the Governing Body for the City of Cody
(NAME OF APPLICANT)

recognizes the need for the project: and

WHEREAS, the STATE REVOLVING FUND program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the City of Cody
(NAME OF APPLICANT)

plans to repay the requested STATE REVOLVING FUND LOAN from the following sources (s):

(DESCRIBE THE SOURCE OF ALL REPAYMENT FUNDS)

Wastewater User Fees (Rates) and Wastewater Enterprise Fund Unrestricted Reserves

; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Cody
(NAME OF APPLICANT)

that a loan application in the amount of \$ 915,250.00 be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding Wastewater Treatment Facility Upgrade
(name of project)

BE IT FURTHER RESOLVED, that Nancy Tia Brown, Mayor
(name and title of persons)

are hereby designated as the authorized representatives of the City of Cody
(name of applicant)

to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 20 15

(Name & Title)

Attest:

(Name & Title)