

City of Cody City Council
AGENDA

Executive Session at 6:00 p.m. Pursuant to W.S. 16-4-405(a)(ii) (to consider the appointment, employment right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer) and W.S.16-4-405(a)(ix) to consider or receive information considered confidential by law.

Special Meeting 6:30 – Review August 4, 2015 Agenda

Tuesday August 4, 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

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 7/16/15 and Regular Meeting Minutes from 7/21/15.
- b. Consider a request from the Cody Wild West River Fest Steering Committee for permission to block off a number of parking spots along Beck Ave at City Park and authorize an open container permit and the sale of beer in the park as a fundraiser during the 3rd Annual Cody Wild West River Fest on Saturday, August 22, 2015 from 5pm to 10:30 pm with conditions outlined by staff.
- c. Consider a request from the Cody Elks Lodge #1611 to reserve a total of 10 parking spaces, five (5) on Beck Avenue and five (5) on 12th Street, all directly in front of or on the side of the Elks Lodge for the Wyoming Elks Association Fall Convention on Sept. 18-20, 2015.
- d. Consider a request from Leonard Moore, Pat O'Hara Brewing Co. to close 15th Street from Sheridan to the Alley for a portion of Saturday, September 19, 2015 from 3pm to 10 pm in conjunction with the Boot Scoot'n Boogie event and approve an Open Container Permit for this event.
- e. Award Bid 2015-12 for two (2) 2016 newer SUV or Crossovers to Fremont Motors Cody in the amount of \$46,362.00, less trade in value of \$3,840.00, for a total amount of \$42,622.00.
- f. Approve the uncollectible account write offs in the amount of \$51,381.35.

City of Cody
Council Proceedings
Thursday, July 16, 2015

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Thursday, July 16 2015 at 4:15 p.m.

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

Absent: Council Member Karen Ballinger and Jerry Fritz.

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

Steve Payne, Public Works Director and Dane Austin, Electric Superintendent provided the Governing Body information as it relates to utility relocates on 8th Street. No action was taken.
Utility Relocates – 8th Street.

Rick Manchester, Parks, Public Facilities & Recreation Director provided the Governing Body with an update on the Union Wireless Cell Tower Request. Staff was directed to look into the legal issues and bring back to the Council at a future meeting.

Steve Payne, Public Works Director, discussed the three Professional Services Contracts. Staff was directed to put on the agenda for the July 21st meeting.

Barry Cook, City Administrator discussed issues and concerns as it relates to Transient Merchant Ordinance. Staff was directed to work on the items that need removed from the Ordinance and a sub-committee will be formed at a later date for further review and potential changes to this ordinance.

The Governing Body reviewed Agenda for Tuesday, July 21st Meeting. No action was taken.

Mayor Brown adjourned the meeting at 6:03 p.m.

Cindy Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

City of Cody
Council Proceedings
Tuesday, July 21, 2015

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) at 6:15 p.m. Council Member Miller made a motion seconded by Council Member Anderson to exit the Executive Session at 6:37 p.m. No action was taken.

A Special Meeting was held at 6:30 to review the agenda. No action was taken.

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, July 21, 2015 at 7:00 p.m.

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

Absent:, Council Members Karen Ballinger, Landon Greer and Jerry Fritz,.

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

Council Member Miller made a motion seconded by Council Member Anderson to approve the revised agenda as amended to remove item “f” from the Consent Calendar. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Wolz to approve the consent calendar as amended including approval of Minutes: Approval of Minutes: Regular Meeting Minutes from 7/7/15; approve vouchers and payroll in the amount of \$1,725,060.12; 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., with event coordinators paying associated fees as outlined by staff and require proof of insurance; approve a request from Ken Posey and Mike Shotts to close 16th Street between Sheridan and Beck Avenue on August 21st at 4:00 p.m. to 7:00 p.m. and close 16th Street between Sheridan and Beck and Beck Avenue between 16th and 17th Streets on Saturday August 22nd at 7:00 a.m. to 4:30 p.m. for the 4th Annual Cody Country Car Show, along with the street closure authorize use of a minimal amount picnic tables from local parks noting conditions outlined by staff; award Bid 2015-09 for a new 2015 or newer diesel cab and chassis w/55’ articulating/telescoping aerial device and 156” utility line body to Jack’s Heavy Equipment without the optional three phase conductor tree, in the amount of \$210,225.00, less a trade in value of \$22,000.00 leaving a net total bid of \$188,225.00; authorize the Mayor to enter into and sign a three year operating agreement between the City of Cody and the Shoshone Recreation District; award and authorize the Mayor to sign a professional service contract between the City of Cody and GDA as it relates to the 12th Street Storm Drainage Project in the amount of \$55,590.00 contingent upon the review by the City Attorney, award and authorize the Mayor to sign a professional service contract between the City of Cody and GDA as it relates to the Cougar Avenue Street Design Project in the amount of \$40,000.00 contingent upon the review by the City Attorney and award and authorize the Mayor to sign a professional service contract between the City of Cody and Holm, Blough and Company as it relates to the Monument Street Survey Project in the amount of \$3,353.00 contingent upon the review by the City Attorney. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Wolz to reject all bids associated with Bid 2015-03 Trail Construction Project – Beck Lake Park and approved the refund of the bid bonds submitted in the amount of \$7,650.80. Vote was unanimous.

There being no further business, Mayor Brown adjourned the meeting at 7:19 p.m.

Cynthia Baker
Administrative Services Officer

Nancy Tia Brown
Mayor

MEETING DATE: JULY ?, 2015
DEPARTMENT: CODY WILD WEST RIVER FEST
PREPARED BY: AMY QUICK
PRESENTED BY: RICK MANCHESTER

AGENDA ITEM SUMMARY REPORT

3RD Annual Cody Wild West River Fest Beer Sales at City Park - August 22, 2015

ACTION TO BE TAKEN:

The Cody Wild West River Fest Steering Committee requests permission again from the Cody City Council to block off a number of parking spots along Beck Ave at City Park and sell beer in the park as a fundraiser during the 3rd Annual Cody Wild West River Fest on Saturday, August 22, 2015, from 5 pm to 10:30 p.m.

SUMMARY OF INFORMATION:

This August marks the 3rd Annual Cody Wild West River Fest – a free festival promoting river recreation and conservation in the Big Horn Basin. The festival is a partnership effort between The Nature Conservancy, The City of Cody Parks and Recreation Department, the Wyoming Game and Fish Department, the Buffalo Bill Center of the West, Trout Unlimited, University of Wyoming Cooperative Extension, and the Cody Chamber of Commerce. Funders include the Wyoming Department of Environmental Quality, Shoshone Recreation District and the Park County Travel Council. Activities throughout the weekend will include engaging and educational activities for kids (both along the Shoshone River Trail at Belfry Bridge and in City Park); a fly fishing tournament; hands-on river sports demonstrations; whitewater kayaking events; river conservation demonstrations; free live music with Luke Bell and Johnny Appleseed on Saturday evening; and more.

The River Fest committee continues to work closely with City staff to develop festival activities and is covering most festival costs with private and public grants. However, some festival expenses cannot be covered by grants and in the effort to make the festival self-sustaining, the non-profit partners are seeking permission from Cody City Council to sell beer on Saturday from 5 to 10:30 p.m. as a fundraiser. The festival will utilize a pre-approved caterer – Lynn Lampe of Roadgrill Catering & Design – who will secure all necessary catering/alcohol permits with the City of Cody. The festival will add the City of Cody as an additionally insured on their liability insurance policy for the event. In order to provide a safe, family-friendly community event at City Park and discourage any misuse of alcohol or underage drinking, festival organizers have agreed to follow certain parameters with their beer sales. (*Please see attached Cody River Fest Alcohol Safety Checklist and River Fest City Park Plot Plan.*) The past two years, the River Fest hosted a beer garden with no incidents, demonstrating that this community event can responsibly offer alcohol sales in a safe, family-friendly environment.

Organizers also ask permission to block off a number of parking spots running east along Beck Avenue from the corner of 9th Street on Saturday, August 22, to provide parking for event organizers and for the bands who will be transporting their equipment to City Park for that evening's free concert.

FISCAL IMPACT

Catering Permit (Roadgrill Catering & Design):	\$100
Open Container Permit (Roadgrill Catering & Design):	\$50

ALTERNATIVES

1. Grant alcohol permit to sell beer Saturday at the Cody Wild West River Fest and permission to block off parking spaces along Beck Avenue.
2. Grant the request with modifications.
3. Do not grant the request.

AGENDA ITEM NO. _____

ATTACHMENTS

Cody River Fest Alcohol Safety Checklist

City Park Plot Plan with designated alcohol consumption area

AGENDA & SUMMARY REPORT TO:

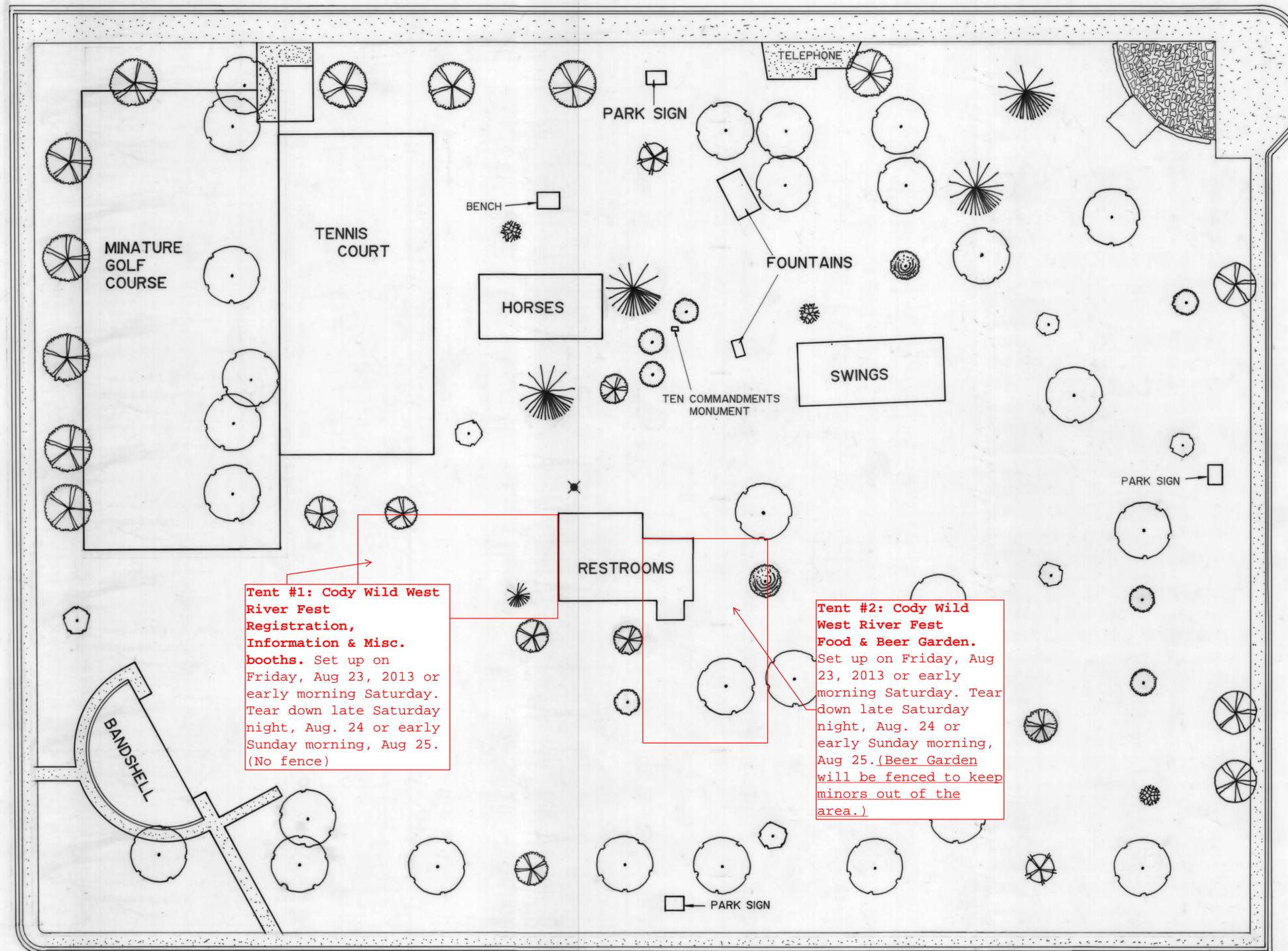
Rick Manchester; Parks, Recreation & Public Facilities Director

Cody Wild West River Fest Alcohol Safety Checklist

The Nature Conservancy requests permission to sell beer on August 22, 2015 during the 1st Annual Cody Wild West River Fest as a fundraiser to support this and future festivals. This safety checklist is provided as a tool to reduce the harm associated with the misuse of alcohol and underage drinking in order to provide a safe, family-friendly community event at City Park in downtown Cody. Below are precautions the Conservancy and City of Cody staff are willing to follow during this event.

