

# City of Cody City Council

## AGENDA

Tuesday, January 19, 2016 – 7:00 p.m. (Pre-Meeting to begin at 6:00 p.m.)  
Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

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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 1/13/16, and Regular Meeting Minutes from 1/5/16.
- b. Approval of vouchers and payroll in the amount of \$1,382,466.45.
- c. Consider awarding Bid No. 2015-21 to Douglas and Marylyn Greenway for the purchase of 4,211 sf parcel for the bid amount of \$7,129, including authorizing the Mayor to sign documents relating to sale, including a Boundary Line Adjustment survey and the transfer deed, after the purchase party has paid all applicable fees, closing cost and purchase price.
- d. Approve the vacation of a portion of a utility easement located within the property declared surplus and offered for sale in Bid 2015-21, and authorize the mayor to sign the Vacation document.

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.

### 2. Public Hearing

### 3. Conduct of Business

- a. Consider request from Cody High School Class of 2016 to sponsor the CHS graduation party for an amount not to exceed \$730.00, with the funds coming out of the Council contingency line item.

Staff Reference: Rick Manchester, Parks, Public Facilities and Recreation Director

Spokesperson: Julie Hinze, CHS Chairperson for Class of 2016

- b. RESOLUTION 2016-01

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

Staff Reference: Leslie Brumage, Finance Officer

- c. RESOLUTION 2016-02  
RESOLUTION AUTHORIZING THE SUBMISSION OF A COUNTY WIDE CONSENSUS BLOCK GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVENRING BODY FOR PARK COUNTY, WYOMING FOR THE CITY OF CODY FOR THE 12<sup>th</sup> STREET STORM DRAINAGE PROJECT IN THE AMOUNT OF \$25,000.00.

Staff Reference: Cindy Baker, Administrative Services Officer

- d. ORDINANCE 2016-02 – FIRST READING  
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8, CHAPTER 1, ATRICLE II, OF THE CODY CITY CODE TO MODIFY GENERAL CONDITIONS GOVERNING CITY SUPPLIED UTILITIES AND METER AND SERVICE DEPOSITS.

Staff Reference: Leslie Brumage, Finance Officer

- e. ORDINANCE 2015-16 – THIRD AND FINAL READING  
AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE CITY OF CODY CODE: NUISANCE ABATEMENT.

Staff Reference: Scott Kolpitcke, City Attorney

- f. ORDINANCE 2016-01 – SECOND READING  
AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II SECTION 10, SUBSECTION D OF THE CITY OF CODY CODE.

Staff Reference: Scott Kolpitcke, City Attorney

4. Tabled Items
5. Matters from Staff Members
6. Matters from Council Members
7. Adjournment

**Upcoming Meetings:**

**January 19 - Tuesday – Regular Council Meeting 7:00 p.m.**

**January 26 – Tuesday – Special Workshop – Mid-Year Review for Budget – 4:15 p.m.**

**January 29 – (Friday) – Governing Body Retreat – 8:30 a.m.**

**City of Cody**  
**Council Proceedings**  
**Tuesday, January 5, 2016**

A pre-meeting was held at 6:00 p.m. to discuss the agenda for the Regular Meeting. 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, January 5, 2016 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 Kolpitzke and Administrative Services Officer, Cindy Baker.

Absent: None

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

Mayor Brown and the Council recognized and thanked outgoing board members Justin Lundvall and Mark Musser, Planning, Zoning and Adjustment Board for their service on this board.

Mayor Brown and the Council recognized and thanked outgoing board members Aaron Danforth and LJ O'Mara for their service on the Cody Tree Board

The Mayor and Council introduced previously appointed P&Z Board Members Richard Jones, Justin Ness and Heidi Rasmussen.

Council Member Miller made a motion seconded by Council Member Greer to approve the agenda as revised, removing item "j" from the consent calendar and add a new item "j", authorize the mayor to sign the software maintenance and support agreement between the City of Cody and Caselle Inc. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Greer to approve the consent calendar as amended including approval of Special Meeting Minutes from 12/10/15, and Regular Meeting Minutes from 12/15/15; approval of vouchers and payroll in the amount of \$703,562.17; declare the Cody Enterprise as the City's Official publication per §15-1-110; appoint Council Member Ballinger to the Park County Drug Court for a one year term ending December 31, 2016; appoint Council Member Miller as Council President and Council Member Greer as Council Vice President for a one year term ending December 31, 2016; appoint Council Member Anderson to the Yellowstone Regional Airport Board for a three year term ending December 31, 2018; appoint Council Member Anderson to the Contractors' Board for a three year term ending December, 31, 2018; appoint Mayor Brown and Council Member Anderson to the Northwest Improvement Joint Powers Board for a three year term ending December 31, 2018; approve the Official Community Appointments for 2016: Municipal Court Judge, C.E. Webster II; Alternate Municipal Court Judges, Bruce Waters, James Allison, and John Housel; Fire Marshall, Sam Wilde; and Fire Chief, Bryan Reiter; and authorize the mayor to sign the software maintenance and support agreement between the City of Cody and Caselle Inc. Vote was unanimous.

The Mayor, Council Members, City Administrator and Administrative Services Officer signed the Conflict of Interest disclosure of financial interest in depositories or firms where the City of Cody funds are invested, pursuant to §6-5-118(a).

Council Member Anderson made a motion seconded by Council Member Wolz to appoint Gene Kelly, Merle Nielsen and Tom Quick to the Contractors' Board for a three year appointment ending December 31, 2018. Vote was unanimous.

Council Member Ballinger made a motion seconded by Council Member Fritz to appoint Diane Russell, Marty Coe, Richard Jones, and Brian Beauvais to the Cody Tree Board for a two year term ending December 31, 2017. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Anderson to award Quote 2015-20, 3/8" Chip Seal Aggregate to Big Horn Redi-Mix in the amount of \$17.90/ton for a total of \$53,700. Vote was unanimous.

Council Member made a motion seconded by Council Member to reject all bids associated with Bid #2015-17 – Beck Lake Parks Maintenance Shop Renovation and re-evaluate the project. Voting in favor were Council Members Ballinger, Greer, Anderson, Wolz and Mayor Brown. Opposed were Council Members Fritz and Miller. Motion carried.

Council Member Miller made a motion seconded by Council Member Wolz to authorize the Mayor to enter into and sign an Encroachment License between the City of Cody and Streamside Investments LLC to construct an outdoor stairway, trellis and associated improvements within the portion of the Stampede Avenue public right-of-way, contingent upon review and approval by the City Attorney and collect a payment of an annual fee in the amount of \$66.00. Vote was unanimous.

ORDINANCE 2015-16 – SECOND READING  
AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE CITY OF CODY CODE: NUISANCE ABATEMENT. Council Member Anderson made a motion seconded by Council Member Ballinger to approve Ordinance 2015-16 on Second Reading. Vote was unanimous.

ORDINANCE 2016-01 – FIRST READING  
AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, ARTICLE II SECTION 10, SUBSECTION D OF THE CITY OF CODY CODE. Council Member Ballinger made a motion seconded by Council Member Greer to approve Ordinance 2016-01 on First Reading. Vote was unanimous.

There being no further action, Mayor Brown adjourned the meeting at 8:19 p.m.

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Nancy Tia Brown  
Mayor

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Cynthia Baker  
Administrative Services Officer

**City of Cody**  
**Council Proceedings**  
**Wednesday, January 13, 2016**

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Wednesday, January 13, 2016 at 4:15 p.m.

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

Absent: Council Member Steve Miller

Mayor Brown called the meeting to order at 4:15 p.m.

Bert Pond, Electrical Engineer presented the Wyoming Municipal Power Agency Resource Planning Analysis and updates. The Governing Body provided direction to Bert in the vote representing the City of Cody at the WMPA meeting next week.

Leslie Brumage discussed a draft Ordinance as it relates to utility deposit.

Mayor Brown adjourned the meeting at 6:05 p.m.

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Cindy Baker  
Administrative Services Officer

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Nancy Tia Brown  
Mayor

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
<b>813-NCPERS WYOMING</b>							
<b>125412</b>							
8131015	PREMIUM	01/11/2016	432.00	432.00	01/11/2016		116
Total :			432.00	432.00			
Total 125412:			432.00	432.00			
<b>ADVANCED INFO SYSTEMS</b>							
<b>129162</b>							
12740	CYCLE 3 OUTSOURCE UTILITIY	12/31/2015	399.38	399.38	01/20/2016		116
Total :			399.38	399.38			
Total 129162:			399.38	399.38			
<b>AMAYA, DOMINQUE</b>							
<b>130700</b>							
15164835	REFUND UTILITY DEPOSIT	01/08/2016	25.58	25.58	01/20/2016		116
Total :			25.58	25.58			
Total 130700:			25.58	25.58			
<b>AMERICAN FAMILY LIFE ASSUR</b>							
<b>550</b>							
812383	AFLAC PREMIUM	01/11/2016	2,224.74	2,224.74	01/11/2016		116
Total :			2,224.74	2,224.74			
Total 550:			2,224.74	2,224.74			
<b>AMERICAN WELDING &amp; GAS, INC.</b>							
<b>128592</b>							
03759716	SUPPLIES	12/31/2015	54.45	54.45	01/20/2016		116
Total :			54.45	54.45			
Total 128592:			54.45	54.45			
<b>ANIXTER, INC.</b>							
<b>130622</b>							
3069777-01	Vault, 3 phase transf	12/29/2015	679.55	679.55	01/20/2016	VLT3TRAN	116
3069777-01	FREIGHT	12/29/2015	277.39	277.39	01/20/2016		116
3081944-00	SYSTEM REPAIRS	12/18/2015	552.36	552.36	01/20/2016		116
3081944-01	SERVICE REPAIRS	12/30/2015	355.71	355.71	01/20/2016		116
3081944-02	SYSTEM UPGRADE	12/18/2015	103.21	103.21	01/20/2016		116
3081944-03	SYSTEM UPGRADE	12/23/2015	89.64	89.64	01/20/2016		116
Total :			2,057.86	2,057.86			
Total 130622:			2,057.86	2,057.86			
<b>BAILEY ENTERPRISES INCORPORATED</b>							
<b>130546</b>							
010816	Unleaded Fuel	01/08/2016	781.79	781.79	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	107.18	107.18	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	1,730.68	1,730.68	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010816	Diesel Fuel	01/08/2016	102.29	102.29	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	265.92	265.92	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	80.27	80.27	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	86.35	86.35	01/20/2016		116
010816	Diesel Fuel	01/08/2016	2,299.43	2,299.43	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	268.38	268.38	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	78.65	78.65	01/20/2016		116
010816	Diesel Fuel	01/08/2016	3,410.15	3,410.15	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	89.47	89.47	01/20/2016		116
010816	Diesel Fuel	01/08/2016	108.89	108.89	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	335.94	335.94	01/20/2016		116
010816	Diesel Fuel	01/08/2016	143.18	143.18	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	367.38	367.38	01/20/2016		116
010816	Diesel Fuel	01/08/2016	343.60	343.60	01/20/2016		116
010816	Unleaded Fuel	01/08/2016	497.41	497.41	01/20/2016		116
Total :			11,096.96	11,096.96			
Total 130546:			11,096.96	11,096.96			
<b>BEYLER, JESSE</b>							
<b>130689</b>							
16259039	REFUND DEPOSIT	12/29/2015	40.76	40.76	01/20/2016		116
Total :			40.76	40.76			
Total 130689:			40.76	40.76			
<b>BLACK HILLS ENERGY</b>							
<b>130509</b>							
010716	UTILITIES - REC CENTER	01/07/2016	3,138.15	3,138.15	01/20/2016		116
010716	UTILITIES - REC CENTER	01/07/2016	9,414.49	9,414.49	01/20/2016		116
Total :			12,552.64	12,552.64			
Total 130509:			12,552.64	12,552.64			
<b>BLUE CROSS BLUE SHIELD OF WYOMING</b>							
<b>1360</b>							
010116	INSURANCE PREMIUM	12/22/2015	2,801.16	2,801.16	01/20/2016		116
Total :			2,801.16	2,801.16			
Total 1360:			2,801.16	2,801.16			
<b>CARQUEST AUTO PARTS</b>							
<b>10200</b>							
2874-IC-23577	credit repair parts - VM	12/15/2015	2.50-	2.50-	01/20/2016		116
2874-IC-29283	credit repair parts - VM	12/02/2015	13.24-	13.24-	01/20/2016		116
2874-IC-29310	credit repair parts - VM	12/07/2015	20.00-	20.00-	01/20/2016		116
2874-IC-29325	credit repair parts - VM	12/09/2015	47.40-	47.40-	01/20/2016		116
2874-IC-29347	credit repair parts - VM	12/14/2015	54.00-	54.00-	01/20/2016		116
2874-IC-29358	credit repair parts - VM	12/15/2015	23.38-	23.38-	01/20/2016		116
2874-IC-29405	credit repair parts - VM	12/24/2015	54.00-	54.00-	01/20/2016		116
2874-IC-29407	credit repair parts - VM	12/24/2015	3.44-	3.44-	01/20/2016		116
2874-ID-29275	repair parts - VM	12/01/2015	4.19	4.19	01/20/2016		116
2874-ID-29278	repair parts - VM	12/01/2015	30.36	30.36	01/20/2016		116
2874-ID-29278	repair parts - VM	12/01/2015	7.21	7.21	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
2874-ID-29280	repair parts - VM	12/01/2015	68.05	68.05	01/20/2016		116
2874-ID-29283	repair parts - VM	12/02/2015	2.50	2.50	01/20/2016		116
2874-ID-29283	repair parts - VM	12/02/2015	9.45	9.45	01/20/2016		116
2874-ID-29291	repair parts - VM	12/03/2015	2.70	2.70	01/20/2016		116
2874-ID-29292	repair parts - VM	12/03/2015	85.78	85.78	01/20/2016		116
2874-ID-29293	repair parts - VM	12/03/2015	2.87	2.87	01/20/2016		116
2874-ID-29295	repair parts - VM	12/03/2015	88.43	88.43	01/20/2016		116
2874-ID-29299	repair parts - VM	12/04/2015	86.42	86.42	01/20/2016		116
2874-ID-29302	repair parts - VM	12/04/2015	121.83	121.83	01/20/2016		116
2874-ID-29317	repair parts - VM	12/08/2015	70.74	70.74	01/20/2016		116
2874-ID-29321	repair parts - VM	12/09/2015	4.80	4.80	01/20/2016		116
2874-ID-29325	repair parts - VM	12/09/2015	23.88	23.88	01/20/2016		116
2874-ID-29345	repair parts - VM	12/14/2015	5.37	5.37	01/20/2016		116
2874-ID-29346	repair parts - VM	12/14/2015	261.68	261.68	01/20/2016		116
2874-ID-29349	repair parts - VM	12/14/2015	2.70	2.70	01/20/2016		116
2874-ID-29356	repair parts - VM	12/15/2015	1.97	1.97	01/20/2016		116
2874-ID-29357	repair parts - VM	12/15/2015	52.16	52.16	01/20/2016		116
2874-ID-29361	repair parts - VM	12/16/2015	29.92	29.92	01/20/2016		116
2874-ID-29362	repair parts - VM	12/16/2015	15.82	15.82	01/20/2016		116
2874-ID-29365	repair parts - VM	12/16/2015	109.87	109.87	01/20/2016		116
2874-ID-29376	repair parts - VM	12/18/2015	1.70	1.70	01/20/2016		116
2874-ID-29384	repair parts - VM	12/21/2015	7.35	7.35	01/20/2016		116
2874-ID-29390	repair parts - VM	12/22/2015	6.99	6.99	01/20/2016		116
2874-ID-29390	shop supplies - VM	12/22/2015	14.51	14.51	01/20/2016		116
2874-ID-29405	repair parts - VM	12/24/2015	246.94	246.94	01/20/2016		116
2874-ID-29407	repair parts - VM	12/24/2015	12.03	12.03	01/20/2016		116
2874-ID-29415	repair parts - VM	12/28/2015	14.83	14.83	01/20/2016		116
2874-ID-29418	repair parts - VM	12/29/2015	9.58	9.58	01/20/2016		116
2874-ID-29421	repair parts - VM	12/29/2015	2.50	2.50	01/20/2016		116
2874-ID-29423	repair parts - VM	12/29/2015	7.32	7.32	01/20/2016		116
2874-ID-29434	repair parts - VM	12/31/2015	52.24	52.24	01/20/2016		116
Total :			1,246.73	1,246.73			
Total 10200:			1,246.73	1,246.73			
<b>CARSON, SCOTT</b>							
<b>130690</b>							
15909024	REFUND UTILITY DEPOSIT	01/04/2016	72.94	72.94	01/20/2016		116
Total :			72.94	72.94			
Total 130690:			72.94	72.94			
<b>CITY OF CODY</b>							
<b>2260</b>							
010716	RESTITUTION FROM MC-1502-0	01/07/2016	210.00	210.00	01/20/2016		116
Total :			210.00	210.00			
Total 2260:			210.00	210.00			
<b>CITY OF CODY</b>							
<b>127400</b>							
12/31/15	PETTY CASH PD - ALCOHOL C	12/31/2015	13.75	13.75	01/20/2016		116
Total :			13.75	13.75			