- Ensure anyone purchasing alcohol is at least 21 years old. Any person wishing to purchase beer at the event must provide valid identification.
 - Employees from Geyser Brewing Company will ID all individuals wishing to purchase and/or drink alcohol and identify them with a stamp on their hand.
- Persons serving alcohol will be 21 years or older.
- Alcohol consumption will only be allowed in a designated area at City Park.
 - Area will be fenced off with the dispensing area under a tent (see attached City Park Plot Plan).
- No person will be allowed to leave the event area with an open container of alcohol.
 - All beer dispensed will be served in identifiable 12 oz cups of one certain color.
 - Security volunteers will patrol the perimeter of the designated area at City Park to insure no person leaves the area with alcohol.
- No person who is intoxicated will be served alcohol.
- Alcohol sales will be restricted to limited hours during the event:
 - Saturday, August 22, 2015: 1 to 8 p.m.
- The Nature Conservancy also will offer non-alcoholic drinks. A variety of food and drink vendors may also be on site.
- Service will be limited to two drinks at a time to any one person.
- Responsible drinking signage (“Gotta DD?”) will be displayed throughout the event area to discourage drinking and driving and underage drinking.
- Staff and volunteers will contact Cody Police Department immediately if the following incidents should occur:
 - An underage person (under 21 years old) attempts to purchase or consume alcohol.
 - A physical fight, threatening behavior or other violence occurs at the event; this includes inside and outside event space.

SHERIDAN AVENUE



LEGEND

- Concrete Sidewalk _____
- Light Pole _____
- Cottonwood Tree _____
- Linden Tree _____
- Ash Tree _____
- Honeylocust Tree _____
- Birch Tree _____
- Flowering Crab Tree _____
- Elm Tree _____
- Spruce Tree _____
- Various Shrubs _____

9th STREET

8th STREET

BECK AVENUE

Tent #1: Cody Wild West River Fest Registration, Information & Misc. booths. Set up on Friday, Aug 23, 2013 or early morning Saturday. Tear down late Saturday night, Aug. 24 or early Sunday morning, Aug 25. (No fence)

Tent #2: Cody Wild West River Fest Food & Beer Garden. Set up on Friday, Aug 23, 2013 or early morning Saturday. Tear down late Saturday night, Aug. 24 or early Sunday morning, Aug 25. (Beer Garden will be fenced to keep minors out of the area.)

Road CLOSED Saturday, August 24, 2013 for 1st annual Cody Wild West River Fest.

SCALE: 1"=20'

CITY of CODY
CODY, WYOMING

CITY PARK
PLOT PLAN

BOB KAUFMAN
P.E. No. 5385

CITY ENGINEER
FEBRUARY, 1986

**City of Cody
Agenda Request Form**

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

Name of person to appear before the Council Vera Beerline, Exalted Ruler
Organization Represented CODY ELKS Lodge #1611
Date you wish to appear before the Council As Soon As Possible
Mailing Address 1202 Beck Telephone 587-3296
E-Mail Address codyelks@tatwest.net
Preferred form of contact: Telephone 899-5092 E-Mail vbeerline@gmail.com
Names of all individuals who will speak on this topic Vera Beerline

Event Title (if applicable) Wyoming ELKS Association Fall Convention
Date(s) of Event (if applicable) 9/18 - 9/20
Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Reserve 5 parking spots in front of lodge on 12th St. and 5 parking spots in front of lodge on Beck Ave for State and Grand Lodge dignitaries.
Which City employee(s) have you spoken to about this issue? Jerry Fritz Councilman

Signature Vera Beerline Date 5/17/15

MEETING DATE: 8/4/2015
DEPARTMENT: ADMINISTRATIVE SERVICES
PREPARED BY: CINDY BAKER,
ADMINISTRATIVE SERVICES OFFICER
PRESENTED BY:

AGENDA ITEM SUMMARY REPORT

Request for Reserved Parking

BACKGROUND

A request has been submitted by Vera Beerline of the Cody Elks Lodge #1611 to reserve a total of 10 parking spaces for the Wyoming Elks Association Fall Convention to be held Sept 18-20, 2015. Five of the spaces would be located on Beck Avenue and 5 would be located on 12th Street. The specific requests for the spaces are the spaces on the southeast corner of Beck and 12th Streets. All of the parking spaces requested are directly in front of or on the side of the Elks Lodge. The Elks Lodge is also requesting the use of City barricades to close off the parking spaces.

SUMMARY

The Cody Elks Lodge #1611 is hosting the Wyoming Elks Association State Convention on Sept 18-20, 2015 and would like to reserve a total of 10 parking spaces for visiting dignitaries.

FISCAL IMPACT

There should be no fiscal impact to the City of Cody as the Elks Lodge members will place barricades prior to the convention and remove them on the 20th.

ALTERNATIVES

1. Approve the request.
2. Deny the request.

RECOMMENDATION

Approve the request for the reserved parking and allow the Elks Lodge the use of the City barricades.

ATTACHMENTS

Agenda Request Form

AGENDA & SUMMARY REPORT TO:

1. Vera Beerline, CodyElks@tctwest.net, 587-3296

AGENDA ITEM NO. _____

City of Cody Agenda Request Form

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Name of person to appear before the Council Leonard Moore

Organization Represented Pat O'Hara Brewing Co. LLC

Date you wish to appear before the Council _____

Mailing Address 1019 15th Street Telephone 586-5410

E-Mail Address patoharabrewing@gmail.com

Preferred form of contact: Telephone E-Mail _____

Names of all individuals who will speak on this topic Leonard Moore

Event Title (if applicable) 2nd Anniversary Celebration

Date(s) of Event (if applicable) Sept 19th 2015

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Closure of street from Sheridan Ave North to the alley from 3 pm until 10 PM

Which City employee(s) have you spoken to about this issue? Cindy Baker

Signature L R Moore Date 7-20-15

MEETING DATE: AUGUST 4, 2015

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: CINDY BAKER

PRESENTED BY: CINDY BAKER

AGENDA ITEM SUMMARY REPORT

PAT O'HARA BREWING CO. - REQUEST FOR 15TH STREET CLOSURE FOR A PORTION OF SATURDAY, SEPTEMBER 19, 2015

ACTION TO BE TAKEN:

Leonard Moore, with Pat O'Hara Brewing Co., is requesting to close 15th Street from Sheridan Ave. to the Alley on Thursday, September 19, 2015 from 3 PM to about 10 PM in conjunction with the Boot Scoot'n Boogie event and request approval of an Open Container Permit for the event.

SUMMARY OF INFORMATION:

Set up of the area will begin at 3 p.m. and the event is scheduled to begin at 4:00 p.m. Tear down will begin at 10:00 p.m. with the street to be opened up around 10:30 p.m. Their plan is to have music, food, beer and libations during this event. They will be required to provide a copy of liability insurance for this event. In addition, they would follow the Alcohol Checklist as recommended by staff, which addresses fencing the closure area off for alcohol consumption, drinks dispensed in identifiable cups and security volunteers patrolling the perimeter of area to insure no person leaves the area with alcohol. This closure has occurred the past two years in conjunction with the Boot Scoot'n Boogie.

FISCAL IMPACT

None

ALTERNATIVES

Options Available

1. Deny the Request
2. Approve the Request.
3. Approve the Request with modifications.

RECOMMENDATIONS

Staff recommends the approval of the request with staff recommendation.

ATTACHMENTS

Agenda Request Form

AGENDA & SUMMARY REPORT TO:

patoharabrewing@gmail.com

AGENDA ITEM NO. _____

MEETING DATE: 8/4/15

DEPARTMENT: PUBLIC WORKS

PREPARED BY: ROB KRAMER

PRESENTED BY:

AGENDA ITEM SUMMARY REPORT

Bid 2015-12 (2) New 2016 or Newer SUVs or Crossovers

ACTION TO BE TAKEN:

Approve the award of Bid 2015-12 to Fremont Motors Cody in the amount of \$46,462.00, less a total trade in value of \$3,840.00, leaving a net total bid of \$42,622.00.

SUMMARY OF INFORMATION:

A request was made in FY 2015/2016 for the purchase of two new SUVs or Crossovers to be used by the Police Department. Bid packets were sent to Castle Rock Dodge, Denny Menholt, Fremont Motor Companies, Greiner Motor, Halladay Motors, and Spradley Barr Motors.

Eight bidders submitted 8 bids. These bids were opened at City Hall on 7/21/15. A 2003 Dodge Durango, and a 2002 Dodge Grand Caravan were offered as optional trade-ins.

Denny Menholt, of Cody, submitted one bid for (2) 2016 Chevrolet Equinox AWD SUVs in the amount of \$51,750.00 with a total trade in value of \$4,800.00, leaving a net total bid of \$46,950.00.

Fremont Motors Cody, submitted one bid for (2) 2016 Dodge Journey SEs in the amount of \$46,462.00 with a total trade in value of \$3,840.00, leaving a net total bid of \$42,622.00.

Fremont Motor Company, of Lander, submitted one bid for (2) 2016 Dodge Journey SEs in the amount of \$46,462.00 with a total trade in value of \$4,200.00, leaving a net total bid of \$42,262.00. This bid does not meet specifications.

Greiner Buick GMC Cadillac, of Casper, submitted one bid for (2) 2016 GMC Acadia AWDs in the amount of \$62,628.00 with a total trade in value of \$3,600.00, leaving a net total bid of \$59,028.00. This bid does not meet specifications.

Greiner Motor Company – Casper, submitted one bid for (2) 2016 Ford Explorer's in the amount of \$56,498.00 with a total trade in value of \$3,600.00, leaving a net total bid of \$52,898.00. This bid does not meet specifications.

Greiner Motor Company – Douglas, submitted one bid for (2) 2016 Dodge Journey SEs in the amount of \$46,264.00 with a total trade in value of \$3,600.00, leaving a net total bid of \$42,664.00. This bid does not meet specifications.

AGENDA ITEM NO. _____

Spradley Barr Motors, Inc., of Cheyenne, submitted one bid for (2) 2016 Ford Explorer's in the amount of \$57,208.00 with a total trade in value of \$3,300.00, leaving a net total bid of \$53,908.00. This bid does not meet specifications.

Spradley Barr Nissan of Laramie, submitted one bid for (2) 2015 Nissan Pathfinder SVs in the amount of \$57,208.00 with a total trade in value of \$3,300.00, leaving a net total bid of \$53,908.00. This bid does not meet specifications.

FISCAL IMPACT

Funding for these vehicles was budgeted for and approved in the Fiscal Year 2015/2016 budget.

ALTERNATIVES

Approve or deny the award of Bid 2015-12 to Fremont Motors Cody in the amount of \$46,462.00, less a total trade in value of \$3,840.00, leaving a net total bid of \$42,622.00.