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total 127400:			13.75	13.75			
<b>CODY CAB LLC</b>							
<b>129079</b>							
011916	TIPSY TAXI PROGRAM	01/19/2016	175.00	175.00	01/20/2016		116
Total :			175.00	175.00			
Total 129079:			175.00	175.00			
<b>CODY'S TOWN TAXI</b>							
<b>129972</b>							
011916	TIPSY TAXI VOUCHERS	01/19/2016	287.00	287.00	01/20/2016		116
Total :			287.00	287.00			
Total 129972:			287.00	287.00			
<b>COPENHAVER KATH KITCHEN KOLPITCKE LLC</b>							
<b>3140</b>							
123115	LEGAL SERVICES	01/06/2016	6,907.92	6,907.92	01/20/2016		116
Total :			6,907.92	6,907.92			
Total 3140:			6,907.92	6,907.92			
<b>DIVISION OF VICTIM'S SERVICES</b>							
<b>124470</b>							
010716	CRIME VICTIM'S COMP - DEC 2	01/07/2016	100.00	100.00	01/20/2016		116
Total :			100.00	100.00			
Total 124470:			100.00	100.00			
<b>DZURIS, DEANNA</b>							
<b>130703</b>							
13037019	REFUND CREDIT BALANCE	01/11/2016	47.34	47.34	01/20/2016		116
Total :			47.34	47.34			
Total 130703:			47.34	47.34			
<b>EASTMAN, RINDA</b>							
<b>129952</b>							
010616	PERSONAL TRAINING - REC CE	01/06/2016	160.39	160.39	01/20/2016		116
Total :			160.39	160.39			
Total 129952:			160.39	160.39			
<b>ENGINEERING ASSOCIATES</b>							
<b>4140</b>							
010416	BAC T TESTING	01/04/2016	25.00	25.00	01/20/2016		116
Total :			25.00	25.00			
Total 4140:			25.00	25.00			

	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
<b>GILL, JESSICA</b>								
<b>130696</b>								
	010716	WITNESS FEE FOR MC-1509-02	01/07/2016	5.00	5.00	01/20/2016		116
Total :				5.00	5.00			
Total 130696:				5.00	5.00			
<b>HESSENTHALER, ERIN</b>								
<b>130697</b>								
	010716	WITNESS FEES FOR MC-1509-0	01/07/2016	10.00	10.00	01/20/2016		116
Total :				10.00	10.00			
Total 130697:				10.00	10.00			
<b>HICKEY, RAE JEAN</b>								
<b>130702</b>								
	13194045	REFUND UTILITY DEPOSIT	01/08/2016	127.90	127.90	01/20/2016		116
Total :				127.90	127.90			
Total 130702:				127.90	127.90			
<b>JONES, AMY</b>								
<b>129954</b>								
	010616	PERSONAL TRAINING - REC CE	01/06/2016	1,392.39	1,392.39	01/20/2016		116
Total :				1,392.39	1,392.39			
Total 129954:				1,392.39	1,392.39			
<b>KEEGAN &amp; WINSLOW LAW FIRM</b>								
<b>126040</b>								
	010416	PROFESSIONAL FEES	01/04/2016	604.80	604.80	01/20/2016		116
Total :				604.80	604.80			
Total 126040:				604.80	604.80			
<b>KITCHEN, SCOTT</b>								
<b>129803</b>								
	123015	REIMBURSE FOR MILEAGE	12/30/2015	19.55	19.55	01/20/2016		116
Total :				19.55	19.55			
Total 129803:				19.55	19.55			
<b>KRUBECK, LUCAS</b>								
<b>130285</b>								
	010616	PERSONAL TRAINER - REC CE	01/06/2016	376.20	376.20	01/20/2016		116
Total :				376.20	376.20			
Total 130285:				376.20	376.20			
<b>KURZ, ALEXANDER</b>								