ATTACHMENTS

1. Bid packet 2015-12

AGENDA & SUMMARY REPORT TO:

1. Bert Miller, Denny Menholt Chevrolet Buick GMC; b.miller1962@hotmail.com
2. Joshua Donald, Fremont Motors Cody; jdonald@fremontmotors.com
3. Adam Hartenstein, Fremont Motor Company; ahartenstein@fremontmotors.com
4. Brett Osborne, Greiner Motor Company; brett.osborne@greinermotors.com
5. David Sutherland, Spradley Barr Motors, Inc.; dsutherland@spradleybarrcheyenne.com



TABLE OF CONTENTS

BID NO. 2015-12 (2) New 2016 or Newer SUVs or Crossovers

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2015-12

	<u>Pages</u>
1. ADVERTISEMENT FOR BID (ON THIS PAGE, BELOW)	↓ 1
2. INSTRUCTION SHEET	2
3. BID PROPOSAL	3
4. SPECIFICATIONS	4-5

For more information: City of Cody 307-587-2958

**Bid No. 2015-12
(2) New 2016 or Newer SUVs or Crossovers**

The City of Cody will receive sealed bids until 2:00 p.m., 7/21/15 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(2) New 2016 or Newer SUVs or Crossovers** with an option to trade in **(1) 2003 Dodge Durango** and/or **(1) 2002 Grand Caravan**. All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet available at City Hall or by emailing kylieh@cityofcody.com. Direct any questions to Rob Kramer at 587-2958.

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City. No bid may be considered unless accompanied by the required bid guarantee of 5% of the total bid amount.

Dated this 30th day of June, 2015.

Cynthia Baker
Administrative Services Officer

PUBLISH: July 9th, 2015
July 16th, 2015



**INSTRUCTIONS: (2) New 2016 or Newer SUVs or Crossovers
BID REQUEST NUMBER 2015-12**

The Bidder agrees to provide **(2) New 2016 or Newer SUVs or Crossovers** free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bid may include a trade-in value for **(1) 2003 Dodge Durango VIN 1D4HS48N23F595717** and/or **(1) 2002 Dodge Caravan VIN 2B4GP44392R625170**. The bidder shall complete every space in the Bid 2015-12 City of Cody Specifications Form on pages 4-5 to indicate that the item being bid is exactly as specified. All (no) responses shall be explained in detail on an attached sheet. Bids will be accepted for consideration on any make or model that is equal or superior to the specifications.

The bidder warrants that he has read and understands the requirements of the City of Cody, that he encloses a bid bond in the amount of not less than five percent (5%) of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, dealer preparation, and all other costs of providing the unit in accordance with the specifications therefore. *All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid is received without the necessary 5% bid guarantee it will be rejected.* The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and may reject any and all bids or make substitution, waive defects it deems unsubstantial in any bid, and that if an award is made, they will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

In accordance with the provisions of Sections 16-6-101, 16-6-102 and 16-6-106 Volume 3, Title 9 of the Wyoming Compiled Statutes, 1977, preference is hereby given to resident Wyoming Contractors and to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the state. Bidders claiming preference must submit evidence of WY residency as defined in WY Statute Section 16-6-101.

The offer made herein shall be binding for 30 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

All material provided under this bid shall be new and unused. Bid documents may be obtained from:

City of Cody
P.O. Box 2200
1338 Rumsey Avenue
Cody, Wyoming 82414
(307) 527-7511

Bids are to be sealed and addressed to the City of Cody, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414 and shall be marked "**Bid No. 2015-12 (2) New 2016 or Newer SUVs or Crossovers** on the outside of the envelope.

The sealed bids must be returned to the City of Cody no later than 2:00 p.m. 7/21/15. The bid opening will be held at that time at City Hall. The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.

Bid Proposal Form
Bid No. 2015-12 (2) New 2016 or Newer SUVs or Crossovers
 City of Cody, Wyoming



Governing Body
 City of Cody
 PO Box 2200
 1338 Rumsey Avenue
 Cody, WY 82414

The undersigned Bidder agrees to provide **(2) New 2016 or Newer SUVs or Crossovers** free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bid may include a trade-in value for **(1) 2003 Dodge Durango VIN 1D4HS48N23F595717** and/or **(1) 2002 Dodge Caravan VIN 2B4GP44392R625170.**

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ _____
Less trade if any:		Dodge Caravan	\$(_____)
		Dodge Durango	\$(_____)
Net Total Bid			\$ _____

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, that he/she encloses a bid bond in the amount of not less than five percent (5%) of the "TOTAL BID" amount, and that the bid price represents all costs to the City of Cody including delivery, setup, installation and testing of providing the unit in accordance with the specifications therefore. *All bid guarantees must be received in the form of a bid bond, cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid is received without the necessary 5% bid guarantee it will be rejected.* The undersigned further understands that the Governing Body of the City of Cody shall determine in its sole discretion the most responsible bidder, and the Governing Body may reject any and all bids or make substitutions, waive defects deemed unsubstantial in any bid, and that if an award is made, the Governing Body will award the bid in the best interest of the City. Award of bid is subject to budget appropriation for this purchase.

The offer made herein shall be binding for 30 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

Payment shall be made within 30 days after the delivery and acceptance of the unit.

Date _____

Signature

Typed or Printed Name

Company

Mailing Address

City, State and Zip

E-mail Address

City of Cody

Specifications for (2) New 2016 or Newer SUVs or Crossovers

THE BIDDER SHALL COMPLETE EVERY SPACE BY PLACING A CHECK MARK UNDER THE YES OR NO COLUMN TO INDICATE THAT THE ITEM BEING BID IS EXACTLY AS SPECIFIED. ALL NO RESPONSES SHALL BE EXPLAINED IN DETAIL ON AN ATTACHED SHEET.

A. GENERAL	YES	NO
1. 4 door S.U.V. or Crossover AWD or 4WD	_____	_____
2. Wheel base: Minimum of 112 inches	_____	_____
3. Exterior color: Standard color, to be determined at time of order.	_____	_____
4. Interior color: Standard color, to be determined at time of order.	_____	_____
 B. ENGINE AND POWER TRAIN		
1. Engine: 6 cylinder gasoline engine, 3.6 liter	_____	_____
2. Engine block heater	_____	_____
3. Transmission: Heavy duty 6 speed automatic w/overdrive	_____	_____
4. Ratio: Approximately 2.77	_____	_____
 C. SUSPENSION & RUNNING GEAR		
1. Brakes: Four wheel Anti-Lock Power Disc Brakes	_____	_____
2. Wheels & Tires: (5) full size 17" on/off road All-Season wheels & tires.	_____	_____
 D. ELECTRICAL SYSTEM		
1. Battery: Maintenance free Heavy-duty with run down protection.	_____	_____
2. Alternator: (12) volts, 155 amp minimum	_____	_____
 E. BODY & CAB		
1. Roof mounted luggage rack.	_____	_____
2. Gauges/ Lights: Factory installed voltmeter, oil pressure and engine temp.	_____	_____
3. Dual outside rear view mirrors, remote controlled right and left.	_____	_____
4. Windows: Power windows w/deep tinted glass.	_____	_____
5. Rear window: Electric defroster w/wiper.	_____	_____

BODY & CAB (continued)	YES	NO
6. Heater and air conditioner: Factory installed, high output.	_____	_____
7. Windshield wipers: Multi-speed w/intermittent system.	_____	_____
8. Radio: AM/FM stereo CD player w/digital clock	_____	_____
9. Door locks: Power door locks, single key locking system w/(3) sets of keys, and remote keyless entry.	_____	_____
10. Front seats: Heavy duty premium cloth bucket seats, with power adjust driver's seat	_____	_____
11. Rear seat: Heavy-duty split-back folding seat for additional cargo space	_____	_____
12. Steering Wheel: Comfort tilt	_____	_____
13. Cruise control: Factory installed	_____	_____
15. Remote vehicle starter system	_____	_____

F. MISCELLANEOUS

1. Full manufacturer's standard warranty.	_____	_____
2. Dealer order form showing all equipment being bid.	_____	_____
3. Operators manual.	_____	_____
4. The successful bidder shall also agree to provide all transportation and travel expenses from the City of Cody to the bidder's place of business for all warranty work that the City may require on the vehicle.	_____	_____

G. OPTIONAL TRADE-IN

1. The City of Cody may choose, at its sole discretion, to trade in **(1) 2003 Dodge Durango VIN 1D4HS48N23F595717** and/or **(1) 2002 Dodge Caravan VIN 2B4GP44392R625170**. Trade in's shall be in "AS IS" condition at the time of the bid opening. This equipment will be available for inspection at the City of Cody Vehicle Maintenance Shop located at 119 19th Street, Cody, WY 82414, by appointment, between the hours of 8:00 A.M. and 3:30 P.M., Monday through Friday. Bidder shall state the amount of allowance to be deducted, for each vehicle, from the Bidder's proposal on the attached Bid Proposal Form should the City of Cody select this option.

MEETING DATE: AUGUST 4, 2015

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE, FINANCE
OFFICER

AGENDA ITEM SUMMARY REPORT

Uncollectible Account Write Offs

ACTION TO BE TAKEN:

Approve the uncollectible account write offs in the amount of \$51,381.35

SUMMARY OF INFORMATION:

Annually during the budget process, Staff identifies accounts that are considered uncollectible and includes the account balances in the budget as part of the bad debt expense line items in the appropriate funds. Accounts are typically determined to be uncollectible under the following circumstances: bankruptcy discharges, deceased customers with no estate to file a claim against, accounts past the statute of limitations (7-10 years old), and accounts on which the collection agency has exhausted all legal actions and have ceased effort.

FISCAL IMPACT

For Fiscal Year 2015-16 the City budgeted the following for bad debt write offs:

<u>Municipal Court: \$29,022.11</u>	
Statute of Limitations/Efforts Ceased	\$29,022.11
<u>Utility Billing \$21,523.57</u>	
Bankruptcy	\$ 2,752.85
Deceased	\$ 884.57
Statute of Limitations/Efforts Ceased	\$17,886.15
<u>Accounts Receivable \$835.67</u>	
Statute of Limitations/Efforts Ceased	\$ 835.67
TOTAL	\$51,381.35

These write offs are non-cash expenses and will have no direct effect on cash balances however they will reduce the accounts receivable balances in the affected funds meaning that there will be no future cash collections on these accounts and the City's financial statements will reflect a revenue loss of \$51,381.35.