	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
130701	11002014	REFUND UTILITY DEPOSIT	01/08/2016	93.87	93.87	01/20/2016		116
	Total :			93.87	93.87			
	Total 130701:			93.87	93.87			
<b>LOCAL GOV'T LIABILITY POOL</b>								
<b>6176</b>	123015	CLAIM AGAINST THE CITY - H S	12/30/2015	1,874.90	1,874.90	01/20/2016		116
	Total :			1,874.90	1,874.90			
	Total 6176:			1,874.90	1,874.90			
<b>MCDERMOTT, LINDA</b>								
<b>130691</b>	10025016	REFUND UTILITY DEPOSIT	01/05/2016	102.00	102.00	01/20/2016		116
	Total :			102.00	102.00			
	Total 130691:			102.00	102.00			
<b>MILES, SARAH</b>								
<b>130565</b>	385810	REC CENTER REFUND	12/18/2015	360.00	360.00	01/20/2016		116
	Total :			360.00	360.00			
	Total 130565:			360.00	360.00			
<b>MINCH, NORA</b>								
<b>130692</b>	1268	ALCOHOL COMPLIANCE CHEC	12/14/2015	250.00	250.00	01/20/2016		116
	Total :			250.00	250.00			
	Total 130692:			250.00	250.00			
<b>NEIHART, MICHAEL</b>								
<b>130693</b>	010416	REFUND TEMPORARY METER	01/04/2016	105.00	105.00	01/20/2016		116
	Total :			105.00	105.00			
	Total 130693:			105.00	105.00			
<b>NELSON, BRANDON</b>								
<b>130704</b>	7068012	REFUND CREDIT BALANCE	01/11/2016	116.02	116.02	01/20/2016		116
	Total :			116.02	116.02			
	Total 130704:			116.02	116.02			
<b>NORCO, INC.</b>								
<b>128948</b>	17573146	SUPPLIES	12/31/2015	11.53	11.53	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total :			11.53	11.53			
Total 128948:			11.53	11.53			
<b>NYFFLER, RHONDA</b>							
<b>130698</b>							
010716	WITNESS FEES FOR MC-1501-0	01/07/2016	5.00	5.00	01/20/2016		116
Total :			5.00	5.00			
Total 130698:			5.00	5.00			
<b>OFFICE SHOP, THE</b>							
<b>7440</b>							
123015	COPIER CONTRACT - SHOP	12/30/2015	20.85	20.85	01/20/2016		116
123015	COPIER CONTRACT - SHOP	12/30/2015	20.86	20.86	01/20/2016		116
123015	COPIER CONTRACT - SHOP	12/30/2015	20.86	20.86	01/20/2016		116
123015	COPIER CONTRACT - SHOP	12/30/2015	20.86	20.86	01/20/2016		116
123015	COPIER CONTRACT - SHOP	12/30/2015	20.86	20.86	01/20/2016		116
123015	COPIER CONTRACT - SHOP	12/30/2015	20.86	20.86	01/20/2016		116
Total :			125.15	125.15			
Total 7440:			125.15	125.15			
<b>ONE-CALL OF WYOMING</b>							
<b>127665</b>							
40147	ONE CALL FEES	01/06/2016	9.94	9.94	01/20/2016		116
40147	ONE CALL FEES	01/06/2016	9.94	9.94	01/20/2016		116
40147	ONE CALL FEES	01/06/2016	9.94	9.94	01/20/2016		116
40147	ONE CALL FEES	01/06/2016	9.93	9.93	01/20/2016		116
Total :			39.75	39.75			
Total 127665:			39.75	39.75			
<b>OWEN, DONALD E</b>							
<b>125181</b>							
010416	VOLLEYBALL REFEREE	01/04/2016	175.00	175.00	01/20/2016		116
Total :			175.00	175.00			
Total 125181:			175.00	175.00			
<b>PARK COUNTY</b>							
<b>7670</b>							
2396	LEC CONTRACT - DISPATCH	01/01/2016	25,026.03	25,026.03	01/20/2016		116
2396	LEC CONTRACT - CONSOLE	01/01/2016	3,184.96	3,184.96	01/20/2016		116
2396	LEC CONTRACT - UTILITIES	01/01/2016	1,264.66	1,264.66	01/20/2016		116
Total :			29,475.65	29,475.65			
Total 7670:			29,475.65	29,475.65			
<b>PARK COUNTY ANIMAL SHELTER</b>							
<b>5120</b>							
010116	ANIMAL SERVICE CONTRACT	01/01/2016	3,750.00	3,750.00	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total :			3,750.00	3,750.00			
Total 5120:			3,750.00	3,750.00			
<b>PARK COUNTY LANDFILL</b>							
<b>129053</b>							
123115	LANDFILL CHARGES	12/31/2015	57,273.32	57,273.32	01/20/2016		116
123115	LANDFILL CHARGES	12/31/2015	947.70	947.70	01/20/2016		116
Total :			58,221.02	58,221.02			
Total 129053:			58,221.02	58,221.02			
<b>PARK COUNTY PUBLIC HEALTH</b>							
<b>7720</b>							
2792	FLU VACCINATIONS	12/29/2015	80.00	80.00	01/20/2016		116
Total :			80.00	80.00			
Total 7720:			80.00	80.00			
<b>PARK COUNTY READY MIX</b>							
<b>7730</b>							
112111-1	SAND SLURRY	06/30/2015	50.00	50.00	01/20/2016		116
Total :			50.00	50.00			
Total 7730:			50.00	50.00			
<b>PARK COUNTY SHERIFF</b>							
<b>7740</b>							
123115	INCARCERATION - DEC 2015	12/31/2015	1,080.00	1,080.00	01/20/2016		116
Total :			1,080.00	1,080.00			
Total 7740:			1,080.00	1,080.00			
<b>PAVEMENT MAINTENANCE INC</b>							
<b>7825</b>							
15-270	SNOW REMOVAL	12/15/2015	1,265.00	1,265.00	01/20/2016		116
Total :			1,265.00	1,265.00			
Total 7825:			1,265.00	1,265.00			
<b>PROVIDENT LIFE &amp; ACCIDENT INS</b>							
<b>128033</b>							
W0050427	PREMIUMS	01/11/2015	183.44	183.44	01/11/2016		116
Total :			183.44	183.44			
Total 128033:			183.44	183.44			
<b>RICHELDERFER, JAMES</b>							
<b>130607</b>							
010716	RESTITUTION FROM VALERINA	01/07/2016	25.00	25.00	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total :			25.00	25.00			
Total 130607:			25.00	25.00			
<b>ROSS, SUSAN</b>							
<b>130551</b>							
010616	PARTNER PASTIRES	01/06/2016	52.50	52.50	01/20/2016		116
010616	GINGERBREAD HOUSES	01/06/2016	171.15	171.15	01/20/2016		116
Total :			223.65	223.65			
Total 130551:			223.65	223.65			
<b>SCHOENING, WILLIAM D</b>							
<b>123147</b>							
010416	VOLLEYBALL REFEREE	01/04/2016	250.00	250.00	01/20/2016		116
Total :			250.00	250.00			
Total 123147:			250.00	250.00			
<b>SECHRIST, DAVID J</b>							
<b>129937</b>							
010616	PERSONAL TRAINING- REC CE	01/06/2016	129.68	129.68	01/20/2016		116
Total :			129.68	129.68			
Total 129937:			129.68	129.68			
<b>SHOSHONE MUNICIPAL PIPELINE</b>							
<b>9130</b>							
010116	SMP WATER PURCHASES - DE	01/01/2016	103,820.02	103,820.02	01/20/2016		116
Total :			103,820.02	103,820.02			
Total 9130:			103,820.02	103,820.02			
<b>SPENCER, APRIL</b>							
<b>130694</b>							
5137531	REFUND UTILITY DEPOSIT	12/31/2015	48.91	48.91	01/20/2016		116
Total :			48.91	48.91			
Total 130694:			48.91	48.91			
<b>STATE FARM</b>							
<b>127933</b>							
381B63_691	RESTITUTION FROM GEORGE	01/07/2016	200.00	200.00	01/20/2016		116
Total :			200.00	200.00			
Total 127933:			200.00	200.00			
<b>STEGELMAN, TERRI</b>							
<b>130695</b>							
010516	REFUND TEMPORARY METER	01/05/2016	105.00	105.00	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total :			105.00	105.00			
Total 130695:			105.00	105.00			
<b>STERLING CODIFIERS</b>							
<b>128669</b>							
17606	CODE CODIFICATION	12/31/2015	260.00	260.00	01/20/2016		116
Total :			260.00	260.00			
Total 128669:			260.00	260.00			
<b>TORCZON, LAURENE</b>							
<b>130705</b>							
15000814	REFUND CREDIT BALANCE	01/11/2016	148.87	148.87	01/20/2016		116
Total :			148.87	148.87			
Total 130705:			148.87	148.87			
<b>U S BANK PURCHASE CARD</b>							
<b>129981</b>							
010616	toner cartridge	01/06/2016	130.00	130.00	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	65.23	65.23	01/20/2016		116
010616	Utilities Wcstelecom long distance	01/06/2016	130.56	130.56	01/20/2016		116
010616	advertising	01/06/2016	173.40	173.40	01/20/2016		116
010616	advertising	01/06/2016	3,262.25	3,262.25	01/20/2016		116
010616	Collections commission	01/06/2016	442.32	442.32	01/20/2016		116
010616	Binding	01/06/2016	6.00	6.00	01/20/2016		116
010616	Printer toner	01/06/2016	147.76	147.76	01/20/2016		116
010616	1099 Tax Forms	01/06/2016	60.00	60.00	01/20/2016		116
010616	vehicle wash	01/06/2016	10.00	10.00	01/20/2016		116
010616	supplies	01/06/2016	3.00	3.00	01/20/2016		116
010616	years of service	01/06/2016	175.00	175.00	01/20/2016		116
010616	Printer Cartridge	01/06/2016	38.37	38.37	01/20/2016		116
010616	Support Systems IT	01/06/2016	264.00	264.00	01/20/2016		116
010616	Firewall License - City Shop	01/06/2016	367.00	367.00	01/20/2016		116
010616	printers (2) Electric Shop	01/06/2016	884.97	884.97	01/20/2016		116
010616	computer supplies	01/06/2016	1,184.94	1,184.94	01/20/2016		116
Total Administrative Services:			7,344.80	7,344.80			
010616	repair pool brushes	01/06/2016	138.23	138.23	01/20/2016		116
010616	lifeguard class fees	01/06/2016	35.00	35.00	01/20/2016		116
010616	turtle tales	01/06/2016	6.38	6.38	01/20/2016		116
010616	For powerpoints during arc classe	01/06/2016	38.95	38.95	01/20/2016		116
010616	Pool programs	01/06/2016	35.33	35.33	01/20/2016		116
010616	Repair equipment	01/06/2016	134.94	134.94	01/20/2016		116
010616	ARC program fees	01/06/2016	140.00	140.00	01/20/2016		116
010616	arc program fees	01/06/2016	35.00	35.00	01/20/2016		116
010616	hotel expense for trip to cheyenne	01/06/2016	239.98	239.98	01/20/2016		116
010616	cleaning supplies	01/06/2016	122.07	122.07	01/20/2016		116
010616	CO2	01/06/2016	150.00	150.00	01/20/2016		116
010616	co2	01/06/2016	172.00	172.00	01/20/2016		116
010616	CO2	01/06/2016	172.00	172.00	01/20/2016		116
010616	safety equipment	01/06/2016	274.25	274.25	01/20/2016		116
010616	gloves and caution tape	01/06/2016	204.29	204.29	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010616	Purchase new AED. Old AED has	01/06/2016	605.00	605.00	01/20/2016		116
Total Aquatics:			2,503.42	2,503.42			
010616	Supplies	01/06/2016	191.36	191.36	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	49.36	49.36	01/20/2016		116
Total City Administrator:			240.72	240.72			
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	154.29	154.29	01/20/2016		116
010616	Materials and Supplies	01/06/2016	12.32	12.32	01/20/2016		116
Total Community Development:			166.61	166.61			
010616	Uniforms	01/06/2016	461.90	461.90	01/20/2016		116
010616	Welding Supplies	01/06/2016	29.00	29.00	01/20/2016		116
010616	Supplies/Safety Glasses	01/06/2016	133.62	133.62	01/20/2016		116
010616	Shop Supplies	01/06/2016	40.99	40.99	01/20/2016		116
010616	Propane for Ground Heater	01/06/2016	20.21	20.21	01/20/2016		116
010616	Supplies/Safety Glasses	01/06/2016	14.02	14.02	01/20/2016		116
010616	Cetane Booster - Equipment	01/06/2016	80.19	80.19	01/20/2016		116
010616	Meter Repair - CT cable	01/06/2016	33.50	33.50	01/20/2016		116
010616	Random and pre-employment test	01/06/2016	30.00	30.00	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	224.00	224.00	01/20/2016		116
010616	Utilities - Century Link	01/06/2016	37.45	37.45	01/20/2016		116
010616	ladder safety labels	01/06/2016	26.00	26.00	01/20/2016		116
010616	Supplies for ground heater	01/06/2016	23.40	23.40	01/20/2016		116
010616	Safety Glasses	01/06/2016	9.15	9.15	01/20/2016		116
010616	Shipping Rubber Gloves for testin	01/06/2016	231.91	231.91	01/20/2016		116
010616	Shop Lighting Repair	01/06/2016	66.23	66.23	01/20/2016		116
010616	Streetlight Repairs	01/06/2016	19.97	19.97	01/20/2016		116
010616	Streetlight repair	01/06/2016	19.95	19.95	01/20/2016		116
010616	Monument Street Tie Line sprinkle	01/06/2016	19.17	19.17	01/20/2016		116
010616	Monument Street Tie Line Conduit	01/06/2016	8.01	8.01	01/20/2016		116
010616	Fuel Purchase for B42	01/06/2016	28.77	28.77	01/20/2016		116
010616	Building Pest Control	01/06/2016	52.50	52.50	01/20/2016		116
Total Electric:			1,609.94	1,609.94			
010616	Printing Tax Facts Brochure	01/06/2016	486.00	486.00	01/20/2016		116
010616	Employee Recognition	01/06/2016	100.00	100.00	01/20/2016		116
010616	Employee Recognition	01/06/2016	900.00	900.00	01/20/2016		116
010616	Meeting Expenses	01/06/2016	18.61	18.61	01/20/2016		116
010616	Meeting Expenses	01/06/2016	31.94	31.94	01/20/2016		116
010616	Meeting Expenses	01/06/2016	17.45	17.45	01/20/2016		116
Total Mayor ♦ Council:			1,554.00	1,554.00			
010616	Office supplies	01/06/2016	14.97	14.97	01/20/2016		116
010616	Office supplies	01/06/2016	11.50	11.50	01/20/2016		116
010616	Supplies	01/06/2016	53.97	53.97	01/20/2016		116
010616	Christmas decorations	01/06/2016	18.99	18.99	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	131.99	131.99	01/20/2016		116
010616	Education conference	01/06/2016	195.00	195.00	01/20/2016		116
010616	Planner & writing tools	01/06/2016	14.40	14.40	01/20/2016		116
010616	Shop supplies	01/06/2016	7.99	7.99	01/20/2016		116
010616	Journals	01/06/2016	36.70	36.70	01/20/2016		116
010616	Supplies	01/06/2016	19.99	19.99	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010616	Supplies	01/06/2016	22.47	22.47	01/20/2016		116
010616	Materials	01/06/2016	51.59	51.59	01/20/2016		116
010616	Supplies	01/06/2016	11.98	11.98	01/20/2016		116
010616	Uniform	01/06/2016	79.99	79.99	01/20/2016		116
010616	Materials	01/06/2016	6.99	6.99	01/20/2016		116
010616	Materials	01/06/2016	64.14	64.14	01/20/2016		116
010616	Materials	01/06/2016	34.06	34.06	01/20/2016		116
010616	Supplies	01/06/2016	9.48	9.48	01/20/2016		116
010616	Supplies	01/06/2016	6.49	6.49	01/20/2016		116
010616	Supplies	01/06/2016	4.00	4.00	01/20/2016		116
010616	Supplies	01/06/2016	21.17	21.17	01/20/2016		116
010616	Gopher bait/softball & Glendale	01/06/2016	11.98	11.98	01/20/2016		116
010616	Christmas decorations	01/06/2016	119.98	119.98	01/20/2016		116
010616	Christmas decorations	01/06/2016	59.99	59.99	01/20/2016		116
010616	Stock	01/06/2016	14.98	14.98	01/20/2016		116
Total Parks Maintenance:			1,024.79	1,024.79			
010616	Random and pre-employment test	01/06/2016	60.00	60.00	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	1,470.01	1,470.01	01/20/2016		116
010616	Taser Instructor recert C18	01/06/2016	200.00	200.00	01/20/2016		116
010616	Training - C22	01/06/2016	100.00	100.00	01/20/2016		116
010616	Steel targets/stands	01/06/2016	2,358.01	2,358.01	01/20/2016		116
010616	Ammunition	01/06/2016	2,203.83	2,203.83	01/20/2016		116
010616	Office/squad room supplies	01/06/2016	203.36	203.36	01/20/2016		116
010616	DVD's-squad room supplies	01/06/2016	166.80	166.80	01/20/2016		116
010616	Calendar	01/06/2016	23.99	23.99	01/20/2016		116
010616	Copy paper	01/06/2016	461.03	461.03	01/20/2016		116
010616	Embroidery, patch sewing - C09	01/06/2016	111.00	111.00	01/20/2016		116
010616	Embroidery, patch sewing - C12	01/06/2016	42.00	42.00	01/20/2016		116
010616	CD's, calendars	01/06/2016	121.70	121.70	01/20/2016		116
010616	Calendars	01/06/2016	36.00	36.00	01/20/2016		116
010616	CD sleeves, calendars	01/06/2016	45.78	45.78	01/20/2016		116
010616	Calendar	01/06/2016	10.77	10.77	01/20/2016		116
010616	squad room supplies	01/06/2016	14.97	14.97	01/20/2016		116
010616	Office/squad room supplies	01/06/2016	48.54	48.54	01/20/2016		116
010616	Office supplies	01/06/2016	35.54	35.54	01/20/2016		116
010616	Radar/lidar recertifications	01/06/2016	1,072.00	1,072.00	01/20/2016		116
010616	Annual membership	01/06/2016	525.00	525.00	01/20/2016		116
010616	Annual membership - C04	01/06/2016	50.00	50.00	01/20/2016		116
010616	Uniform allowance - C08	01/06/2016	94.96	94.96	01/20/2016		116
010616	vehicle key copy	01/06/2016	2.49	2.49	01/20/2016		116
010616	Jump box for squad room	01/06/2016	159.00	159.00	01/20/2016		116
010616	Utilities - Century Link	01/06/2016	37.45	37.45	01/20/2016		116
010616	Uniform allowance - C25	01/06/2016	114.98	114.98	01/20/2016		116
010616	Office supplies-tax chgd-to be cre	01/06/2016	19.10	19.10	01/20/2016		116
010616	Office supplies-resubmitted w/o ta	01/06/2016	18.37	18.37	01/20/2016		116
010616	Reverse trans w/tax	01/06/2016	19.10-	19.10-	01/20/2016		116
010616	Car wash - C12	01/06/2016	9.00	9.00	01/20/2016		116
010616	Car wash - C06	01/06/2016	9.00	9.00	01/20/2016		116
010616	Car wash - C23	01/06/2016	9.00	9.00	01/20/2016		116
010616	Uniform allowance - C22	01/06/2016	142.97	142.97	01/20/2016		116
010616	Car wash - C21	01/06/2016	9.00	9.00	01/20/2016		116
010616	Car wash - C11	01/06/2016	10.00	10.00	01/20/2016		116
010616	Car wash - C11	01/06/2016	2.41	2.41	01/20/2016		116
010616	Car wash - C11	01/06/2016	8.04	8.04	01/20/2016		116
010616	Evidence shipping	01/06/2016	9.15	9.15	01/20/2016		116
010616	Evidence shipping	01/06/2016	9.15	9.15	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010616	Evidence shipping	01/06/2016	9.15	9.15	01/20/2016		116
010616	Car wash - C14	01/06/2016	9.00	9.00	01/20/2016		116
010616	Car wash - C24	01/06/2016	5.91	5.91	01/20/2016		116
010616	Car wash - C03	01/06/2016	9.00	9.00	01/20/2016		116
010616	Uniform allowance - C20	01/06/2016	44.00	44.00	01/20/2016		116
010616	Uniform allowance - C14	01/06/2016	132.99	132.99	01/20/2016		116
010616	Fuel-C09-WLEA	01/06/2016	18.71	18.71	01/20/2016		116
010616	Car wash - C07	01/06/2016	9.00	9.00	01/20/2016		116
010616		01/06/2016	9.00	9.00	01/20/2016		116
Total Police:			10,252.06	10,252.06			
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	76.63	76.63	01/20/2016		116
010616	B24 Alingment	01/06/2016	65.95	65.95	01/20/2016		116
010616	magnetic hooks for rec. center	01/06/2016	5.98	5.98	01/20/2016		116
010616	carafe for Auditorium	01/06/2016	14.99	14.99	01/20/2016		116
010616	stain remover for Aquatics	01/06/2016	12.70	12.70	01/20/2016		116
010616	coffee and creamer for Auditorium	01/06/2016	118.31	118.31	01/20/2016		116
010616	surge protector for Auditorium	01/06/2016	11.98	11.98	01/20/2016		116
010616	cleaning supplies for rec center	01/06/2016	2,350.38	2,350.38	01/20/2016		116
010616	replace defective fire sensor in air	01/06/2016	1,062.43	1,062.43	01/20/2016		116
010616	repair lock to Therapy pool	01/06/2016	90.00	90.00	01/20/2016		116
010616	maintenance on the ranges at Au	01/06/2016	211.00	211.00	01/20/2016		116
010616	filters for rec and aquatic air handl	01/06/2016	1,617.80	1,617.80	01/20/2016		116
010616	Auditorium pest control	01/06/2016	52.50	52.50	01/20/2016		116
010616	city hall pest control	01/06/2016	73.50	73.50	01/20/2016		116
010616	pest control at Rec. Center	01/06/2016	197.50	197.50	01/20/2016		116
010616	tables for Auditorium	01/06/2016	3,436.59	3,436.59	01/20/2016		116
Total Public Facilities:			9,398.24	9,398.24			
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	111.93	111.93	01/20/2016		116
010616	Youth Sports	01/06/2016	53.99	53.99	01/20/2016		116
010616	Youth Sports	01/06/2016	35.72	35.72	01/20/2016		116
010616	Youth Sports	01/06/2016	53.99	53.99	01/20/2016		116
010616	Youth Sports	01/06/2016	111.98	111.98	01/20/2016		116
010616	ASAP Supplies	01/06/2016	125.18	125.18	01/20/2016		116
010616	Equipment repairs	01/06/2016	81.52	81.52	01/20/2016		116
010616	Equipment repairs	01/06/2016	162.96	162.96	01/20/2016		116
010616	Equipment repairs	01/06/2016	21.58	21.58	01/20/2016		116
010616	Purchase new AED. Old AED has	01/06/2016	605.00	605.00	01/20/2016		116
010616	Tiny Tots and Rec Programs	01/06/2016	54.07	54.07	01/20/2016		116
010616	Rec programs	01/06/2016	30.46	30.46	01/20/2016		116
010616	Tiny Tots and Rec Programs	01/06/2016	31.92	31.92	01/20/2016		116
010616	Supplies	01/06/2016	134.98	134.98	01/20/2016		116
010616	Senior Event	01/06/2016	163.60	163.60	01/20/2016		116
010616	Uniforms	01/06/2016	51.78	51.78	01/20/2016		116
010616	Supplies	01/06/2016	32.01	32.01	01/20/2016		116
010616	Rec Programs	01/06/2016	100.00	100.00	01/20/2016		116
010616	Stove	01/06/2016	549.99	549.99	01/20/2016		116
010616	Supplies	01/06/2016	203.04	203.04	01/20/2016		116
010616	Utilities- Charter	01/06/2016	177.81	177.81	01/20/2016		116
010616	Utilities- Charter	01/06/2016	147.12	147.12	01/20/2016		116
010616	Utilities- Charter	01/06/2016	21.00-	21.00-	01/20/2016		116
010616	Advertising	01/06/2016	408.00	408.00	01/20/2016		116
010616	Subscription Rec Center	01/06/2016	378.00	378.00	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
Total Recreation:			3,805.63	3,805.63			
010616	Random and pre-employment test	01/06/2016	60.00	60.00	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	25.20	25.20	01/20/2016		116
010616	J36 baler repairs C&C welding	01/06/2016	1,124.66	1,124.66	01/20/2016		116
010616	shirts and embroidery	01/06/2016	170.32	170.32	01/20/2016		116
010616	marker lamp, glass cleaner	01/06/2016	10.78	10.78	01/20/2016		116
010616	grease fitting	01/06/2016	4.48	4.48	01/20/2016		116
010616	marker lamps, old recycle trailer	01/06/2016	27.53	27.53	01/20/2016		116
010616	marker lamp, glass cleaner	01/06/2016	6.34	6.34	01/20/2016		116
010616	paint and bedline old recycle traile	01/06/2016	1,300.00	1,300.00	01/20/2016		116
010616	propane	01/06/2016	27.20	27.20	01/20/2016		116
010616	propane	01/06/2016	27.88	27.88	01/20/2016		116
010616	propane	01/06/2016	29.98	29.98	01/20/2016		116
010616	propane	01/06/2016	27.88	27.88	01/20/2016		116
010616	propane	01/06/2016	26.86	26.86	01/20/2016		116
010616	sanitation windshield C05 acciden	01/06/2016	529.67	529.67	01/20/2016		116
010616	hardware, gloves, shovel	01/06/2016	17.99	17.99	01/20/2016		116
010616	gloves, snap	01/06/2016	6.58	6.58	01/20/2016		116
010616	hardware, gloves, shovel	01/06/2016	44.24	44.24	01/20/2016		116
010616	gloves, snap	01/06/2016	8.49	8.49	01/20/2016		116
010616	hardware, gloves, shovel	01/06/2016	26.97	26.97	01/20/2016		116
Total Solid Waste:			3,503.05	3,503.05			
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	100.80	100.80	01/20/2016		116
010616	fittings brine maker	01/06/2016	74.42	74.42	01/20/2016		116
010616	brine maker parts	01/06/2016	5.96	5.96	01/20/2016		116
010616	brine motor	01/06/2016	358.64	358.64	01/20/2016		116
010616	dry wall office rebuild	01/06/2016	22.39	22.39	01/20/2016		116
010616	office rebuild supplies	01/06/2016	40.02	40.02	01/20/2016		116
010616	office rebuild supplies	01/06/2016	20.97	20.97	01/20/2016		116
010616	office rebuild supplies	01/06/2016	22.56	22.56	01/20/2016		116
010616	office wall supplies	01/06/2016	111.94	111.94	01/20/2016		116
010616	office paint supplies	01/06/2016	13.98	13.98	01/20/2016		116
010616	office painting supplies	01/06/2016	24.64	24.64	01/20/2016		116
010616	office paint supply	01/06/2016	41.97	41.97	01/20/2016		116
010616	office texture	01/06/2016	63.96	63.96	01/20/2016		116
010616	office paint	01/06/2016	32.99	32.99	01/20/2016		116
010616	traffic cones	01/06/2016	1,852.92	1,852.92	01/20/2016		116
010616	repair parts & supplies	01/06/2016	9.20	9.20	01/20/2016		116
010616	tape dispenser	01/06/2016	6.99	6.99	01/20/2016		116
010616	pine boards	01/06/2016	11.50	11.50	01/20/2016		116
010616	Hotsy parts	01/06/2016	22.25	22.25	01/20/2016		116
010616	pest control	01/06/2016	73.50	73.50	01/20/2016		116
010616	pest control	01/06/2016	73.50	73.50	01/20/2016		116
010616	pest control	01/06/2016	73.50	73.50	01/20/2016		116
010616	lunch on paper run to billings	01/06/2016	23.85	23.85	01/20/2016		116
010616	snow fence	01/06/2016	119.90	119.90	01/20/2016		116
010616	nuts and bolts f07	01/06/2016	6.40	6.40	01/20/2016		116
010616	credit snow fence	01/06/2016	119.90-	119.90-	01/20/2016		116
010616	gloves	01/06/2016	76.48	76.48	01/20/2016		116
010616	fuel salt lake trip	01/06/2016	149.02	149.02	01/20/2016		116
010616	saw blade	01/06/2016	5.99	5.99	01/20/2016		116
010616	wall board joint knife	01/06/2016	9.99	9.99	01/20/2016		116
010616	router bit	01/06/2016	29.69	29.69	01/20/2016		116
010616	office rebuild supplies	01/06/2016	25.46	25.46	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010616	building keys	01/06/2016	23.91	23.91	01/20/2016		116
010616	sander binders	01/06/2016	99.98	99.98	01/20/2016		116
010616	sander chain	01/06/2016	30.24	30.24	01/20/2016		116
010616	supplies	01/06/2016	4.73	4.73	01/20/2016		116
010616	belly dump parts	01/06/2016	36.68	36.68	01/20/2016		116
010616	office rebuild supplies	01/06/2016	80.21	80.21	01/20/2016		116
010616	wall board texture	01/06/2016	23.98	23.98	01/20/2016		116
010616	wall board texture	01/06/2016	15.99	15.99	01/20/2016		116
010616	office trim boards	01/06/2016	57.52	57.52	01/20/2016		116
Total Street Maintenance:			3,758.72	3,758.72			
010616	Sanitation truck cylinder	01/06/2016	5,071.69	5,071.69	01/20/2016		116
010616	J 49 bearings	01/06/2016	275.05	275.05	01/20/2016		116
010616	E01 air brake valve	01/06/2016	201.75	201.75	01/20/2016		116
010616	honda motor gasket	01/06/2016	11.47	11.47	01/20/2016		116
010616	Blower motor B19	01/06/2016	124.81	124.81	01/20/2016		116
010616	A10 tire, Slashed	01/06/2016	157.00	157.00	01/20/2016		116
010616	J36 nuts and bolts	01/06/2016	4.50	4.50	01/20/2016		116
010616	C05 Slack adjusters	01/06/2016	330.27	330.27	01/20/2016		116
010616	G08 backhoe hose repair	01/06/2016	780.42	780.42	01/20/2016		116
010616	I03 repairs	01/06/2016	207.00	207.00	01/20/2016		116
010616	C05 steering tires	01/06/2016	632.00	632.00	01/20/2016		116
010616	sanitation repairs	01/06/2016	170.08	170.08	01/20/2016		116
010616	shop supplies	01/06/2016	57.83	57.83	01/20/2016		116
010616	repair parts & supplies	01/06/2016	52.14	52.14	01/20/2016		116
010616	repair parts & supplies	01/06/2016	246.51	246.51	01/20/2016		116
010616	Oil inventory	01/06/2016	356.95	356.95	01/20/2016		116
010616	Siren controller	01/06/2016	386.40	386.40	01/20/2016		116
010616	oil	01/06/2016	360.90	360.90	01/20/2016		116
Total Vehicle Maintenance:			9,426.77	9,426.77			
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	75.60	75.60	01/20/2016		116
010616	embroidery	01/06/2016	67.50	67.50	01/20/2016		116
010616	online training	01/06/2016	45.00	45.00	01/20/2016		116
010616	lab supplies	01/06/2016	621.20	621.20	01/20/2016		116
010616	lab supplies - water	01/06/2016	70.40	70.40	01/20/2016		116
010616	phone pouch	01/06/2016	19.99	19.99	01/20/2016		116
010616	pest control - Lab	01/06/2016	50.00	50.00	01/20/2016		116
010616	pest control - Lab	01/06/2016	50.00	50.00	01/20/2016		116
Total Wastewater:			999.69	999.69			
010616	Random and pre-employment test	01/06/2016	30.00	30.00	01/20/2016		116
010616	utilities - Verizon - Cell Phones/lp	01/06/2016	127.03	127.03	01/20/2016		116
010616	coat	01/06/2016	99.99	99.99	01/20/2016		116
010616	sweatshirts	01/06/2016	89.97	89.97	01/20/2016		116
010616	embroidery	01/06/2016	37.95	37.95	01/20/2016		116
010616	galvanized fittings	01/06/2016	50.15	50.15	01/20/2016		116
010616	plywood	01/06/2016	39.84	39.84	01/20/2016		116
010616	primer, glue, nuts & bolts	01/06/2016	27.29	27.29	01/20/2016		116
010616	water sample shipping	01/06/2016	49.47	49.47	01/20/2016		116
010616	waders	01/06/2016	322.40	322.40	01/20/2016		116
010616	sales tax refund	01/06/2016	12.40-	12.40-	01/20/2016		116
010616	nuts & bolts	01/06/2016	13.42	13.42	01/20/2016		116
010616	front tires, Case backhoe	01/06/2016	638.00	638.00	01/20/2016		116
010616	keys	01/06/2016	6.48	6.48	01/20/2016		116