AGENDA ITEM NO. _____

ALTERNATIVES

1. Approve the account write offs in the amount of \$51,381.35
2. Deny the write offs and keep the bad debt on the books

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

None

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
3E COMPANY							
127496							
	3EU0063153	MSDS SERVICE	07/15/2015	243.75	243.75	08/05/2015	
	3EU0063153	MSDS SERVICE	07/15/2015	243.75	243.75	08/05/2015	
	3EU0063153	MSDS SERVICE	07/15/2015	243.75	243.75	08/05/2015	
	3EU0063153	MSDS SERVICE	07/15/2015	243.75	243.75	08/05/2015	
Total 127496:				975.00	975.00		
ABDUL-FATTAH, EYAS							
130523							
	72115	REFUND DEPOSIT	07/21/2015	161.57	161.57	08/05/2015	
Total 130523:				161.57	161.57		
ADVANCED INFO SYSTEMS							
129162							
	12399	CYCLE 1 OUTSOURCE BILLS	07/15/2015	396.23	396.23	08/05/2015	
	12410	CYCLE 2 OUTSOURCE BILLS	07/23/2015	180.33	180.33	08/05/2015	
Total 129162:				576.56	576.56		
BARNES JR, MICHAEL D							
130518							
	71515	DEPOSIT REFUND	07/15/2015	121.29	121.29	08/05/2015	
Total 130518:				121.29	121.29		
BIG HORN WHOLESALE							
1210							
	17315	SUPPLIES	06/10/2015	795.51	795.51	08/05/2015	
	17316	SUPPLIES	06/10/2015	300.50	300.50	08/05/2015	
Total 1210:				1,096.01	1,096.01		
BISCHOFF, CORA							
130519							
	71515	WITNESS FEE MC-1505-014	07/15/2015	5.00	5.00	08/05/2015	
Total 130519:				5.00	5.00		
BLACK HILLS ENERGY							
130509							
	072115	UTILITIES	07/21/2015	103.64	103.64	08/05/2015	
	072115	UTILITIES	07/21/2015	62.38	62.38	08/05/2015	
Total 130509:				166.02	166.02		
BLUE CROSS BLUE SHIELD OF WYOMING							
1360							
	72015	INSURANCE PREMIUM - AUGU	07/20/2015	112,624.28	112,624.28	08/05/2015	
	72015	INSURANCE PREMIUM - CREDI	07/20/2015	4,851.08-	4,851.08-	08/05/2015	
Total 1360:				107,773.20	107,773.20		
BORDER STATES INDUSTRIES, INC							

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
1420							
	909681806	SKYLINE IV CABLE REPL	07/20/2015	431.53	431.53	08/05/2015	
	909712686	Wire, primary 1/0 strd, jacketed,25	07/24/2015	5,940.00	5,940.00	08/05/2015	WIRUGP1/025
	909712686	Wire, primary 1/0 strd, jacketed,25	07/24/2015	16,335.00	16,335.00	08/05/2015	WIRUGP1/025
	909712687	Elbow, 1/0 strd 200 amp	07/24/2015	1,171.80	1,171.80	08/05/2015	ELB1/0200
	909712687	Elbow, 1/0 strd 200 amp	07/24/2015	65.10	65.10	08/05/2015	ELB1/0200
	909712687	Elbow, 1/0 strd 200 amp	07/24/2015	390.60	390.60	08/05/2015	ELB1/0200
	909712687	Elbow, 1/0 strd 200 amp	07/24/2015	222.80	222.80	08/05/2015	
	909712688	SKYLINE IV CABLE REPL	07/24/2015	1,078.60	1,078.60	08/05/2015	
Total 1420:				25,635.43	25,635.43		
BROKERAGE WEST							
1520							
	72415	DEPOSIT REFUND	07/24/2015	394.25	394.25	08/05/2015	
Total 1520:				394.25	394.25		
BROTHERS, JERRY							
130520							
	72015	DEPOSIT REFUND	07/20/2015	200.00	200.00	08/05/2015	
Total 130520:				200.00	200.00		
C & C WELDING							
1690							
	61515	MOWER TRAILER REPAIR	06/15/2015	354.16	354.16	08/05/2015	
Total 1690:				354.16	354.16		
CITY OF CODY							
2260							
	072415	Utilities	07/24/2015	2,377.69	2,377.69	08/05/2015	
	072415	Utilities	07/24/2015	134.07	134.07	08/05/2015	
	072415	Utilities	07/24/2015	70.88	70.88	08/05/2015	
	072415	Utilities	07/24/2015	254.76	254.76	08/05/2015	
	072415	Utilities	07/24/2015	84.70	84.70	08/05/2015	
	072415	Utilities	07/24/2015	87.70	87.70	08/05/2015	
	072415	Utilities	07/24/2015	866.50	866.50	08/05/2015	
	072415	Utilities	07/24/2015	105.61	105.61	08/05/2015	
	072415	Utilities	07/24/2015	311.58	311.58	08/05/2015	
	072415	Utilities	07/24/2015	23.00	23.00	08/05/2015	
	072415	Utilities	07/24/2015	330.28	330.28	08/05/2015	
	072415	Utilities	07/24/2015	63.00	63.00	08/05/2015	
	072415	Utilities	07/24/2015	45.69	45.69	08/05/2015	
	072415	Utilities	07/24/2015	293.66	293.66	08/05/2015	
	072415	Utilities	07/24/2015	735.07	735.07	08/05/2015	
	072415	Utilities	07/24/2015	130.20	130.20	08/05/2015	
	072415	Utilities	07/24/2015	109.21	109.21	08/05/2015	
	072415	Utilities	07/24/2015	42.00	42.00	08/05/2015	
	072415	Utilities	07/24/2015	.15-	.15-	08/05/2015	
	072415	Utilities	07/24/2015	23.00	23.00	08/05/2015	
	072415	Utilities	07/24/2015	2,466.14	2,466.14	08/05/2015	
	072415	Utilities	07/24/2015	63.00	63.00	08/05/2015	
	072415	Utilities	07/24/2015	338.55	338.55	08/05/2015	
	072415	Utilities	07/24/2015	124.62	124.62	08/05/2015	
	072415	Utilities	07/24/2015	30.09	30.09	08/05/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	072415	Utilities	07/24/2015	719.78	719.78	08/05/2015	
	072415	Utilities	07/24/2015	267.88	267.88	08/05/2015	
	072415	Utilities	07/24/2015	247.90	247.90	08/05/2015	
	072415	Utilities	07/24/2015	284.16	284.16	08/05/2015	
	072415	Utilities	07/24/2015	25.60	25.60	08/05/2015	
	072415	Utilities	07/24/2015	4.23-	4.23-	08/05/2015	
	072415	Utilities	07/24/2015	63.00	63.00	08/05/2015	
	072415	Utilities	07/24/2015	68.66	68.66	08/05/2015	
	072415	Utilities	07/24/2015	10.50	10.50	08/05/2015	
	072415	Utilities	07/24/2015	568.45	568.45	08/05/2015	
	072415	Utilities	07/24/2015	48.46	48.46	08/05/2015	
	072415	Utilities	07/24/2015	129.92	129.92	08/05/2015	
	072415	Utilities	07/24/2015	39.00	39.00	08/05/2015	
	072415	Utilities	07/24/2015	681.05	681.05	08/05/2015	
	072415	Utilities	07/24/2015	153.02	153.02	08/05/2015	
	072415	Utilities	07/24/2015	190.28	190.28	08/05/2015	
	072415	Utilities	07/24/2015	26.45	26.45	08/05/2015	
	072415	Utilities	07/24/2015	143.93	143.93	08/05/2015	
	072415	Utilities	07/24/2015	45.85	45.85	08/05/2015	
	072415	Utilities	07/24/2015	50.63	50.63	08/05/2015	
	072415	Utilities	07/24/2015	110.14	110.14	08/05/2015	
	072415	Utilities	07/24/2015	30.61	30.61	08/05/2015	
	072415	Utilities	07/24/2015	737.79	737.79	08/05/2015	
	072415	Utilities	07/24/2015	150.21	150.21	08/05/2015	
	072415	Utilities	07/24/2015	89.15	89.15	08/05/2015	
	072415	Utilities	07/24/2015	3,666.45	3,666.45	08/05/2015	
	072415	Utilities	07/24/2015	10,999.35	10,999.35	08/05/2015	
	072415	Utilities	07/24/2015	1,124.69	1,124.69	08/05/2015	
	072415	Utilities	07/24/2015	289.69	289.69	08/05/2015	
	072415	Utilities	07/24/2015	170.41	170.41	08/05/2015	
	072415	Utilities	07/24/2015	119.28	119.28	08/05/2015	
	072415	Utilities	07/24/2015	30.24	30.24	08/05/2015	
	072415	Utilities	07/24/2015	391.42	391.42	08/05/2015	
	072415	Utilities	07/24/2015	64.42	64.42	08/05/2015	
	072415	Utilities	07/24/2015	50.15	50.15	08/05/2015	
	072415	Utilities	07/24/2015	29.94	29.94	08/05/2015	
	072415	Utilities	07/24/2015	191.76	191.76	08/05/2015	
	072415	Utilities	07/24/2015	31.51	31.51	08/05/2015	
	072415	Utilities	07/24/2015	30.31	30.31	08/05/2015	
	072415	Utilities	07/24/2015	8,289.32	8,289.32	08/05/2015	
	072415	Utilities	07/24/2015	112.61	112.61	08/05/2015	
	072415	Utilities	07/24/2015	126.30	126.30	08/05/2015	
	072415	Utilities	07/24/2015	129.55	129.55	08/05/2015	
	072415	Utilities	07/24/2015	545.40	545.40	08/05/2015	
	072415	Utilities	07/24/2015	76.10	76.10	08/05/2015	
	072415	Utilities	07/24/2015	189.87	189.87	08/05/2015	
	072415	Utilities	07/24/2015	128.99	128.99	08/05/2015	
	072415	Utilities	07/24/2015	5,787.23	5,787.23	08/05/2015	
	072415	Utilities	07/24/2015	155.66	155.66	08/05/2015	
	072415	Utilities	07/24/2015	10,768.76	10,768.76	08/05/2015	
	072415	Utilities	07/24/2015	154.85	154.85	08/05/2015	
	072415	Utilities	07/24/2015	365.89	365.89	08/05/2015	
	072415	Utilities	07/24/2015	29.94	29.94	08/05/2015	
	072415	Utilities	07/24/2015	29.94	29.94	08/05/2015	
	072415	Utilities	07/24/2015	43.98	43.98	08/05/2015	
	072415	Utilities	07/24/2015	5,836.71	5,836.71	08/05/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 2260:				63,949.76	63,949.76		
CMS CONSULTING							
130054							
	CMS0015158	SOUND WORK ON BANDSHELL	07/20/2015	312.00	312.00	08/05/2015	
	CMS0015159	SOUND WORK ON BANDSHELL	07/20/2015	110.85	110.85	08/05/2015	
Total 130054:				422.85	422.85		
CODY CAB LLC							
129079							
	080515	TIPSY TAXI PROGRAM	08/05/2015	84.00	84.00	08/05/2015	
Total 129079:				84.00	84.00		
DENNY MENHOLT CHEVROLET							
129672							
	080415	RETURN BID BOND 2015-12	08/04/2015	2,348.00	2,348.00	08/05/2015	
Total 129672:				2,348.00	2,348.00		
E H WACHS							
3888							
	INV111929	VALVE WRENCH	07/10/2015	7,650.00	7,650.00	08/05/2015	
Total 3888:				7,650.00	7,650.00		
ELECTRICAL ALLY, INC.							
129214							
	227-137	REFUND OVERPAYMENT ON P	07/27/2015	95.00	95.00	08/05/2015	
	2468	REC CENTER LED PROJECT	07/20/2015	5,737.50	5,737.50	08/05/2015	
	2469	REC CENTER LED PROJECT	07/20/2015	2,475.00	2,475.00	08/05/2015	
	2470	REC CENTER LED PROJECT	07/20/2015	1,261.65	1,261.65	08/05/2015	
Total 129214:				9,569.15	9,569.15		
FREMONT MOTORS COMPANY							
130255							
	080415	RETURN BID BOND FOR 2015-1	08/04/2015	2,114.00	2,114.00	08/05/2015	
Total 130255:				2,114.00	2,114.00		
HARRIS TRUCKING & CONST. CO							
4780							
	126528	PARKING LOT	07/17/2015	15,300.00	15,300.00	08/05/2015	
Total 4780:				15,300.00	15,300.00		
HD SUPPLY POWER SOLUTIONS, LTD							
6730							
	2929168-00	TOOLS	07/13/2015	82.27	82.27	08/05/2015	
Total 6730:				82.27	82.27		
HEART MOUNTAIN INTERPRETIVE CENTER							

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
130529							
	3206	ENTRANCE FEE GROUP RATE	07/23/2015	296.00	296.00	08/05/2015	
Total 130529:				296.00	296.00		
HOLM BLOUGH & COMPANY							
5020							
	3432	HABITAT FOR HUMANITY	07/21/2015	13,248.65	13,248.65	08/05/2015	
Total 5020:				13,248.65	13,248.65		
LINDAUER, DOUG S							
130530							
	14046031	REFUND UTILITY DEPOSIT	07/27/2015	38.33	38.33	08/05/2015	
Total 130530:				38.33	38.33		
MERCO, INC							
127277							
	19	INSURANCE - DETENTION PON	07/15/2015	1,125.00	1,125.00	08/05/2015	
Total 127277:				1,125.00	1,125.00		
MOORE, CHARLES							
129490							
	71015	SOUND COORDINATOR - 2015	07/10/2015	1,200.00	1,200.00	08/05/2015	
	71015	SOUND COORDINATOR - 2015	07/10/2015	300.00	300.00	08/05/2015	
Total 129490:				1,500.00	1,500.00		
MOORE, SCOTT OR SHELLY							
124405							
	071515	REFUND CREDIT BALANCE	07/15/2015	71.89	71.89	08/05/2015	
Total 124405:				71.89	71.89		
NICHOLSON DIRT CONTRACTING							
7270							
	PAY EST #3	PAY EST #3-HABITAT FOR HUM	07/21/2015	33,549.53	33,549.53	08/05/2015	
Total 7270:				33,549.53	33,549.53		
NOTHE, JACOB							
130521							
	071715	REFUND DEPOSIT	07/17/2015	21.38	21.38	08/05/2015	
Total 130521:				21.38	21.38		
OGDEN, COLLEEN							
130517							
	071415	WITNESS FEE MC-1504-040	06/30/2015	5.00	5.00	08/05/2015	
Total 130517:				5.00	5.00		
QUALITY ASPHALT PAVING, INC							
125010							
	1467	ASPHALT LAYDOWN	06/29/2015	898.50	898.50	08/05/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	1467	ASPHALT LAYDOWN	06/29/2015	841.50	841.50	08/05/2015	
	1470	ASPHALT PAVING	07/15/2015	7,514.00	7,514.00	08/05/2015	
	1470	ASPHALT PAVING	07/15/2015	849.75	849.75	08/05/2015	
Total 125010:				10,103.75	10,103.75		
RESPOND FIRST AID SYSTEMS							
128365							
	703865	SAFETY SUPPLIES	07/14/2015	190.15	190.15	08/05/2015	
Total 128365:				190.15	190.15		
ROCKY MOUNTAIN POWER							
7570							
	071715	UTILITIES	07/17/2015	29.26	29.26	08/05/2015	
	071715	UTILITIES	07/17/2015	326.05	326.05	08/05/2015	
Total 7570:				355.31	355.31		
SCHMIDT, SARAH & JONATHAN							
130531							
	13115015	REFUND UTILITY DEPOSIT	07/27/2015	14.16	14.16	08/05/2015	
Total 130531:				14.16	14.16		
SKATES, CHESSIE							
130527							
	72415	DEPOSIT REFUND	07/24/2015	74.76	74.76	08/05/2015	
Total 130527:				74.76	74.76		
SOUTHFORK ELECTRIC							
126460							
	4871	ELECTRICAL - LIFT STATION	06/30/2014	242.50	242.50	08/05/2015	
Total 126460:				242.50	242.50		
SPRADLEY BARR MOTORS INC							
129523							
	080415	RETURN BID BOND 2015-12	08/04/2015	2,695.40	2,695.40	08/05/2015	
Total 129523:				2,695.40	2,695.40		
SPRADLEY BARR NISSAN OF LARAMIE							
130528							
	080415	RETURN BID BOND 2015-12	08/04/2015	2,695.40	2,695.40	08/05/2015	
Total 130528:				2,695.40	2,695.40		
T & R ELECTRIC SUPPLY COMPANY							
129569							
	135813	75 XFMR 1 PH 167kVA O/H 14.4/	07/13/2015	4,400.00	4,400.00	08/05/2015	TRF1671O14.4/7.2
Total 129569:				4,400.00	4,400.00		
TRAIL SOURCE LLC							

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
130524	1166435	BID SECURITY REFUND	07/22/2015	2,905.40	2,905.40	07/22/2015	
Total 130524:				2,905.40	2,905.40		
TRAVELERS CL REMITTANCE CENTER							
130089							
	1072D1153-20	PROPERTY INSURANCE	07/13/2015	40,264.00	40,264.00	08/05/2015	
	1072D1153-20	PROPERTY INSURANCE	07/13/2015	3,553.00	3,553.00	08/05/2015	
	1072D1153-20	PROPERTY INSURANCE	07/13/2015	4,661.00	4,661.00	08/05/2015	
	1072D1153-20	PROPERTY INSURANCE	07/13/2015	5,932.00	5,932.00	08/05/2015	
	1072D1153-20	PROPERTY INSURANCE	07/13/2015	11,661.00	11,661.00	08/05/2015	
Total 130089:				66,071.00	66,071.00		
UW COOPERATIVE EXTENSION SVC							
127214							
	72015	PCLI SPONSORSHIP - REFRES	07/20/2015	100.00	100.00	08/05/2015	
Total 127214:				100.00	100.00		
VAN DIEST SUPPLY CO.							
10225							
	60097	BROADLEAF SPRAY	06/30/2015	1,285.00	1,285.00	08/05/2015	
Total 10225:				1,285.00	1,285.00		
VARDELL, JONATHAN							
130526							
	72015	REFUND DEPOSIT	07/22/2015	23.05	23.05	08/05/2015	
Total 130526:				23.05	23.05		
WATCO POOLS							
10370							
	19557	POOL CHEMICALS	07/06/2015	1,531.44	1,531.44	08/05/2015	
	19600	POOL CHEMICALS	07/08/2015	195.40	195.40	08/05/2015	
Total 10370:				1,726.84	1,726.84		
WESCO RECEIVABLES CORP							
10480							
	699943	SUPPLIES	07/20/2015	368.50	368.50	08/05/2015	
Total 10480:				368.50	368.50		
WESTERN UNITED ELECTRIC SUPPLY							
10605							
	4068084	8TH STREET RESURFACING P	07/14/2015	957.95	957.95	08/05/2015	
	4068126	Conduit, 4" PVC - 10ft section	07/14/2015	852.80	852.80	08/05/2015	CONPVC410
	4068126	Conduit, 6" PVC - 10ft section	07/14/2015	2,371.20	2,371.20	08/05/2015	CONPVC610
	4068126	Conduit, 4" PVC - 10ft section	07/14/2015	82.00	82.00	08/05/2015	CONPVC410
	4068126	Conduit, 4" PVC - 3' radius 90	07/14/2015	76.40	76.40	08/05/2015	CONPVC490
	4068439	6" SCHEDULE 40 SDR11 DUCT	07/22/2015	15,201.00	15,201.00	08/05/2015	CONDUCT6
	4068506	Conduit, 6" PVC - 3' radius 90	07/23/2015	244.90	244.90	08/05/2015	CONPVC690
	4068620	Arrestor, 10 kV MOV Overhead	07/24/2015	630.20	630.20	08/05/2015	ARR10KV
	4068620	SYSTEM UPGRADE	07/24/2015	852.09	852.09	08/05/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 10605:				21,268.54	21,268.54		
WY ASSOC OF SHERIFFS & CHIEFS							
10705							
	072115	2015-2016 MEMBERSHIP DUES	07/21/2015	350.00	350.00	08/05/2015	
Total 10705:				350.00	350.00		
WYO TRAILS LLC							
130525							
	1166434	BID SECURITY REFUND	07/22/2015	4,745.40	4,745.40	07/22/2015	
Total 130525:				4,745.40	4,745.40		
WYOMING LAW ENFORCEMENT ACADEMY							
10900							
	S-9241	TRAINING - C17	06/30/2015	435.00	435.00	08/05/2015	
Total 10900:				435.00	435.00		
Grand Totals:				408,884.46	408,884.46		

7/29 Payroll \$328,091.41

GRAND TOTOAL \$736,975.87

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input date = 06/29/2015,07/28/2015

MEETING DATE:	AUGUST 4, 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 Canyon Oak Ranchettes No. 3 Subdivision, a two-lot county subdivision.

ACTIONS TO BE TAKEN

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

SUMMARY

Cork and Pat Nelson, as owners of 4395 Cooper Lane, have submitted an application to divide their 5.0 acre lot into a 3.0 acre lot around their house and a 2.0 acre vacant lot. The existing house is served with Rocky Mountain Power, Energy West natural gas, domestic water from Northwest Rural Water, and an on-site septic tank. Cody Canal water, via the Adam's No. 1 Ditch, is presently used on both lots. The west lot is vacant. Although the property address is Cooper Lane, access is from Quick Lane. No City utilities exist in the area of this subdivision.

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. The subdivision will be presented to the County Commissioners on August 18, 2015. The city subdivision ordinance states that the subdivision is to comply with all city standards, although variances are common. Several variances are requested for this subdivision.

Existing and planned access to both lots is via Quick Lane, a private gravel road within a 40-foot wide easement. The road width varies in width from about twenty feet along the east lot, to only about eleven feet along the west lot. It is noted that city standards specify that the subdivider would be responsible to improve Quick Lane to a 32' wide paved road standard. However, it is the recommendation of the fire marshal, public works and planning staff, and the Planning and Zoning Board, that the developer be responsible to widen Quick Lane to only a twenty foot wide gravel surface, across the property frontage. The 20-foot gravel standard is from the International Fire Code, which the city has adopted. The applicant apparently does not want to be required to do any road improvements. Also, the county engineer believes the existing road is adequate. Nevertheless, the recommendation is for a 20-foot wide, two-lane road.

A full review of applicable city subdivision standards is contained in the staff report to the Planning and Zoning Board, which is available upon request, and on the city website in the July 28, 2015 P&Z agenda packet.

RECOMMENDATION:

AGENDA ITEM NO. _____

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 City street improvement requirements—the existing access easement, which shall be improved to a 20-foot wide all-weather surface (e.g. gravel) is determined adequate.
- B. From the alley requirement.
- C. From the agreement for future annexation (Section 11-2-3(B) of City Code).
- D. From providing a fire hydrant.

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. Add easement dedication language to the Certificate of Dedication.
 - B. Add the following “Platting Condition”: The subdivider is responsible to widen Quick Lane to a minimum width of twenty feet along the full frontage of both lots with an all-weather surface capable of supporting emergency vehicles, prior to any development of Lot 2.
 - C. Verify water service for Lot 2 in accordance with County requirements.

ATTACHMENTS:

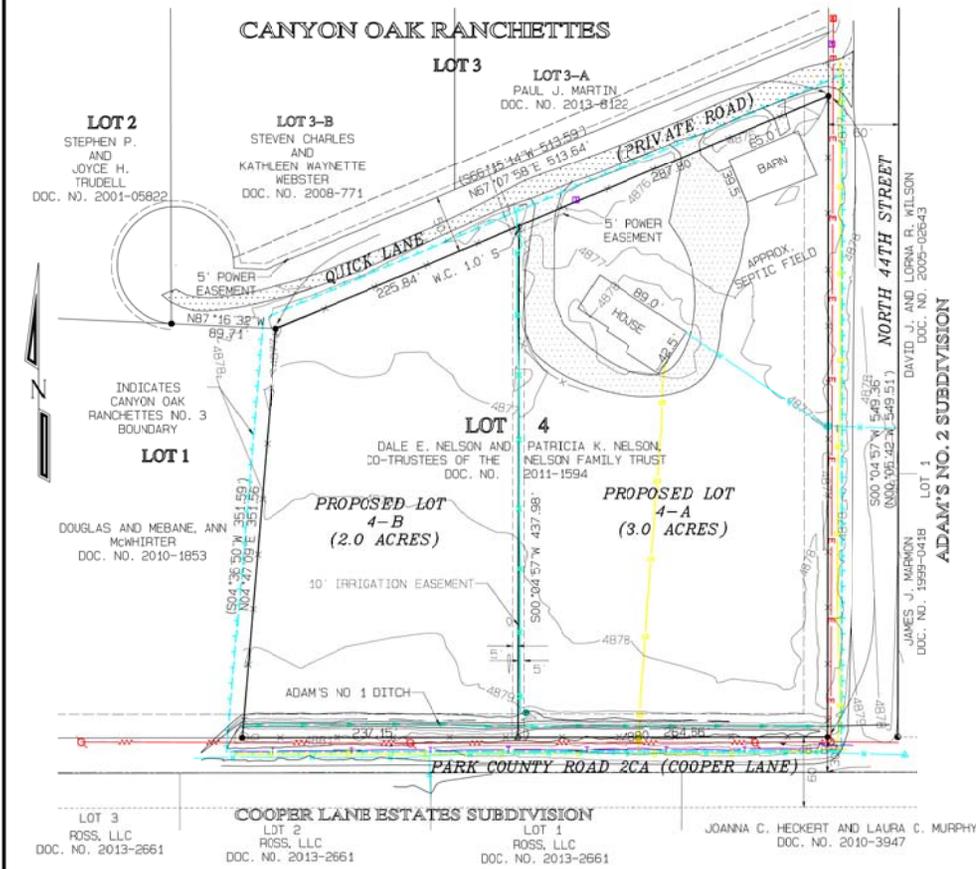
Preliminary Plat and Final Plat

AGENDA & SUMMARY REPORT TO:

Holm, Blough & Co.
Cork and Pat Nelson

AGENDA ITEM NO. _____

T. 53 N., R. 101 W.
(RESURVEY)



VICINITY MAP
SCALE: 1" = 500'

SCALE: 1" = 50'

LEGEND

- 5/8" REBAR WITH 2" ALUM. CAP FOUND
- REBAR WITH ALUM. CAP FOUND
- 1/2" IRON PIPE FOUND
- IRRIGATION PUMP
- IRRIGATION RISER
- TELEPHONE BOX
- GAS METE
- WATER LINE CURB STOP
- POWER POLE
- WATERLINE VALVE
- ELECTRIC BOX
- OVERHEAD UTILITY LINE
- WATER LINE PIPELINE
- NATURAL GAS PIPELINE
- BURIED TELEPHONE CABLE
- FENCE

NOTES

- 1) LEGAL DESCRIPTION LOT 4 CANYON OAK RANCHETTES
- 2) TOTAL ACRES WITHIN LOT 4 IS 3.00 ACRES ±
- 3) NO OPEN SPACES ARE PROVIDED
- 4) LOT 4 IS IN ZONING AREA R-44 RESIDENTIAL, HALF ACRE
- 5) UTILITIES W/IN LOT 4 ARE WATER, GAS, POWER AND TELEPHONE
- 6) TELEPHONE AND BURIED POWER IS ALSO WITHIN QUICK LAKE RISE #2
- 7) IF ANY LOCATION NOT DESIGNATED
- 8) POISSON METER WILL BE FROM NORTHWEST RURAL WATER
- 9) WASTE WATER INSECTICIDAL SYSTEM
- 10) ZONING R-44 RESIDENTIAL - 1/2 ACRE
- 11) IRRIGATION INSULATION IS FROM COOP CANAL SYSTEM WITH A SETBACK
- 12) ALONG THE SOUTH BRANCH OF THE SUBDIVISION THAT SUPPLIES BURIED
- 13) LINE ALONG EDWARDS LOT LINE
- 14) ACCESS TO LOT 4 IS FROM QUICK LAKE AN EXISTING PRIVATE ROAD.

BOUNDARIES ARE BASED ON NORTH AT THE CENTRAL MERIDIAN OF THE WYOMING WEST CENTRAL ZONE STATE PLANE.

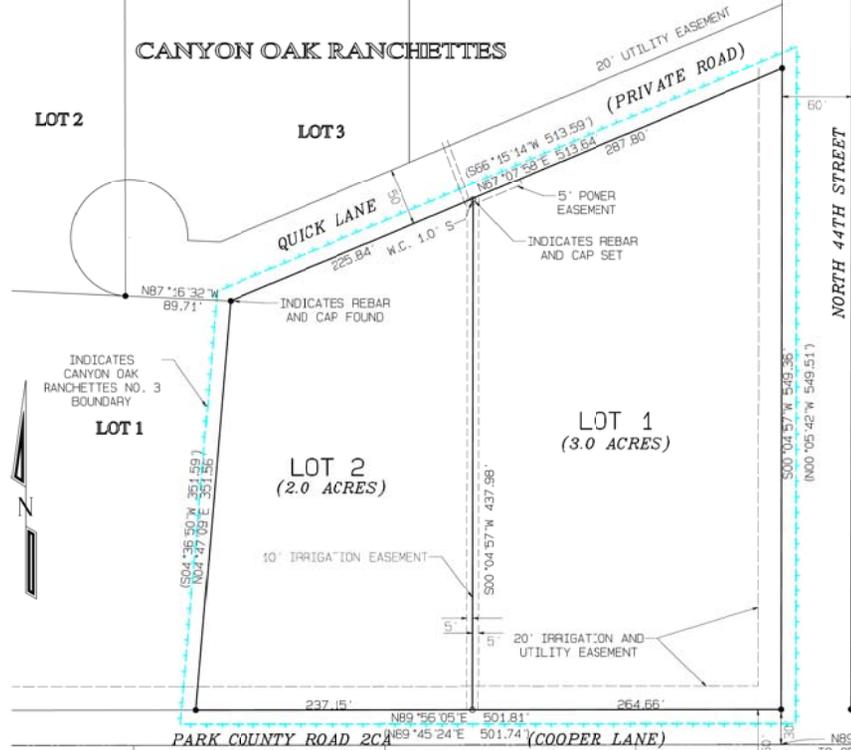
NELSON FAMILY TRUST
CODY, WYOMING
PRELIMINARY PLAT SHOWING
CANYON OAK RANCHETTES NO. 3
BEING A SUBDIVISION OF
LOT 4, CANYON OAK RANCHETTES
PARK COUNTY, WYOMING



REVISION	DATE

400 345
T:\2013\2013-03-15-0811-B-034.dwg

T.53 N., R.101 W. (RESURVEY)



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.
- DRIVEWAYS.** Driveway grades in excess of 10% shall be prohibited and driveways with an 8-10% average grade shall be no greater than 50 feet in length. The minimum inside turning radius at any point of any driveway shall be 30 feet.
- EROSION CONTROL.** All soils exposed by excavation or construction shall be revegetated by the end of the first following rain event 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 1/2:1 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 prospective 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 IMPROVEMENT AGREEMENT.** No lots, parcels, or other units of land shall be conveyed until and unless all all roads, utility lines, and other required improvements have been completed and the Board of Park County Commissioners has authorized said conveyance by recorded letter of approval to convey land within the subdivision, or by a performance bond, letter of credit, or other sufficient financial commitment to assure that the facilities proposed shall be in fact completed as proposed.
- VACATION.** This subdivision may be partially vacated pursuant to applicable State law or County rules and regulations.
- FUTURE SUBDIVISION.** No further subdivision of the subject lots, parcels, or other units of land which would increase the number of lots, parcels, or other units of land within this subdivision will be permitted.
- 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, or other entity which shall assure payment of fees by an amount which is adequate to accomplish the maintenance of common roads, irrigation facilities and any other common facilities in a safe manner. Such association, district or other common entity shall be empowered, authorized, and required to perform such maintenance and operation of the irrigation plan.
- ROAD CONSTRUCTION AND ACCEPTANCE.** The County shall not accept the maintenance of any road or bridge within the boundaries of "Center Mountain Subdivision" until and unless the road or bridge meets all County road and bridge specifications and all requirements of the Statutes of the State of Wyoming in effect at the time a petition for acceptance is filed with the Park County Board of Commissioners. The Board of County Commissioners shall have sole authority to determine whether or not to accept maintenance. Nothing shall prevent the Board of County Commissioners to assume maintenance.
- DRAINAGE.** Runoff from the site 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. Any historic water drainage channels shall be maintained and preserved unobstructed. Park County is not responsible for the maintenance of said drainage channels.
- 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 judgment or court order shall in no way affect any of the other provisions hereof, which shall remain in full force and effect.
- COVENANTS.** THE COVENANTS AND RESTRICTIONS OF CANYON OAK RANCHETTES shall continue to APPLY TO ALL LOTS OF CANYON OAK RANCHETTES NO. 3.
- UTILITIES.** All utilities shall be underground.
- WATER AND SEWER.** If a sewer line connected to a sewage treatment plant is located within 400 feet of this subdivision, and the sewage treatment plant operator agrees to accept the sewage, all lots shall be connected to the sewer line at the lot owners expense. If a water line connected to a water treatment plant is located within 400 feet of this subdivision, and the water treatment plant operator agrees to serve this subdivision, all lots shall be connected to the waterline at the lot owners expense.
- IRRIGATION.** All irrigation upon all lots within the "CANYON OAK RANCHETTES NO. 3" shall be by sprinkler irrigation only. There shall be NO FLOOD IRRIGATING within said lots.

CERTIFICATE OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS, THAT DALE E. NELSON AND PATRICIA K. NELSON, CO-TRUSTEES OF THE NELSON FAMILY TRUST, ARE THE OWNERS OF THAT PORTION OF LAND DESCRIBED IN THE WARRANTY DEED RECORDED AS DOCUMENT NO. 2015-054 IN THE BOOK OF CROSS IN FILE IN THE OFFICE OF THE CLERK AND RECORDER OF PARK COUNTY, WYOMING, THE BOUNDARIES OF CANYON OAK RANCHETTES NO. 3 ARE MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 4 CANYON OAK RANCHETTES SUBDIVISION, ACCORDING TO THE PLAT RECORDED IN BOOK "E" OF PLATS AT PAGE 259 OF THE RECORDS OF PARK COUNTY WYOMING.

THE ABOVE SUBDIVISION AS APPEARING ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS.

IN WITNESS WHEREOF, THE SAID OWNERS, DALE E. NELSON AND PATRICIA K. NELSON, CO-TRUSTEES OF THE NELSON FAMILY TRUST, HAVE CAUSED THEIR NAMES TO BE HEREIN SUBSCRIBED THIS _____ DAY OF _____, 2015.

DALE E. NELSON _____ PATRICIA K. NELSON _____
 ACKNOWLEDGMENT:
 STATE OF WYOMING) SS
 COUNTY OF PARK)
 THE FOREGOING CERTIFICATE OF DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2015 BY DALE E. NELSON AND PATRICIA K. NELSON, CO-TRUSTEES OF THE NELSON FAMILY TRUST.

WITNESS MY HAND AND OFFICIAL SEAL:

 NOTARY PUBLIC
 MY COMMISSION EXPIRES: _____

PLANNING COMMISSION RECOMMENDATION

THE PARK COUNTY PLANNING AND ZONING COMMISSION RECEIVED NO OBJECTIONS OR HEARD ALL OBJECTIONS TO THE PROPOSED SUBDIVISION AND HEREBY RECOMMENDS THIS PLAT FOR APPROVAL.

CHAIRMAN - FRED HOWARD _____
 ATTEST: ACTING PARK COUNTY PLANNING AND ZONING COMMISSION SECRETARY _____
 DATE: _____

APPROVALS

CITY PLANNING AND ZONING BOARD:
 APPROVED AS OF THE _____ DAY OF _____, 2015 BY THE CITY PLANNING AND ZONING BOARD, CITY OF WYOMING.

CHAIRMAN - JUSTIN LINCOLN _____

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 HEREON:

THE UNDERSIGNED 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 THE UNDERSIGNED 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 THE UNDERSIGNED HAVE SUBMITTED IN CONNECTION WITH THIS REQUEST.

THE UNDERSIGNED HEREBY FURTHER ACKNOWLEDGE AND STATE UNDER OATH THAT THEY ARE THE OWNERS OF THE PROPERTY DESCRIBED HEREON.

THE UNDERSIGNED HEREBY FURTHER AGREE THAT THIS PLAT WHEN RECORDED IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER ESTABLISHES VESTED PROPERTY RIGHTS.

THE UNDERSIGNED HEREBY AGREE TO ABIDE BY THE CONDITIONS AND STIPULATIONS CONTAINED HEREIN.

IN WITNESS WHEREOF, WE HAVE CAUSED OUR NAMES TO BE HEREON SUBSCRIBED THIS _____ DAY OF _____, 2015.