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
010616	ice melt, mouse bait	01/06/2016	81.97	81.97	01/20/2016		116
010616	water sample shipping	01/06/2016	47.80	47.80	01/20/2016		116
010616	water sample shipping	01/06/2016	47.69	47.69	01/20/2016		116
010616	work shirts, sweatshirt	01/06/2016	129.69	129.69	01/20/2016		116
010616	electrical supplies	01/06/2016	4.34	4.34	01/20/2016		116
010616	gauge & fittings	01/06/2016	21.21	21.21	01/20/2016		116
010616	gloves	01/06/2016	16.99	16.99	01/20/2016		116
010616	brass and galvanized fittings	01/06/2016	39.55	39.55	01/20/2016		116
010616	couplers	01/06/2016	7.08	7.08	01/20/2016		116
010616	couplers	01/06/2016	6.99	6.99	01/20/2016		116
010616	online training	01/06/2016	124.50	124.50	01/20/2016		116
010616	online training	01/06/2016	256.60	256.60	01/20/2016		116
Total Water:			2,304.00	2,304.00			
Total 129981:			57,892.44	57,892.44			
<b>U S POST OFFICE</b>							
<b>10050</b>							
010416	PO BOX RENTAL	01/04/2016	240.00	240.00	01/20/2016		116
Total :			240.00	240.00			
Total 10050:			240.00	240.00			
<b>UNUM LIFE INS - LTD</b>							
<b>127843</b>							
12/31/2015	LONG TERM DISABILITY-PREMI	01/11/2016	2,940.00	2,940.00	01/11/2016		116
Total :			2,940.00	2,940.00			
Total 127843:			2,940.00	2,940.00			
<b>UNUM LIFE INSURANCE - LIFE</b>							
<b>127935</b>							
12/31/2015	UNUM Life Insurance Premium	01/11/2016	1,854.68	1,854.68	01/11/2016		116
Total :			1,854.68	1,854.68			
Total 127935:			1,854.68	1,854.68			
<b>US POSTMASTER</b>							
<b>129112</b>							
010616	2 MONTHS POSTAGE FOR UTIL	01/06/2016	3,700.00	3,700.00	01/20/2016		116
Total :			3,700.00	3,700.00			
Total 129112:			3,700.00	3,700.00			
<b>VAN DUSEN, LISA</b>							
<b>130637</b>							
010416	REIMBURSE FOR MILEAGE	01/04/2016	58.25	58.25	01/20/2016		116
Total :			58.25	58.25			
Total 130637:			58.25	58.25			

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number	GL Period
<b>WESCO RECEIVABLES CORP</b>							
<b>10480</b>							
762940	SUBSTATION REPAIR	12/17/2015	1,332.90	1,332.90	01/20/2016		116
Total :			1,332.90	1,332.90			
Total 10480:			1,332.90	1,332.90			
<b>WILLIAMS, JESSE H</b>							
<b>130699</b>							
3029043	REFUND UTILITY DEPOSIT	01/07/2016	52.71	52.71	01/20/2016		116
Total :			52.71	52.71			
Total 130699:			52.71	52.71			
<b>WYOMING DEPARTMENT OF WORKFORCE SERVICES</b>							
<b>10670</b>							
12/31/2015	CONTRIBUTIONS	01/11/2016	93.96	93.96	01/11/2016		116
12/31/2015	VOLUNTEERS	01/11/2016	9.40	9.40	01/11/2016		116
12/31/2015	credit	01/11/2016	2.40-	2.40-	01/11/2016		116
12/31/2015	CONTRIBUTIONS	01/11/2016	10,085.02	10,085.02	01/11/2016		116
Total :			10,185.98	10,185.98			
Total 10670:			10,185.98	10,185.98			
<b>WYOMING MUNICIPAL POWER AGENCY</b>							
<b>10920</b>							
123115	POWER PURCHASE - DEC 2015	12/31/2015	804,142.30	804,142.30	01/20/2016		116
Total :			804,142.30	804,142.30			
Total 10920:			804,142.30	804,142.30			
<b>YELLOWSTONE REGIONAL AIRPORT</b>							
<b>11150</b>							
010116	JANUARY FUNDING	01/01/2016	16,465.75	16,465.75	01/20/2016		116
Total :			16,465.75	16,465.75			
Total 11150:			16,465.75	16,465.75			
Grand Totals:			1,144,906.91	1,144,906.91			

Payroll - 1/13/16 Total \$237,559.54

GRAND TOTAL \$1,382,466.45

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

MEETING DATE: JANUARY 19, 2016  
DEPARTMENT: COMMUNITY DEVELOPMENT  
PREPARED BY: TODD S. & CINDY BAKER  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: TODD STOWELL

**AGENDA ITEM SUMMARY REPORT**  
**BID AWARD – BID NO. 2015-21**  
**AND ACCOMPANYING BOUNDARY LINE ADJUSTMENT**

**ACTION**

Staff requests that the Mayor and Council award Bid No. 2015-21 to Douglas and Marilyn Greenway for the purchase of 4,112 square foot parcel of land for the bid amount of \$7,129.00. Staff also requests that the Council authorize the Mayor to sign documents relating to sale of said parcel, including a Boundary Line Adjustment survey and the transfer deed, after the purchasing party has paid all applicable fees, closing costs, and purchase price.

**SUMMARY**

The property being considered in the bid award is a parcel of land within Lot 62, Resurvey, T.52N., R.102W., 6<sup>th</sup> P.M., Park County, Wyoming. Said parcel is more particularly described and depicted on the attached Boundary line Adjustment record of survey. The prior agenda item authorized the removal of a utility easement from the western portion of the parcel. This agenda item is to award the bid and authorize the mayor to sign the boundary line adjustment, deed, and any other closing documents.

On December 28, 2015 at 2:00 p.m., the sole bid for Bid No. 2015-21, Sale of Public Lands, was opened and publicly read aloud. The bid submitted was from Doug Greenway for the minimum bid amount of \$7,129.00, and was accompanied by the required 5% bid deposit. The property is 25 feet wide and located on the east side of 14<sup>th</sup> Street, near the Huff N Puff Avenue intersection. The property is not developable as an individual lot, and is being combined with adjacent land.

**FISCAL IMPACT**

The sale of the parcel will generate \$7,129.00 in revenue. The successful bidder will cover the costs associated with the Boundary Lot Line Adjustment and closing costs associated with the purchase.

**ALTERNATIVES**

1. Award the bid as indicated.
2. Reject the bid.

**RECOMMENDATION**

Staff recommends that the Mayor and Council award Bid No. 2015-21 to Douglas Greenway for the purchase of a 4,112 square foot parcel of land for the bid amount of \$7,129.00. Staff also requests that the Council authorize the Mayor to sign documents relating to the boundary line adjustment and sale of said parcel after the purchasing party has paid all applicable fees, closing costs, and purchase price.

**ATTACHMENTS**

Sale of Property Bid Packet, Boundary Line Adjustment Survey

**AGENDA & SUMMARY REPORT TO:**

Douglas Greenway

**AGENDA ITEM NO. \_\_\_\_\_**





**TABLE OF CONTENTS  
BID NO. 2015-21**

**DOCUMENTS INCLUDED IN PACKET FOR BID NO 2015-21**

	<u>Pages</u>
<b>1. ADVERTISEMENT FOR BID (ON THIS PAGE, BELOW)</b>	<b>1</b>
<b>2. INSTRUCTION SHEET</b>	<b>2-3</b>
<b>3. BID PROPOSAL FORM</b>	<b>4-6</b>

**For more information: City of Cody 307-587-7511**

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**ADVERTISEMENT FOR BIDS  
BID NO. 2015-21**

The City of Cody is requesting sealed bids for the purchase of a 4,112 sq. ft. parcel of land described as follows:

Being a parcel of land within Lot 62, Resurvey, T.52N., R.102W., 6<sup>th</sup> P.M., Park County, Wyoming. Said parcel is being more particularly described as follows: BEGINNING at a found aluminum cap marking the southwest corner of Tract B of the Westbeck Addition as shown on the Amended Plat recorded at Document No. 334279 in Plat Cabinet F at Page 102; thence S.45°30'40"E., along the southwesterly line of said Tract B, 192.09 feet, to a found aluminum cap marking the southeast corner of said Tract B; thence N.89°56'03"W., 35.68 feet; thence N.45°30'40"W., parallel with said southwesterly line, 137.22 feet; thence N.5°09'25"W., 38.57 feet, more or less, to the POINT OF BEGINNING.

The property is 25 feet wide and located on the east side of 14<sup>th</sup> Street, near the Huff N Puff Avenue intersection. Sealed bids are to be submitted to the City of Cody, PO Box 2200, or hand delivered to 1338 Rumsey Avenue, Cody, Wyoming 82414 and shall be marked with the bid number (Bid 2015-21) on the outside of the envelope.

Sealed bids shall be submitted to and received by the City no later than 2:00 p.m., December 28, 2015, at which time they will be publicly opened and recorded. The bids are subject to approval by the Governing Body. The City property shall be sold to the highest responsible bidder, unless the governing body of the city rejects all bids. The City reserves the right to reject any and all bids.

A bid packet may be obtained from City Hall or by calling 527-7511.

Cynthia Baker  
Administrative Services Officer  
The City of Cody



## **INSTRUCTIONS: BID # 2015-21 – SALE OF PUBLIC LAND**

The Bidder agrees to supply a sealed bid for the purchase of the parcel of public land as described below:

Being a parcel of land within Lot 62, Resurvey, T.52N., R.102W., 6<sup>th</sup> P.M., Park County, Wyoming. Said parcel is being more particularly described as follows: BEGINNING at a found aluminum cap marking the southwest corner of Tract B of the Westbeck Addition as shown on the Amended Plat recorded at Document No. 334279 in Plat Cabinet F at Page 102; thence S.45°30'40"E., along the southwesterly line of said Tract B, 192.09 feet, to a found aluminum cap marking the southeast corner of said Tract B; thence N.89°56'03"W., 35.68 feet; thence N.45°30'40"W., parallel with said southwesterly line, 137.22 feet; thence N.5°09'25"W., 38.57 feet, more or less, to the POINT OF BEGINNING.

The minimum bid and appraised value for the parcel is \$7,129.00 and all bids lower than \$7,129.00 will not be considered. The successful bidder will be responsible for preparing and filing a Boundary Lot Line Adjustment to merge the parcel into an adjacent property. Buyer will also be responsible for all closing costs associated with sale and should be prepared to close within 30 days of Council's approval of a bid.

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.

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. All bid guarantees must be received in the form of a 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.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to purchase the property pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein.

Bids are to be addressed to the City of Cody, P.O. Box 2200, 1338 Rumsey Avenue, Cody, Wyoming 82414 and shall be marked "**Bid No. 2015-21**" on the outside of the envelope. If bidders would like to view the parcel or have further questions, please contact Cindy Baker or Todd Stowell by calling 527-7511.

The sealed bids must be returned to the City of Cody no later than December 28, 2015 at 2:00 PM. which will be the date and time of the bid opening.

**BID PROPOSAL FORM - BID 2015-21**

City of Cody, Wyoming

Mayor and City Council  
City of Cody  
PO Box 2200  
1338 Rumsey Avenue  
Cody, WY 82414



The undersigned Bidder agrees to purchase the land described in the advertisement of Bid 2015-21, Sale of Public Land, which is part of this bid packet.

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 purchase the subject property, as listed on page 4 of this document, and pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. Buyer will be responsible for all closing costs associated with the sale of the property, and preparation of a boundary line adjustment to merge the property into an adjacent lot. The Buyer should be prepared to close within 30 days, or the time frame specified by the City of Cody upon receipt of Notice of Award.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
E-mail Address



**SPECIFICATION / PROPOSAL FORM  
PUBLIC LAND  
BID NO. 2015-21 Sale of Public Land**

<b>Number of Items</b>	<b>Item Description</b>	<b>Special Instructions</b>	<b>Written Value of Bid (e.g. Seven thousand...)</b>	<b>Numerical Bid Price (e.g. \$7,129)</b>
<b>One Parcel of Land</b>	A 25' wide parcel, as described and shown in Exhibit "A", being a parcel of land within Lot 62 Resurvey, T. 52 N., R. 102 W, 6 <sup>th</sup> P.M., Park County, WY.	<b>Minimum Bid Price of \$7,129</b>		

MEETING DATE:	JANUARY 19, 2016
DEPARTMENT:	COMMUNITY DEVELOPMENT
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

## **AGENDA ITEM SUMMARY REPORT**

### **Vacation of Portion of Easement**

#### **ACTION TO BE TAKEN**

Approve the vacation of a portion of a utility easement located within the property declared surplus and offered for sale in Bid #2015-21, and authorize the Mayor to sign the attached Vacation document. The property is currently owned by the City and is planned to be transferred to Doug and Marilyn Greenway, the high bidders for Bid #2015-21.

#### **SUMMARY**

The property declared surplus and bid in Bid #2015-21, was valued based on the western portion of the property being unencumbered by easements, which was noted in the original Council review and appraisal calculations. According to city records and correspondence from utility providers, there are no city or franchise utility lines in the area of the utility vacation. The legal description of the easement vacation area is based on a current survey done in preparation for the property transfer outlined in Bid #2015-21.

#### **FISCAL IMPACT**

The appraisal of \$7,129 for Bid #2015-21 was based on the easement being removed. If the easement were not removed, the land value would be reduced to approximately \$4,404 resulting in a reduction in potential income of \$2,725. Removal of the easement will bring the highest revenue to the City.

#### **RECOMMENDATION:**

Staff recommends approval of the easement vacation, and authorization for the mayor to execute the attached Vacation of Easement document.

#### **ALTERNATIVES:**

Approve or deny the easement vacation request.

#### **ATTACHMENTS:**

Easement Vacation Document.  
Survey by GDA Engineers.

#### **AGENDA & SUMMARY REPORT TO:**

Doug Greenway

**AGENDA ITEM NO. \_\_\_\_\_**

T.52N., R.102W., 6TH P.M.  
(RESURVEY)

**LEGAL DESCRIPTION OF LAND TO BE TRANSFERRED**

BEING A PARCEL OF LAND WITHIN LOT 62, RESURVEY, T.52N., R.102W., 6TH P.M., PARK COUNTY, WYOMING. SAID PARCEL IS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND ALUMINUM CAP MARKING THE SOUTHWEST CORNER OF TRACT B OF THE WESTBECK ADDITION AS SHOWN ON THE AMENDED PLAT RECORDED AT DOCUMENT NO. 334279 IN PLAT CABINET F AT PAGE 102; THENCE S.45°30'40"E., ALONG THE SOUTHWESTERLY LINE OF SAID TRACT B, 192.09 FEET, TO A FOUND ALUMINUM CAP MARKING THE SOUTHEAST CORNER OF SAID TRACT B; THENCE N.89°56'03"W., 35.68 FEET, TO A 2 1/2" ALUMINUM CAP SET THIS SURVEY; THENCE N.45°30'40"W., PARALLEL WITH SAID SOUTHWESTERLY LINE, 137.22 FEET, TO A 2 1/2" ALUMINUM CAP SET THIS SURVEY; THENCE N.5°09'25"W., 38.57 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

CONTAINING 4,112 SQUARE FEET, MORE OR LESS.

SUBJECT TO A UTILITY EASEMENT TO BENEFIT THE CITY OF CODY, WITHIN LOT 62, RESURVEY, T.52N., R.102W., 6TH P.M., PARK COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND ALUMINUM CAP MARKING THE SOUTHWEST CORNER OF TRACT B OF THE WESTBECK ADDITION AS SHOWN ON THE AMENDED PLAT RECORDED AT DOCUMENT NO. 334279 IN PLAT CABINET F AT PAGE 102; THENCE S.45°30'40"E., ALONG THE SOUTHWESTERLY LINE OF SAID TRACT B, 109.06 FEET, TO THE POINT OF BEGINNING; THENCE S.45°30'40"E., ALONG SAID SOUTHWESTERLY LINE, 69.01 FEET, TO A FOUND ALUMINUM CAP MARKING THE SOUTHEAST CORNER OF SAID TRACT B; THENCE N.89°56'03"W., 35.68 FEET, TO A 2 1/2" ALUMINUM CAP SET THIS SURVEY; THENCE N.45°30'40"W., PARALLEL WITH SAID SOUTHWESTERLY LINE, 42.51 FEET; THENCE N.13°25'26"E., 29.16 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

CONTAINING 1,568 SQUARE FEET, MORE OR LESS.

**OWNER'S CERTIFICATE**

KNOW ALL PERSONS BY THESE PRESENTS: THAT DOUGLAS R. AND MARILYN K. GREENWAY, BEING THE OWNER(S) OF THE LAND DESCRIBED IN QUITCLAIM DEED DOC #2013-67, IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER, PARK COUNTY, WYOMING, ARE THE OWNERS AND PROPRIETORS OF SAID LANDS; THAT WE HAVE CAUSED SAID LANDS TO BE SURVEYED; THAT THE BOUNDARY LINE ADJUSTMENT OF SAID LANDS IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS; THAT SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS OF RECORD; THAT THE PURPOSE OF THE BOUNDARY LINE ADJUSTMENT SURVEY IS FOR ADJUSTING BOUNDARY LINES BETWEEN THE LOTS AS SHOWN; THAT THE LAND BEING CONVEYED IS FOR THE SOLE PURPOSE OF ADJUSTING THE BOUNDARY LINES BETWEEN PARCELS AND IS NOT TO BE SOLD OR TRANSFERRED AS A SEPARATE PARCEL BY THE GRANTEE, HEIRS AND ASSIGNS; AND, THAT ANY RIGHTS BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY RELEASED AND WAIVED.