DALE E. NELSON _____ PATRICIA K. NELSON _____
 ACKNOWLEDGMENT:
 STATE OF WYOMING) SS
 COUNTY OF PARK)
 THE FOREGOING CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2015 BY DALE E. NELSON AND PATRICIA K. NELSON, CO-TRUSTEES OF THE NELSON FAMILY TRUST.

WITNESS MY HAND AND OFFICIAL SEAL:

 NOTARY PUBLIC (PRINTED NAME OF NOTARY)
 MY COMMISSION EXPIRES: _____

CERTIFICATE OF SURVEYOR

I, RUSSELL B. BLOUGH, BEING A REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS PLAT AND SURVEY OF THE "CANYON OAK RANCHETTES NO. 3" SUBDIVISION HAS BEEN MADE BY ME AND UNDER MY SUPERVISION AND THAT BOTH ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND IN COMPLIANCE WITH ALL STATE AND COUNTY STATUTORY PROVISIONS AND REGULATIONS.

DATED THIS _____ DAY OF _____, 2015

HOLM, BLOUGH AND COMPANY
 BY: RUSSELL B. BLOUGH (AGENT)
 WYOMING REGISTRATION NO. 10014 LS



NO PUBLIC MAINTENANCE OF STREETS OR ROADS NO PUBLIC OR CENTRAL SEWAGE DISPOSAL SYSTEM PROPOSED

NOTES

- ACCORDING TO TITLE POLICY NO. 200544, SCHEDULE B:
- PROPERTY IS ENCLOSED UNDER THE ADAMS NO. 1 SECTION WITHIN THE COOPER LANE WATER USERS ASSOCIATION AND MAY BE SUBJECT TO ANNUAL ASSIGNMENTS AND/OR FUTURE CHANGES.
 - PROPERTY IS SUBJECT TO THE RESTRICTING COVENANTS AND COVENANTS OF THE CANYON OAK RANCHETTES SUBDIVISION RECORDED JULY 20, 2003 IN WF BOOK 63 PAGE 706 AND THE MODIFICATION OF SAID RESTRICTING COVENANTS AND COVENANTS RECORDED AUGUST 21, 2004 IN WF BOOK 83 PAGE 500 OF THE RECORDS OF PARK COUNTY, WYOMING.
 - PROPERTY IS ENCLOSED WITHIN THE NORTHWEST RURAL WATER DISTRICT AND MAY BE SUBJECT TO ANNUAL ASSIGNMENTS AND/OR FUTURE CHANGES, AS EVIDENCED BY ATTACHED RECORDED INSTRUMENTS FILED IN BOOK 216 AT PAGE 146 OF THE RECORDS OF THE COUNTY, WYOMING.

EASEMENTS OF RECORD

- ACCORDING TO TITLE POLICY NO. 200544, SCHEDULE B:
- THEIRY FOOT IRRIGATION AND UTILITY EASEMENT ALONG THE SOUTHERN AND EASTERN BOUNDARY AS SHOWN ON RECORDED PLAT OF CANYON OAK RANCHETTES SUBDIVISION.
- STANDARD PIPE LINE CONVEY EASEMENT AS CONTAINED IN INSTRUMENT RECORDED JUNE 27, 1950 IN WF BOOK 83 AT PAGE 176 OF THE RECORDS OF PARK COUNTY, WYOMING, NON-SPECIFIC.
- RIGHT OF WAY FOR ELECTRIC TRANSMISSION AND DISTRIBUTION LINE AND INCIDENTAL PURPOSES GRANTED TO PACIFIC POWER & LIGHT COMPANY AS CONTAINED IN INSTRUMENT RECORDED MARCH 3, 1983 IN WF BOOK 61 AT PAGE 508 OF THE RECORDS OF PARK COUNTY, WYOMING.

BOARD OF COUNTY COMMISSIONERS APPROVAL AND 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 _____, 2015

CHAIRMAN - JOE TELDEN _____
 ATTEST: _____
 PARK COUNTY CLERK - COLLEEN RENNER
 DATE: _____

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 PLAT CABINET _____ AT PAGE _____

COLLEEN RENNER
 PARK COUNTY CLERK AND RECORDER

BY: DEPUTY COUNTY CLERK _____

PLAN



VICINITY MAP
 SCALE: 1" = 300'

PLAT SHOWING
CANYON OAK RANCHETTES NO. 3
 BEING A SUBDIVISION OF
 LOT 4 OF CANYON OAK RANCHETTES SUBDIVISION
 IN TRACT 38,
 T.53 N., R.101 W., 6TH P.M. (RESURVEY)
 PARK COUNTY, WYOMING

HOLM, BLOUGH AND COMPANY
 Consulting Engineers & Land Surveyors
 1400 Blaine Street
 Laramie, Wyoming 82001

MEETING DATE:	AUGUST 4, 2015
DEPARTMENT:	CITY PLANNER
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT
Consideration of a Request to Rezone
720 Allen Avenue to General Business (D-2)
Ordinance 2015-08

ACTION:

First Reading of Ordinance 2015-08 to rezone 720 Allen Avenue from Residential “A” to General Business (D-2).

BACKGROUND:

The current request from the property owner, and the recommendation of the Planning and Zoning Board, is to rezone the one-acre Wild Sheep Foundation property located at 720 Allen Avenue to General Business (D-2), subject to a development agreement to limit the allowable land uses to less than what is normally allowed in the more-restrictive Limited Business (D-1) zone; and to set development standards for the property pertaining to lot coverage, building height, and buffering along neighboring residentially zoned land. The proposed rezone ordinance and development agreement are attached.

The somewhat complex nature of this recommendation reflects the history of the rezone request. Originally the application was to rezone the property to Limited Business (D-1). That is how it was originally advertised to the neighborhood, and was the basis of a public hearing held by the Planning and Zoning Board. A few neighbors submitted responses of opposition to the rezone, and expressed concerns about land use compatibility and potential neighborhood impacts. The matter was continued to the next meeting. As a result of the concerns expressed by neighbors, planning staff, and some Planning and Zoning Board members, staff presented the option of a development agreement to the applicant, which they voluntarily agreed to and which was presented to the Planning and Zoning Board at their next meeting. However, the Board did not provide a recommendation at the second meeting either.

By that time, the potential purchaser had come forward to staff and began reviewing his/her potential development ideas. The potential purchaser is seriously considering the development of an elderly care type of facility on part or all of the property. Professional offices (likely medical) or high-end senior housing have also been contemplated. While the D-1 zone allows for these types of uses, it also restricts building size to no more than 5,000 square feet per floor, and 10,000 square feet total. To be limited to only 5,000 square feet on one floor does not work for an elderly care type of facility, as elderly care facilities are typically larger and designed to be under one roof. For comparison, the Emeritus assisted living facility (formerly Absoroka) on Cougar Avenue is 35,088 square feet on one level, on a 1.94 acre lot. (The subject property on Allen Avenue is 1.0 acre.) Staff pointed out that if they could not work with the D-1 building size limitations, they would need to request a rezone to D-2, which they have done. Procedurally this requires re-notification and a public hearing, which has occurred. Neighbors have been notified of both the first reading and the public hearing at the second reading.

AGENDA ITEM NO. _____

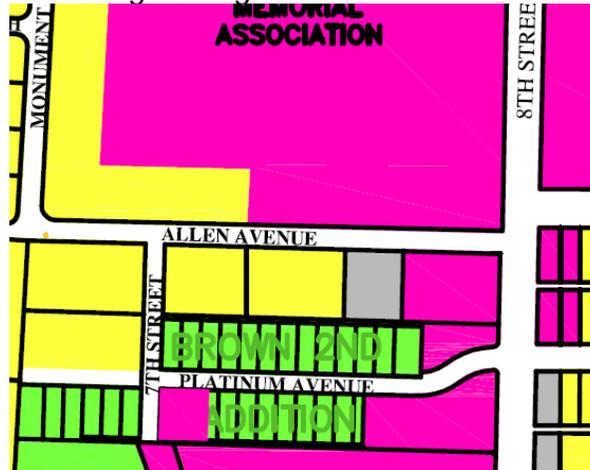
The irony of the situation is that elderly care facilities are a permitted use in the existing Residential “A” zoning district, without the 5,000/10,000 square foot limitation. However, the potential purchaser is not far enough along in the development process to want to be committed to that specific use, and understandably does not want to pay commercial prices for Residential “A” property when he/she may end up deciding to do a different type of development than the elderly care facility.

ANALYSIS

Existing Conditions:



Existing Zoning:



Neighboring Properties:

<i>DIRECTION</i>	<i>EXISTING USE</i>	<i>ZONING</i>
North	Buffalo Bill Center of the West (35 ac.)	General Business (D-2) –Pink
East	Cody Dental Excellence. (.63 ac.)	Local Business (D-1) –Gray
South	Single-family residences. (.30 ac. lots)	Residential B –Green
West	Single-family residence. (.91 ac.)	Residential A –Yellow

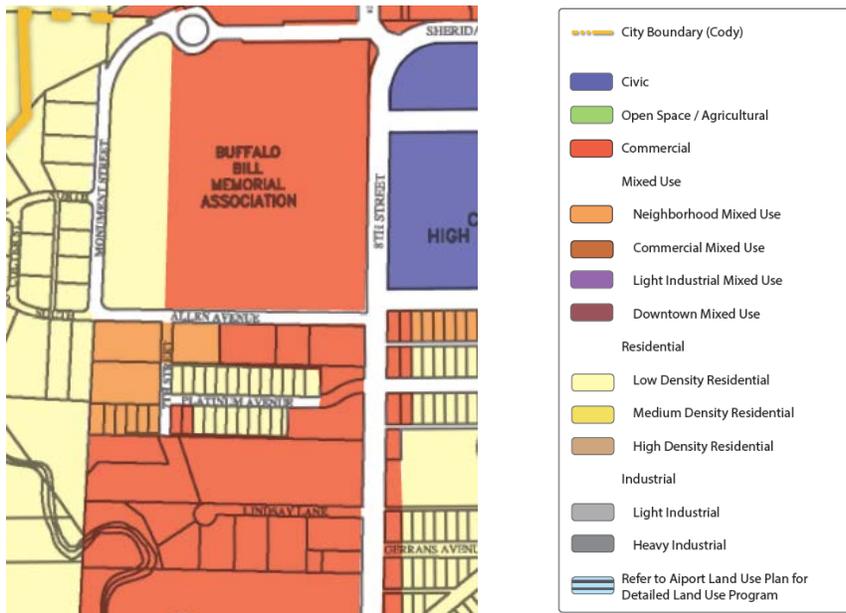
Rezoning is a legislative action, subject to the full discretion of the governing body. For the purpose of providing guidance, staff will refer to the following general standards for zoning that are found in Wyoming state law, Section 15-1-601(d). Please note that the standards are in the context of initially adopting an overall zoning plan for a community, yet they can provide guidance for reviewing site specific proposals as well.

(d) All regulations shall be made:

(i) In accordance with a comprehensive plan and designed to:

Staff Comment: The City adopted a new comprehensive plan (a.k.a. master plan) in March of last year. Per the master plan "The Future Land Use Map...will be the guide for future zoning and development within the City." The portion of the Future Land Use Map for this area is on the following page.

AGENDA ITEM NO. _____



The Commercial designation on the future land use map effectively corresponds with the General Business (D-2) zoning district.

(A) Lessen congestion in the streets;

Staff Comment: There is no significant problem with traffic congestion on Allen Avenue and a rezone of the one-acre lot to General Business, with the development agreement limiting uses to less than allowed in Limited Business (D-1), is not expected to create significant congestion. It is noted that any "commercial" traffic to or from the site would likely be through other commercial areas, and not through any residential areas.

(B) Secure safety from fire, panic and other dangers;

Staff Comment: As any new construction or use would need to comply with applicable development codes, adequate protections should occur so as to secure safety from fire, panic, or other physical dangers.