IN WITNESS WHEREOF, THE SAID OWNER(S) DOUGLAS R. AND MARILYN K. GREENWAY, WITH FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES, HAVE CAUSED THEIR NAMES HEREON TO BE SUBSCRIBED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

DOUGLAS R. GREENWAY \_\_\_\_\_ MARILYN K. GREENWAY \_\_\_\_\_

**ACKNOWLEDGMENT:**

STATE OF WYOMING, )  
  )SS  
COUNTY OF PARK,  )

THE FOREGOING OWNER(S) CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY DOUGLAS R. AND MARILYN K. GREENWAY. WITNESS MY HAND AND OFFICIAL SEAL: (WYOMING STATE LAW REQUIRES A NOTARY SEAL TO BE AFFIXED HEREON)

**NOTARY PUBLIC**

MY COMMISSION EXPIRES: \_\_\_\_\_

**OWNER'S CERTIFICATE**

KNOW ALL PERSONS BY THESE PRESENTS: THAT THE CITY OF CODY, WYOMING, BEING THE OWNER(S) OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN BOOK 230 PAGE 77 IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER, PARK COUNTY, WYOMING, ARE THE OWNERS AND PROPRIETORS OF SAID LANDS; THAT WE HAVE CAUSED SAID LANDS TO BE SURVEYED; THAT THE BOUNDARY LINE ADJUSTMENT OF SAID LANDS IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS; THAT SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS OF RECORD; THAT THE PURPOSE OF THE BOUNDARY LINE ADJUSTMENT SURVEY IS FOR ADJUSTING BOUNDARY LINES BETWEEN THE LOTS AS SHOWN; THAT THE LAND BEING CONVEYED IS FOR THE SOLE PURPOSE OF ADJUSTING THE BOUNDARY LINES BETWEEN PARCELS AND IS NOT TO BE SOLD OR TRANSFERRED AS A SEPARATE PARCEL BY THE GRANTEE, HEIRS AND ASSIGNS; AND, THAT ANY RIGHTS BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY RELEASED AND WAIVED.

IN WITNESS WHEREOF, THE SAID OWNER(S) CITY OF CODY, WYOMING, WITH FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES, HAVE CAUSED THEIR NAMES HEREON TO BE SUBSCRIBED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

NANCY TIA BROWN, \_\_\_\_\_ ATTEST: \_\_\_\_\_  
CITY OF CODY MAYOR

**ACKNOWLEDGMENT:**

STATE OF WYOMING )  
  )SS  
COUNTY OF PARK,  )

THE FOREGOING OWNER(S) CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY NANCY TIA BROWN. WITNESS MY HAND AND OFFICIAL SEAL: (WYOMING STATE LAW REQUIRES A NOTARY SEAL TO BE AFFIXED HEREON)

**NOTARY PUBLIC**

MY COMMISSION EXPIRES: \_\_\_\_\_

**LEGEND**

- PROPERTY LINE \_\_\_\_\_
- FORMER PROPERTY LINE - - - - -
- EASEMENT LINE - - - - -
- FOUND ALUMINUM CAP ●
- SET 5/8"x24" REBAR WITH 2 1/2" ALUMINUM CAP ○
- MEASURED DATA S.45°30'40"E. -192.09'
- RECORD DATA (S.45°50'E. 192.10')

**CITY PLANNER APPROVAL**

THIS LOT CONSOLIDATION SURVEY WAS APPROVED BY THE CITY PLANNER OF CODY, WYOMING ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
CITY PLANNER CITY CLERK

**BASIS OF BEARINGS**

THE CITY OF CODY HORIZONTAL AND VERTICAL CONTROL SYSTEM WAS USED AS THE BASIS OF BEARINGS



VICINITY MAP  
SCALE= 1:200

**RECORDER'S ACCEPTANCE**

THIS RECORD OF SURVEY WAS ACCEPTED FOR FILING IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016, AND FILED FOR RECORD AT \_\_\_\_ M. UNDER DOCUMENT NUMBER \_\_\_\_\_ IN PLAT CABINET \_\_\_\_ AT PAGE \_\_\_\_\_.

\_\_\_\_\_  
PARK COUNTY CLERK AND RECORDER

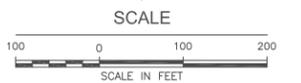
BY: \_\_\_\_\_  
DEPUTY

**CERTIFICATE OF SURVEYOR**

I, JUSTIN G. NESS, BEING A REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS RECORD OF SURVEY AND FIELD SURVEY WERE MADE BY ME OR 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. THIS RECORD OF SURVEY WAS CREATED FROM AN ACTUAL FIELD SURVEY PERFORMED ON AUG 3, 2015.



JUSTIN G. NESS  
WYOMING PLS 14276

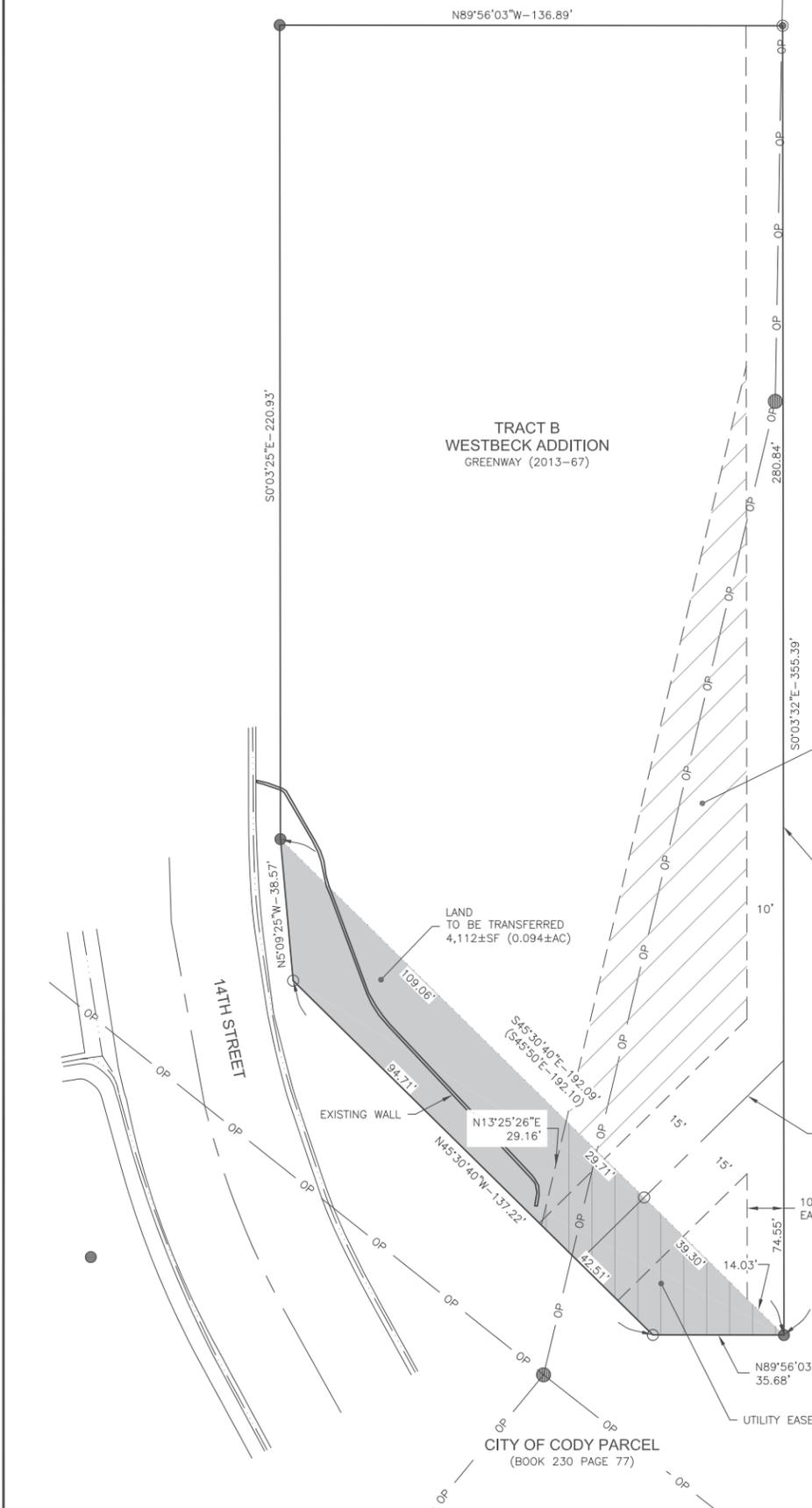


**RECORD OF SURVEY**  
SHOWING  
**BOUNDARY LINE ADJUSTMENT**  
WITHIN  
TRACT B, AMENDED PLAT OF WESTBECK ADDITION  
LOT 62, RESURVEY, T.52N., R.102W., 6TH P.M.,  
PARK COUNTY, WYOMING  
GREENWAY, CODY, WYOMING

PROJECT NO: 151229



ENGINEERING · SURVEYING · PLANNING  
502 33RD ST., CODY, WYOMING 82414



SURVEY COMPLETED  
DATE: 08/03/15  
BY: LP  
REVIEWED BY: JN

MEETING DATE: FEBRUARY 2, 2016

DEPARTMENT: PARKS, RECREATION AND  
PUBLIC FACILITIES

PREPARED BY: DOYLE STOUT

PRESENTED BY: RICK MANCHESTER

## **AGENDA ITEM SUMMARY REPORT**

### **Annual Request for CHS Graduation Party 2016**

#### **ACTION TO BE TAKEN:**

Request motion to cover expenses out of the City Council contingency fund.

#### **SUMMARY OF INFORMATION:**

In recent years, the City Council has elected not to waive facility fees for local groups. However City Council has sponsored the annual Cody High School graduation party and paid a portion or all of the related fees out of the City Council contingency fund.

A group of local parents and students are organizing an all-night graduation celebration for the CHS Senior Class of 2016. This overnight activity is scheduled to be held at the Recreation Center and has been scheduled for May 22 & 23, 2016. The celebration will run from 9:00 pm on Sunday May 22 to 3:00 am on Monday May 23.

The normal closure time of the Recreation Center on Sunday is 6:00 pm. The committee is planning a wide variety of activities for the "lock-in" style of party. Students will not be allowed to leave and re-enter the celebration. In addition to the chaperones from the graduation committee, a City Rec Center staff member will also be on site.

#### **FISCAL IMPACT**

A minimum of one staff member will be scheduled to work this event. It is estimated that the direct salary cost to the City will be approximately \$180.00.

The standard non-commercial rental fee for the Rec Center is as follows:

Gymnasiums	\$450.00
Multipurpose room	\$100.00
Front desk staff	<u>\$180.00</u>
<b>Total</b>	<b>\$730.00</b>

**ALTERNATIVES**

1. Approve sponsoring the CHS graduation party in the amount not to exceed \$//////////
2. Do not sponsor the event, but instead waive the fee.
3. Deny the request.
4. Funding not to exceed a different amount approved by City Council.

**ATTACHMENTS**

None

**AGENDA & SUMMARY REPORT TO:**

Doyle Stout, Recreation Supervisor  
Rick Manchester, Parks, Recreation & Public Facilities Director  
Julie Hinze, CHS Chairperson for the Class of 2016, 307-899-1051

MEETING DATE: JANUARY 19, 2016  
DEPARTMENT: ADMINISTRATIVE SERVICES  
PREPARED BY: LESLIE BRUMAGE, FINANCE  
OFFICER  
PRESENTED BY: LESLIE BRUMAGE, FINANCE  
OFFICER

## **AGENDA ITEM SUMMARY REPORT** **Resolution 2016-02 Budget Amendment**

### **ACTION TO BE TAKEN:**

Approve the resolution amending the FY15-16 budget.

### **SUMMARY OF INFORMATION:**

The City of Cody adopted the budget for FY15-16 on June 16, 2015. Per State Statute, budgets may be amended through Resolution by the City Council. This request includes the following amendment:

- 1) The City was awarded a Community Development Block Grant from the Wyoming Business Council in the amount of \$375,000 for the renovation of a City-owned building on 15<sup>th</sup> St. Once renovated, this building will be occupied and utilized by Cody Cupboard. The project cost will be fully funded by the grant.
- 2) The City was awarded a grant from the Office of Homeland Security in the amount of \$18,450. These funds will be used to purchase Wyolink compatible portable radios for the Police department. The cost of the radios will be fully funded by the grant.
- 3) The City has allocated an additional \$130,000 for the 12<sup>th</sup> Street storm drainage project from the consensus funds. The total project cost will be \$300,000 and will be fully funded by the consensus money.

### **FISCAL IMPACT**

The net impact on cash flows would be zero. The General Fund would see an increase in revenue of \$523,450 and an increase in expenditures of \$523,450.

### **ALTERNATIVES**

At its discretion the City Council may approve or deny the Resolution.

### **ATTACHMENTS**

1. Resolution 2016-01

### **AGENDA & SUMMARY REPORT TO:**

1. None

**AGENDA ITEM NO. \_\_\_\_\_**

**RESOLUTION 2016-01**

**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
<b>REVENUES</b>			\$0
General Fund	\$12,158,343	\$523,450	\$12,681,793
Vehicle Replacement Fund	\$645,980		\$645,980
Lodging Tax Fund	\$109,630		\$109,630
Public Improvements Fund	\$0		\$0
Solid Waste Fund	\$2,362,307		\$2,362,307
Water Fund	\$3,311,846		\$3,311,846
Wastewater Fund	\$3,222,686		\$3,222,686
Electric Fund	\$12,873,961		\$12,873,961
<b>TOTAL REVENUE</b>	<b>\$34,684,753</b>	<b>\$523,450</b>	<b>\$35,208,203</b>
<b>EXPENSES</b>			\$0
Mayor - Council	\$562,697		\$562,697
City Administrator	\$157,462		\$157,462
Administrative Services	\$1,499,737		\$1,499,737
Pass Through Grants	\$9,903	\$375,000	\$384,903
Police	\$2,984,452	\$18,450	\$3,002,902
Parks Maintenance	\$1,424,325		\$1,424,325
Public Facilities	\$539,302		\$539,302
Recreation Center	\$1,161,278		\$1,161,278
Aquatics	\$849,428		\$849,428
Community Development	\$573,871		\$573,871
Streets	\$1,881,511	\$130,000	\$2,011,511
Vehicle Maintenance	\$290,696		\$290,696
Vehicle Replacement	\$553,811		\$553,811
Lodging Tax	\$146,200		\$146,200
Public Improvements	\$35,257		\$35,257
Solid Waste Fund	\$2,254,447		\$2,254,447
Water Fund	\$3,238,646		\$3,238,646
Wastewater Fund	\$3,191,807		\$3,191,807
Electric Fund	\$13,353,410		\$13,353,410
<b>TOTAL EXPENSES</b>	<b>\$34,708,240</b>	<b>\$523,450</b>	<b>\$35,231,690</b>

PASSED, APPROVED AND ADOPTED THE 19<sup>th</sup> DAY OF JANUARY 2016

\_\_\_\_\_  
Nancy Tia-Brown, Mayor

Attest:

\_\_\_\_\_  
Cynthia Baker, Administrative Services Officer

MEETING DATE: JANUARY 19, 2016  
DEPARTMENT: PUBLIC WORKS  
PREPARED BY: ANNALEA AVERY  
DEPT. DIR. APPROVAL: \_\_\_\_\_  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: STEPHEN W. PAYNE, PE

## AGENDA ITEM SUMMARY REPORT RESOLUTION 2016-02

### ACTION:

Staff requests that the Mayor and Council authorize staff to submit an application and sign a resolution for a County Wide Consensus Funds, through the Office of State Land and Investments (SLIB), to provide additional funding for the 12<sup>th</sup> Street Storm Sewer Project. The total requested amount requested is \$25,000 bringing the total project amount to \$300,000.

### SUMMARY:

This application is to increase the county wide consensus funding for the 12th Street Storm Drainage Project. Due to the higher than anticipated bids which were received for this project the City of Cody is seeking additional funding of \$25,000 for a total amount of \$300,000.

These funds will be used for design, bid, bid administration and construction of approximately 505 linear feet of 36" and 42" Steel HOPE storm drainage piping, the adjustment to numerous utilities (sewer, gas and telephone) and partial sidewalk reconstruction where impacted by the installation of storm water piping, new sections of curb and gutter and reconstruction of the road. The existing storm pipeline is vastly undersized and serves 253 acres of the middle and lower bench areas of the City of Cody. This includes portions of Main Street (Sheridan Ave.), the High School and numerous subdivisions.

Please see attachment for additional information.

### FISCAL IMPACT

The 12<sup>th</sup> Street Storm Drainage Project had been estimated to cost \$300,000. The City has a signed contract with GDA for \$55,590 to complete the design plans and specifications, to bid the project and to complete the inspection of the project during construction. The funds used are county wide consensus funds and would be considered a 100% grant.

### ALTERNATIVES

1. Authorize the grant application and sign the resolution
2. No authorize the grant application.

### RECOMMENDATION

Staff recommends that the Mayor and Council authorize staff to submit an application for a County Wide Consensus Funds, through the Office of State Land and Investments (SLIB), for an additional \$25,000 and sign the resolution for those funds.

### ATTACHMENTS

Grant Application

### AGENDA & SUMMARY REPORT TO:

Steven Payne

AGENDA ITEM NO. \_\_\_\_\_

## OFFICE OF STATE LANDS AND INVESTMENTS

### Application Instructions

An Application Form is to be completed when applying for funding from one or more of the following programs:

**Countywide Consensus (CWC)**

**Federal Mineral Royalty Capital Construction Account Grants (MRG)**

**All forms must be submitted on 8 ½ x 14 (legal) size paper. The Office of State Lands and Investments will provide the completed Application Form to the State Loan and Investment Board as the applicant's summary of the request for funding.** The applicant should view this form as its opportunity to inform the Board of the need for the project and reason the applicant feels the state should help in financing the project. There is no limit on the length of the Application Form, please attach additional pages if needed. However, the Office suggests a bulleted format and the applicant should bear in mind the time constraints of the State Loan and Investment Board.

**The Project Narrative in the form must include at a minimum the following information:**

1. A brief description of the project and why the applicant needs the project.
2. A description of each funding source for the project. Each description must include the amount requested by the applicant from each funding source, the status of the funding source request, and the percentage of the total project cost for each funding source. If the funding source status is approved (secured), documentation to support the status must be attached to the Application Form.
3. If applying for a loan the applicant must list all sources of proposed security for the loan.
4. If the applicant needs the project to meet a federal or state health and/or a safety requirement, the applicant must provide the specific health or safety requirement the project with address.

**For special districts, the following information is also required:**

5. The geographical area the special district covers and the date when the County Commissioners formed the district.
6. If the applicant is water and sewer district or an improvement and service district, the narrative must include the number and type of lots the project will serve initially and the total number of lots in the district, and the current zoning of the district. For example, is the district zoned for residential use only or for commercial use or for a combination of uses?

# Mineral Royalty Grants Check list

***Applicant Name:***

**Information Required for Applications**

Check List

Application

Licensed engineer's statement of feasibility of the project (not required for the purchase of emergency vehicles)

Standard resolution authorizing the filling of the application on a form provided by the Office

General Financial Information

Copy of current approved and signed budget

Detailed project cost estimate and how the costs were estimated

Estimated project schedule that includes design, commencement of construction and completion of construction

Grant draw down schedule broken down in six-month intervals

Copy of documentation of the specific requirements and explanation of how project addresses the requirements to meet federal or state health and safety requirements

One (1) signed original and two (2) copies of your completed application, including all attachments

**Additional Information for Special District**

Copy of County Commissioners resolution that shows formation of special district

Copy of certification from the County Commissioners that the special district currently exists

Written review from the County Commissioners

Written review from City or Town (only if special district is within five (5) miles of incorporated limits)

Resolution for assessments

Letter from County Assessor verifying and showing the dollar amount the District is collecting for assessment

Copy of assessment schedule

**Additional Information for Joint Powers Boards**

Copy of certificate of organization filed with the Secretary of State

Copy of executed joint powers agreement approved by the Attorney General

Written review from the County Commissioners

Written review from City or Town (only if Joint Powers Board is within five (5) miles of incorporated limits)

**Additional Information Needed for Water and Sewer Projects**

Completed Water/Sewer Questionnaire

**Additional Information Needed for Street and Roads Projects**

Completed Street Questionnaire

**Additional Information Needed for Fire Apparatus Projects**

Completed Fire Apparatus Questionnaire

**Additional Information Needed for Vehicles**

Vehicle Replacement Certification

**STATE OF WYOMING  
STATE LOAN AND INVESTMENT BOARD  
INFRASTRUCTURE FINANCING**

**APPLICATION**

**Applicant:**

**Date:**

**Mailing Address:**

**Contact Person:**

**City:**

**State:**

**Zip:**

**E-mail address:**

**E-mail address:**

**Phone No.:**

**Phone No.:**

**Fax No.:**

**Population:**

**Applicant's Tax I.D. Number:**

**County:**

Type of Entity: County      Joint Powers Board      Municipality      Special District

Other (Explain) \_\_\_\_\_

Population of Applicant: \_\_\_\_\_ Total Population Served By Project (Directly/Indirectly): \_\_\_\_\_

Percentage of applicant's population directly served by the project: \_\_\_\_\_

Applicant's submitting multiple applications must establish priority ranking: Priority # \_\_\_\_ of \_\_\_\_

Project Name:

Project Schedule (Includes Planning, Design, and Construction):

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

List all funding sources for the project other than current request: (Manually Calculate Figures)

<b>Funding Source</b>	<b>Amount</b>	<b>Status</b>	<b>Amount Expended</b>
<small>(If approved, list grant/loan #)</small>		<b>Pending    Approved</b>	

**Amount of Funds Requested:**

**Estimated total project cost:**

**Balance of Project Incomplete:**

**Estimated Reimbursement Rate:**

(Final Reimbursement Rate Is Determined by Board Approved Amount)

**Name of Applicant:**

Is project needed to meet federal or state health and/or safety requirement? Yes No  
(If yes, provide specific health or safety requirement project will address)

Do you have an Administrative Order? Yes No  
(If yes, provide copy of the Administrative Order)

Water and/or Sewer Project: Yes No  
(If yes, complete Water/Sewer Questionnaire for project requests in excess of 50%)

Street and/or Road Project: Yes No  
(If yes, complete Street Questionnaire)

Fire Apparatus Project: Yes No  
(If yes, complete Fire Apparatus Questionnaire)

Vehicle Project: Yes No  
(If yes, complete Vehicle Replacement Certification form)

If full funding is not received, what will applicant do?

If additional funding is needed, where will the additional funds be obtained?

Can the project be scaled back or phased? Yes No  
(Provide explanation)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct, including the information provided in the narrative and all attachments. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

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Name and Title (typed) Signature Date

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Name and Title of Contact Person Phone No. E-mail

**SUBMISSION REQUIREMENTS:** ALL DOCUMENTS MUST BE PRINTED ON 8 ½ X 14 ( LEGAL) SIZE PAPER. SUBMIT **ONE (1) ORIGINAL AND TWO (2) COPIES** OF APPLICATION, SUMMARY FORM, AND SUPPORTING DOCUMENTATION TO: **OFFICE OF STATE LANDS AND INVESTMENTS, ATTN: GRANTS AND LOANS DEPARTMENT, HERSCHLER BUILDING, 3<sup>RD</sup> WEST, 122 WEST 25<sup>TH</sup> STREET, CHEYENNE, WYOMING 82002**

**Project Narrative:** Provide a brief description of the project and why applicant needs the project. Narrative must include applicable items listed in the instructions for completing the Application Form. (Attach additional pages if needed, **must be legal size**)

Number of Attached Pages \_\_\_\_\_

Office of State Lands and Investments - Government Grants and Loans

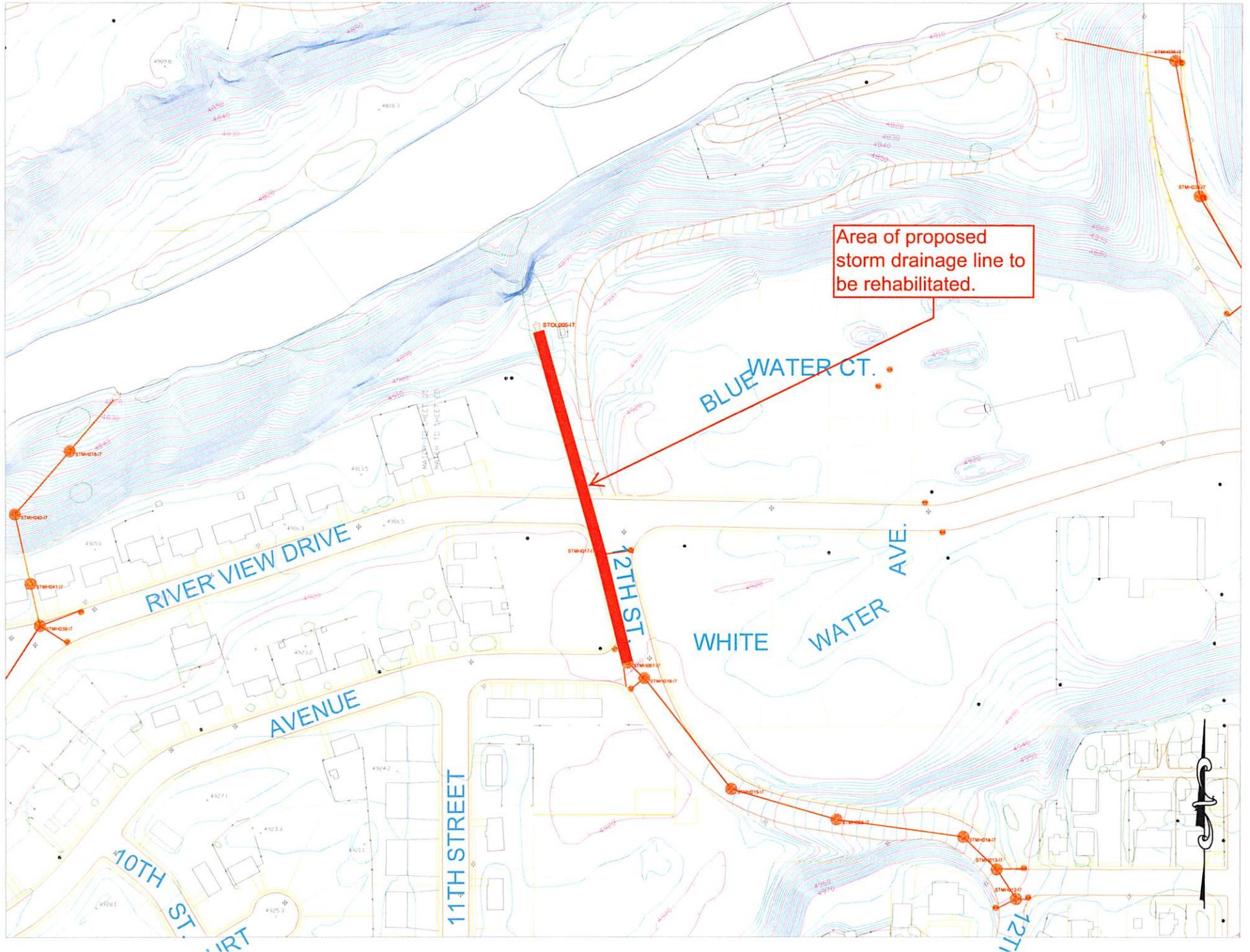
Application Summary Form

Date: \_\_\_\_\_

**ADDITIONAL INFORMATION PROVIDED BY THE APPLICANT**

APPLICANT: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_





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**Signature**

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**Title**

MEETING DATE: JANUARY 19, 2016

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE

PRESENTED BY: LESLIE BRUMAGE

## **AGENDA ITEM SUMMARY REPORT**

### **Ordinance 2016-2**

#### **SUMMARY OF INFORMATION:**

An Ordinance amending the general conditions governing City supplied utilities and meter and service deposits.

Council has requested that additional service deposit options be included in the existing Ordinance. The changes include (1) offering a credit history option to residential service, commercial service and construction service customers whose other active accounts with the City of Cody reflect good payment history as defined in the Ordinance and (2) offering a personal guarantor option for commercial service and construction service customers.

#### **FISCAL IMPACT**

Unknown

#### **ALTERNATIVES**

1.. Pass Ordinance 2016-2

#### **ATTACHMENTS**

1. Ordinance 2016-2

#### **AGENDA & SUMMARY REPORT TO:**

None

**AGENDA ITEM NO. \_\_\_\_\_**

## ORDINANCE 2016-02

### AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8, CHAPTER 1, ARTICLE II, OF THE CODY CITY CODE TO MODIFY GENERAL CONDITIONS GOVERNING CITY SUPPLIED UTILITIES AND METER AND SERVICE DEPOSITS.

Article II shall be hereby amended as follows:

#### **Article II. Municipal Electrical Supply**

8-1-8: General Conditions Governing City Supplied Utilities

8-1-9: Meter And Service Deposits

8-1-8: GENERAL CONDITIONS GOVERNING CITY SUPPLIED UTILITIES:

A. Execution Of Contract For Purchase Of Electricity For Use By The City: The mayor and city council shall sign and execute any contract that may be made with any utility, federal or state agency, department or any municipality or joint powers board concerning the purchase of electrical energy for use by the city that may be approved by resolution of the city council.

B. Service Nontransferable Without Advance Approval: The electrical service furnished by the city is intended to be used by the actual customer that has entered into the contract with the city for the uses contemplated by the rate category of the service. This service is not to be resold, assigned, used or extended off of the tract of land served for the use or benefit of any other individual, corporation or other entity in advance of receiving the specific written approval of the city administrator or his/her designee.