(C) Promote health and general welfare;

Staff Comment: During the "opportunity" phase of the master plan update, this area was identified as a potential office or medical area, in response to anticipated demand. The zone change would open the opportunity for more jobs, services, and commerce to help meet community needs; thereby contributing to personal and community health and welfare. It is believed that this can be done without significant negative impacts to the health or general welfare of persons in the area. The proposed development agreement and future site plan review by the Planning and Zoning Board are intended to promote a development design that will be compatible with neighboring uses.

(D) Provide adequate light and air;

Staff Comment: This standard is typically related to providing sufficient open space and setbacks. See (E) below for comments.

(E) Prevent the overcrowding of land;

Staff Comment: What constitutes “overcrowding” is subject to personal interpretation. What is somewhat concerning is that the city’s commercial zones lack nearly all of the traditional zoning protections against overcrowding, such as height limits, floor area ratio standards, minimum lot size requirements, building setbacks, and lot coverage limits. Effectively, the only influence for ensuring adequate light and air, or prevention of overcrowding, is economics and site plan review by the Planning and Zoning Board.

Economics will likely dictate that surface parking will continue to be provided, thereby meaning some of the property will be used for access and parking—and not buildings. Likewise, avoiding requirements for fire-resistive construction will likely mean five foot setbacks from any property lines.

At least historically, the Planning and Zoning Board has attempted to protect the interests of neighboring property owners when conducting site plan review, and typically they are able to ensure appropriate considerations, but the lack of standards leaves a significant amount of uncertainty. To help alleviate some of this concern, the proposed development agreement contains provisions restricting lot coverage to 50%, limiting building height to three stories, establishing a 15-foot setback from the residential property to the west, and requiring fencing along the south and west property lines.

(F) Avoid undue concentration of population;

Staff Comment: The property could be utilized for multi-family housing if rezoned as requested. While such re-development could increase population, it would not necessarily be considered an “undue concentration” as adequate infrastructure and services would be available. It is noted that the adjacent residential neighborhood to the south is zoned for multi-family housing.

(G) Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public requirements.

Staff Comment: Transportation access to the property is available through a commercially zoned area, directly from a state highway, so the transportation situation is very suitable for accommodating high traffic volumes. Water and sewer main lines are to the property in Allen Avenue. Single-phase electrical service is immediately available; although if 3-phase power was ever needed it would need to be extended from the line along 8th Street.

(ii) With reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses;

Staff Comment: The existing professional office use of the property would be considered a “permitted use” under the D-2 zone. Directly east of the proposal is a D-1 zone with the Cody Dental Excellence offices. D-2 zoning exists directly across Allen Avenue. Driving down this portion of Allen Avenue, the appearance is already such that one would expect the property to be in an office or commercial zone.

(iii) With a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city or town; and

Staff Comment: If the property is indeed redeveloped or if a change of use occurs, the value of any neighboring buildings is not expected to change significantly, so long as no nuisance type activities are created. The development agreement and Planning and Zoning Board review is the “safety net” to ensure that that does not happen.

To answer the question of what is the “most appropriate” use for this property staff would point to the future land use map in the master plan. Utilizing the property for single-family or duplex

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use under the current Residential "A" zoning seems to be an underutilization of the property due to the availability of infrastructure, the centralized location, and adjacent commercial zoning.

(iv) With consideration given to the historic integrity of certain neighborhoods or districts and a view to preserving, rehabilitating and maintaining historic properties and encouraging compatible uses within the neighborhoods or districts, but no regulation made to carry out the purposes of this paragraph is valid to the extent it constitutes an unconstitutional taking without compensation.

Staff Comment: The property and immediately surrounding areas are not classified as historic properties.

OTHER:

Significant Changes:

When reviewing rezones it is beneficial to consider whether there has been a change in circumstances since the property was designated with its current zone.

The property appears to have been located in a residential zone since the neighborhood was developed in the mid 1900's. Since then the city population as well as the demand for services and commercial activity has more than doubled. Also, the neighboring properties to the north and east have been developed with commercial uses. The fact that the property has been used for professional offices, and that the building was expanded and remodeled with city-issued building permits, are also changes and may be factored into the decision.

Proximity to Like Zoning:

The subject property is adjacent to other D-2 zoning, as well as D-1 zoning. Due to the use restrictions in the development agreement, the property would actually be more similar to D-1 than D-2 when it comes to land use.

Public Hearing:

Please note that this staff report was prepared without the benefit of the information that will be provided at the public hearing. All public comments need to be considered. There are sixteen lots in the 140-foot notice area. Responses were requested to be submitted prior to the public hearing (2nd reading).

If the owners of more than 20% of the area of the lots within 140 feet of the rezone area object, it cannot be made effective without the vote of ¾ of the City Council (6 of the 7 council members). Calculations will be provided to the City Council at their meetings. However, only if the Buffalo Bill Memorial Association objects would the 20% threshold be reached.

FISCAL IMPACT

There do not appear to be any direct costs to the City budget in approving or denying the request.

ALTERNATIVES

Approve or deny the requested rezone.

RECOMMENDATION

The Planning and Zoning Board recommends approval of the requested rezone to D-2, subject to a development agreement.

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ATTACHMENT

Ordinance 2015-08

AGENDA & SUMMARY REPORT TO:

Applicants

ORDINANCE 2015-08

AN ORDINANCE REZONING 720 ALLEN AVENUE LOCATED WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING TO GENERAL BUSINESS (D-2).

WHEREAS, the City of Cody received an application from the Wild Sheep Foundation, Inc. as the owner of the 1.0 acre property commonly known as 720 Allen Avenue, to rezone their property from Residential "A" to General Business (D-2);

WHEREAS, said land is described as:

A tract of land within the City of Cody, Park County, Wyoming in the SE ¼ SE ¼ of Section 31, T. 53 N., R. 101 W. of the 6th P.M., according to the Original Government Survey, now included within Tract 82 of T. 53 N., R. 101 W., according to the Government Resurvey, which tract is more particularly described as follows: Beginning at a point on the north line of said SE ¼ SE ¼ located 564.8 feet east of the northwest corner thereof; thence N. 88°31' E. along the north line of said SE ¼ SE ¼ for 255.32 feet more or less to a point located 450.00 feet westerly of the northeast corner of said SE ¼ SE ¼; thence S. 01°04' W. on a line parallel to the east line of said SE ¼ SE ¼ for 181.5 feet; thence S. 88°31' W. parallel to the north boundary of said SE ¼ SE ¼ for 251.56 feet to a point located 574.8 feet easterly of the west line of said SE ¼ SE ¼; thence N. 0°07' W. for 181.32 feet more or less to the point of beginning. (Known as 720 Allen Avenue, Cody, Wyoming)

WHEREAS, on July 14, 2015 the Planning and Zoning Board recommended that the governing body of the City of Cody rezone said lands to General Business (D-2) with a requirement that the property be bound by a development agreement with the City of Cody;

WHEREAS, the Wild Sheep Foundation, Inc. has provided a development agreement that limits the types of permitted land uses for the property and sets development standards for lot coverage, building height, and buffering between neighboring residentially zoned land, as further described in the agreement, which agreement is attached as Exhibit A, and which shall be recorded with the Park County Clerk and Recorder;

WHEREAS, the governing body of the City of Cody finds that it is in the best interest of the public to rezone the property to General Business (D-2), with the referenced development agreement; and,

WHEREAS following a property advertised public hearing held by the City Council on August 18, 2015 at 7:00 PM, the City Council has determined that it is in the best interest of the public to rezone the property.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING:

1. That the following described 1.0-acre property situated in the City of Cody, Park County, Wyoming, shall be and the same is hereby rezoned to a General Business "D-2" District, to-wit:

A tract of land within the City of Cody, Park County, Wyoming in the SE ¼ SE ¼ of Section 31, T. 53 N., R. 101 W. of the 6th P.M., according to the Original Government Survey, now included within Tract 82 of T. 53 N., R. 101 W., according to the Government Resurvey, which tract is more particularly described as follows: Beginning at a point on the north line of said SE ¼ SE ¼ located 564.8 feet east of the northwest corner thereof; thence N. 88°31' E. along the north line of said SE ¼ SE ¼ for 255.32 feet more or less to a point

located 450.00 feet westerly of the northeast corner of said SE ¼ SE ¼; thence S. 01°04' W. on a line parallel to the east line of said SE ¼ SE ¼ for 181.5 feet; thence S. 88°31' W. parallel to the north boundary of said SE ¼ SE ¼ for 251.56 feet to a point located 574.8 feet easterly of the west line of said SE ¼ SE ¼; thence N. 0°07' W. for 181.32 feet more or less to the point of beginning.
(Known as 720 Allen Avenue, Cody, Wyoming)

2. That the Mayor and the Wild Sheep Foundation, Inc. execute the attached development agreement, and Wild Sheep Foundation, Inc. shall cause the same to be recorded with the Park County Clerk and Recorder.
3. That the official zoning map of the City of Cody shall be amended to show the foregoing zone change.

Effective Date. This Ordinance shall become effective after final passage and publication in the Cody Enterprise.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

PASSED, ADOPTED AND APPROVED
ON THIRD AND FINAL READING: _____

Nancy Tia Brown, Mayor

ATTEST:

Cynthia Baker, Administrative Services Director

RESOLUTION 2015-14

A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2015-2016

WITNESSETH:

WHEREAS, the final budget for Fiscal Year 2015-2016 was duly adopted by the City of Cody with Ordinance No 2015-07 on June 16, 2015 in accordance with the State of Wyoming Statutes; and

WHEREAS, the City of Cody Council has determined it is appropriate to amend the final budget, in accordance with proper governmental accounting and financial reporting practices; and

WHEREAS, funds are available to cover such amendments as designated in the requested action.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Cody, the following action was authorized by the City of Cody Council:

	Current Budget	Proposed Amendment	Amended Budget
REVENUES			\$0
General Fund	\$12,068,244	\$90,098	\$12,158,342
Vehicle Replacement Fund	\$645,980	\$0	\$645,980
Lodging Tax Fund	\$109,630	\$0	\$109,630
Public Improvements Fund	\$0	\$0	\$0
Solid Waste Fund	\$2,362,307	\$0	\$2,362,307
Water Fund	\$3,311,847	\$0	\$3,311,847
Wastewater Fund	\$3,222,686	\$0	\$3,222,686
Electric Fund	\$12,873,961	\$0	\$12,873,961
TOTAL REVENUE	\$34,594,655	\$90,098	\$34,684,753
EXPENSES			\$0
Mayor - Council	\$554,487	\$0	\$554,487
City Administrator	\$157,463		\$157,463
Administrative Services	\$1,483,921		\$1,483,921
Pass Through Grants	\$9,903	\$15,816	\$25,719
Police	\$2,983,318	\$1,134	\$2,984,452
Parks Maintenance	\$1,404,982	\$19,342	\$1,424,324
Public Facilities	\$533,903		\$533,903
Recreation Center	\$1,168,834	\$655	\$1,169,489
Aquatics	\$854,828		\$854,828
Community Development	\$573,871		\$573,871
Streets	\$1,881,511		\$1,881,511
Vehicle Maintenance	\$290,695		\$290,695
Vehicle Replacement	\$553,811		\$553,811
Lodging Tax	\$146,200		\$146,200
Public Improvements	\$62,230	(\$26,973)	\$35,257
Solid Waste Fund	\$2,229,982		\$2,229,982
Water Fund	\$3,234,147	\$4,500	\$3,238,647
Wastewater Fund	\$3,158,380	\$33,428	\$3,191,808
Electric Fund	\$13,328,032	\$25,378	\$13,353,410
TOTAL EXPENSES	\$34,610,498	\$73,280	\$34,683,778

PASSED, APPROVED AND ADOPTED THE 4th DAY OF AUGUST 2015.

Nancy Tia-Brown, Mayor

Attest:

Cynthia Baker, Administrative Services Officer