C. Changes in Property Ownership: In the case of a change in ownership of any property to which the city of Cody provides utility services, it is the responsibility of the new owner/transferee to establish a utility account by completing an application for utility service and complying with the deposit requirements as outlined in section 8-1-9 of this chapter as of the date of sale, transfer or conveyance. If the new owner/transferee establishes the utility account after the date of sale, transfer or conveyance the new owner/transferee shall be responsible for payment of all charges incurred back to the date of sale, transfer or conveyance of the property. In the event the new owner/transferee fails to comply with the application and deposit requirements the city of Cody reserves the right to establish a utility account in the name of the new owner/transferee. In the case of foreclosures, the date of sale, transfer or conveyance shall be the date of the foreclosure sale as confirmed by the Park County sheriff's office.

D. Changes in Property Tenancy: In cases where a tenant is provided utility services by the city of Cody and the services are billed in the tenant's name it is the responsibility of the tenant to notify the city of Cody in advance of when the tenant occupies or vacates the property and requests to start or terminate utility service. A tenant's services may be terminated by the city of Cody without a request from the tenant if notification is received from a landlord or property owner or upon receipt of an application for utility service from a new tenant. If a tenant fails to notify the city of Cody to terminate services as of the actual date the tenant vacated the property, the city of Cody shall terminate services as of the date the notice to terminate is received. The tenant shall be responsible for all charges incurred through the date of termination and no adjustment of charges shall be made to a tenant's bill for a tenant's failure to provide a timely termination notice to the city of Cody as required.

E. Service Application: A service application for each service address is required to be completed by all individuals, governmental entities and commercial businesses requesting utility services from the City of Cody. If a risk assessment is performed to determine the required deposit amount the applicant shall pay a \$10 application fee. An applicant and/or co-applicant receiving service at a new service address must pay any and all outstanding utility debts he/she may have accrued in the city before a new service may be started.

8-1-9: METER AND SERVICE DEPOSITS:

A. Residential Service Accounts: Applicants have the following service deposit options:

(1) A credit risk assessment/identity verification check may be performed on all individual applicants and co-applicants per service address prior to a utility account being established. The deposit amount shall be based on a risk assessment credit scoring model provided by a credit rating company contracted by the city. The deposit schedule shall be as follows:

Risk Assessment Score	Deposit Amount
10% or less	No deposit required
11% to 50%	\$200 .00
51% and above	400 .00

(2) In lieu of a service deposit, residential service applicants and co-applicants who have an active residential City of Cody utility account which reflects good payment history may forego the risk assessment and have the deposit waived.

(3) Residential service applicants and co-applicants who do not meet the credit history criteria and who do not wish to undergo a credit risk assessment scoring or who do not wish to provide their social security number to establish a utility account may instead pay in advance a five hundred dollar (\$500.00) deposit which will be held on the account until the customer terminates service. The deposit shall be used at the termination of service to cover any amounts owed to the city by the customer. Any remaining deposit balance shall be refunded to the customer.

In the case of rental property, the service application, credit risk assessment/identity verification and application fee is not required for the transfer of services from a tenant's account to the property owner's account.

B. Commercial Service and Construction Service Accounts: Applicants have the following service deposit options:

(1) A deposit of five hundred dollars (\$500.00) per service address.

(2) In lieu of a service deposit, commercial service and construction service applicants and co-applicants who have an active commercial City of Cody utility account which reflects good payment history may have the deposit waived.

(3) Commercial service and construction service applicants and co-applicants who do not meet the credit history criteria and do not wish to pay the \$500 service deposit may instead provide a personal guarantee from the business owner or officer of the business and undergo a risk assessment scoring to determine the amount of the deposit. The guarantor shall remain on the account as a responsible party for securing payment until a new application for service is received by the City identifying and signed by a new guarantor or the account shows good payment history. It is the responsibility of the customer to provide new guarantor information to the City or request that a guarantor be released from responsibility due to good payment history. If a risk assessment is performed the deposit schedule shall be as follows:

Risk Assessment Score	Deposit Amount
10% or less	No deposit required
11% to 50%	\$200 .00
51% and above	400 .00

(4) In addition to the deposit requirements commercial service and construction service applicants and co-applicants whose business is structured as a sole proprietorship or partnership are required to provide a personal guarantee from the business owner regardless of the deposit option selected.

For construction service accounts only, multi-unit structures such as duplexes, triplexes and apartment complexes shall be considered one service address for the purpose of this section. (Ord. 2015-02, 3-17-2015)

C. Governmental entities are exempt from the deposit requirements for both residential and commercial services. For the purpose of this section a governmental entity is defined as an agency, instrumentality, or other political subdivision of Federal, State, or local government (including multijurisdictional agencies, instrumentalities, and entities).

D. Service deposits shall be applied to the customer's utility account(s) after eighteen (18) consecutive months if the account reflects good payment history. If not already applied, service deposits shall be used at the termination of service to cover any amounts owed to the city by the customer. Any remaining deposit balance shall be refunded to the customer. As per Wyoming Statutes section 15-7-409, interest will not be paid to customers who post a service deposit.

E. In the case of rental property, the deposit shall be made either by the owner of the property, by his/her agent on his/her behalf or by the party renting the property as they may agree. In the event that service is to be discontinued as a result of the failure of the utility customer to pay the utility bills, notice of the impending disconnect shall be given to the owner if the owner has requested in writing that he/she be notified in the event his/her renter fails to pay utility bills. Service will be rendered for periods in which the property is vacant for any reason and the owner of the property will be assessed all utility charges incurred at the particular property. The property owner shall be responsible for paying all utility charges incurred during the time a property is vacant or in between tenants. If these charges become delinquent utility service may be disconnected and the utility account will remain in the property owner's name and service will not be provided to a tenant until any and all delinquent charges for that property are paid in full.

F. Customers with City of Cody utility accounts in bankruptcy protection may be required to provide a deposit or other "assurance of payment" as outlined in U.S. Code title 11, chapter 3, subchapter IV, section 366 to continue receiving utility service. (Ord. 2015-02, 3-17-2015). The assurance of payment shall be the maximum deposit amount for residential and commercial service as outlined in parts A and B of this section.

G. Good Payment History: For the purpose of establishing a utility account, good credit history is defined as: beginning from the date of the new application there must be eighteen (18) consecutive months of utility payments on the applicant's and/or co-applicant's active utility account during which there have been no more than one (1) late payment, no payments returned for any reason, and no non-pay disconnect letters or non-pay disconnections.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: \_\_\_\_\_, 2016

PASSED ON SECOND READING: \_\_\_\_\_, 2016

PASSED ON THIRD READING: \_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
Nancy Tia Brown  
Mayor

\_\_\_\_\_  
Cynthia Baker  
Administrative Services Director

**ORDINANCE NO. 2015 -16**

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE  
CITY OF CODY CODE: NUISANCE ABATEMENT**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF  
CODY, PARK COUNTY, WYOMING:**

Title 4, Chapter 3, Section 2 of the City of Cody Code shall be amended as follows:

**Section 4-3-2: NUISANCE CONDITIONS DEFINED**

Each of the following conditions described shall constitute a public nuisance. The various nuisances described and enumerated in this section shall not be deemed to be exclusive, but shall be in addition to all other nuisances described and prohibited by this code.

- A. Vegetation - Maximum Height Permitted: Any weeds, grass, or plants growing to a height exceeding twelve inches anywhere in the city, including platted lots (whether developed or undeveloped), easements and rights of ways. Weeds shall not be placed in streets, alleys, gutters, city rights of way, public property or property belonging to another. Weeds shall be placed in City garbage containers, or taken to an appropriate and lawful disposal site. The following shall be exempt from the height regulation in this chapter: planted trees; bushes; flowers; planted material growing in gardens or planting beds, including fruit or vegetable gardens, standing crops (including grass or hay grown for grazing pasture for livestock or intended to be cut and baled for livestock feed); ~~decorative grasses that are planted as part of a xeriscaping design~~; naturally occurring plant life in any area in the city that is both undeveloped and un-platted; and "native areas" and the natural vegetation contained therein. "Native areas" are those areas of natural groundcover of one-half acre or larger, under single ownership, **provided, however, that there shall be a 20-foot fire break where the parcel adjoins developed property, and where the parcel adjoins any public right-of-way, street, alley or highway. The area within the fire break shall be maintained according to the same maximum height for vegetation as described in this subsection "A".** "Native areas" shall not include any areas or properties, regardless of size, with any buildings, structures, sheds, barns, shelters, mobile-homes, garages, fences, signs, gardens, crops or any other man-made improvements of any kind.
- B. Derelict, Junked, etc. Vehicles: Unlicensed, derelict, or junk vehicles and parts or remains thereof parked upon private property, public property, public streets, alleys, easements, rights of ways or other ways are declared to be nuisances. The presence of an unlicensed vehicle, wrecked, dismantled, derelict or inoperative vehicle, on private or public property, is declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter. The tearing down, stripping or junking of such vehicles shall be permitted only where and when such use is specifically authorized, permitted or licensed under other ordinances of the city and in strict accordance therewith; or which

use is conducted entirely within the confines of an accessory garage building, then only provided that such vehicle is the property of the owner or occupier of the lot and that such use is not a commercial use of the property, unless such use is authorized by other ordinances of the city.

1. Derelict Vehicles: A vehicle, or parts thereof, shall be deemed to be "derelict" if the vehicle is:
    - a. Partially or wholly dismantled;
    - b. In a condition that prevents legal operation;
    - c. Junked or intended to be recycled or scrapped; or
  2. For purposes of this chapter, "vehicles" shall include vehicles, motor vehicles, multipurpose vehicles, trailers and snowmobiles as defined in either W.S. 31-1-101 or W.S. 31-5-102; and watercraft as defined in W.S. 41-13-101.
  3. The section defining and prohibiting derelict vehicles shall not apply to the following:
    - a. Vehicles that are enclosed within a secure building;
    - b. Vehicles that are kept and confined within a lot, and the area within which the vehicles are kept is fenced on all sides, and the fence is a lawful six foot fence or wall which complies with City ordinances, **and which provides a solid visual screen**; and the vehicles are maintained and stored in an orderly manner which does not create fire hazard, does not otherwise create a risk to the health and safety of the public, and does not devalue or detract from the use or enjoyment of property in the immediate vicinity;
    - c. A vehicle maintained in a lawful place and manner by a governmental agency;
    - d. An antique motor vehicle as defined in W.S. 31-2-210;
    - e. A vehicle which is covered by an intact car cover which is securely attached to the vehicle and which covers the entire vehicle, with the exception of the wheels. Each vehicle shall have its own cover. In areas zoned as residential (AA, A, B and C zones), residents shall not have more than two covered vehicles.
    - f. A race car that is currently actively engaged in racing and equipped for racing with roll cage, windows removed, drivers name, sponsors and number displayed. Demolition race cars shall be considered derelict vehicles two weeks after the demolition race in which they were used.
    - g. An automobile repair shop may only have derelict vehicles on the premises for the time necessary under agreement for repair with business customers.
- C. Junk: Any iron, glass, weeds, metal, lumber, stumps, grass, trash, hedge trimmings, cut tree branches, paper, cloth, construction debris, refrigerator, freezer, electronic equipment or appliance which is not being utilized for its intended use, or other waste or discarded material of any nature or substance whatsoever or any scrap or salvage materials which are left or permitted to remain for a period of time in excess of thirty days upon any real property within the city or any city property within or without the corporate limits of the city or upon or within the entire width between the boundary lines of every way when any part thereof is open to the use of the public for purposes of vehicular travel, public utilities and rights of way shall constitute a nuisance. Businesses operating in the commercial D-2 or D-3 zones may keep junk so long as such junk is

reasonably intended for use within the scope of the business operated on the subject lot or property, and so long as it is kept, maintained, secured and stored in an orderly manner. Industrial E zone may keep junk so long as the business has received approval for its site plan from the Planning and Zoning Commission, and the junk is kept, maintained, secured and stored in an orderly manner.

1. For purposes of this section, "junk" shall not include new or unused building materials, or building materials are in adequate and reasonable condition to allow them to be used, and so long as such building materials are kept, maintained, secured and stored in an orderly manner.

D. Foul, Offensive or Harmful Conditions: Any cellar, vault, private drain, pool, privy, sewer, grease trap, ~~accumulation of animal manure or fecal matter~~, or any other condition on a property or lot, including but not limited to uncontrolled dust, which endangers public health and safety, creates an unreasonable fire hazard, or causes hurt, harm, damage or injury to any one or more individuals, or to others property in the city or those immediately adjacent to the city shall constitute a nuisance.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: \_\_\_\_12/15/15\_\_\_\_\_,  
2015 PASSED ON SECOND READING: \_\_1/5/16\_\_\_\_\_,  
2015 PASSED ON THIRD READING: \_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
Nancy Tia Brown, Mayor

\_\_\_\_\_  
Cynthia Baker  
Administrative Services Director

**ORDINANCE NO. 2016 - 01**

**AN ORDINANCE AMENDING, TITLE 3, CHAPTER 2, Article II Section 10, Subsection D OF THE CITY OF CODY CODE:**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:**

**TITLE 3, CHAPTER 2, Article II Section 10, Subsection D** shall be amended as follows:

- D. In determining whether to grant or deny an application to issue a license, transfer a license or renew a license, the Governing Body may consider several factors, including but not limited to the following:
1. The applicant's compliance with federal, state and local laws, city codes, regulations, requirements, criteria and conditions;
  2. Any violations or noncompliance of the requirements, restrictions and criteria described in Section 3-2-15 (regardless of whether points are assessed under that ordinance),
  3. The applicant's compliance with any conditions imposed upon the applicant's license;
  4. The cooperation, or lack thereof, of the applicant, and applicant's employees, managers and agents with law enforcement agencies with respect to incidents involving criminal conduct which occur on the premises where the licensee operates his or her business;
  5. The above factors shall be in addition to the factors and requirements prescribed under W.S. 12-4-104, and other applicable laws. Any one factor or combination of the above factors may serve as a basis for denying any such application. If a licensee has more than one license at a given location, the governing body may deny the applications to renew all licenses at such location.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: \_\_\_\_\_1/5/16\_\_\_\_\_,  
PASSED ON SECOND READING: \_\_\_\_\_, 2016  
PASSED ON THIRD READING: \_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
Nancy Tia Brown, Mayor

\_\_\_\_\_  
Cynthia Baker  
Administrative Services Director