

**City of Cody
Contractors' Board
Thursday, January 28, 2016**

A regular meeting of the City of Cody Contractors' Board was held in the Conference Room of City Hall in Cody, Wyoming on Thursday, January 28, 2016 at 12:00 PM.

Present: Tom Quick, Gerald Stroh; Paul Sandbak; Merle Nielsen; Donny Anderson; Scott King, Building Official; Lynn Stutzman, Engineering Administrative Assistant.

Mike Kelly entered meeting at 12:23 p.m. Andy Cowan entered the meeting at 1:02 p.m.

Absent: Roy Holm; Richard Zickefoose; Gene Kelly

Mike Kelly and Andy Cowan were absent at the beginning of the meeting. Tom Quick was appointed acting Chairman for this meeting.

Acting Chairman Tom Quick called the meeting to order at 12:10 p.m.

Returning members are Tom Quick for Building Contractor position, Gene Kelly for Electrical Contractor position, and Merle Nielsen for Plumbing Contractor position. Their terms will expire in 2018.

Tom Quick made a motion, seconded by Donny Anderson, to nominate Mike Kelly as Contractors' Board Chairman and Andy Cowan as Contractors' Board Vice-Chairman for 2016. Vote was unanimous, motion carried.

Gerald Stroh made a motion, seconded by Merle Nielsen, to approve the agenda for the January 28, 2016 regular meeting. Vote was unanimous, motion carried.

Merle Nielsen made a motion, seconded by Donny Anderson, to approve the minutes for the December 17, 2015 regular meeting. Vote was unanimous, motion carried.

Paul Sandbak made a motion, seconded by Merle Nielsen, to approve the application licenses for Dandy Handy Man Services for a Class C 2016 Finish Carpentry and Drywall Contractor's License; Southwest Plumbing, LLC for a Class B 2016 Plumbing Contractor's License; Big Horn Redi Mix, Inc. for a Class C 2016 Excavation, Demolition and Concrete Contractor's License; Air Con Refrigeration for a Class B 2016 Refrigeration Contractor's License; Ram Co for a Class C 2016 Framing/Fencing/Drywall/Siding Contractor's License; and Stapp Construction for a Class C Seismic Upgrade/Carpentry Work Contractor's License. Vote was unanimous, motion carried.

Chairman Mike Kelly took over the meeting.

Public Comments: None

New Business:

1. Temporary Certificate of Occupancy – An ordinance needs to be created to address work not being finished on permitted projects. A corrections list is submitted to the contractor with 30 days to complete the corrections. However, the corrections are not being done and the contractor is wanting a CO. The ordinance would allow a fee to be charged to the Contractor or Owner if corrections are not completed within 30 days. Scott proposed for residential jobs, a flat fee of \$100 for a temporary CO and \$50 for an extension will be charged. For commercial jobs, a flat fee of \$500 will be charged for the temporary CO.

The Board suggested that a 1% of construction cost fee be charged for commercial projects and should the fees be charged to the contractor or the owner. The Board is in agreement and this item will be moved forward. Scott will continue with writing this ordinance.

2. 2015 ICC Code Series - Scott is currently working on the adoption process and it will be adopted in June.

Ongoing Issues:

1. Commercial current and pending jobs:
 - a. Updates were provided by Scott King
2. Residential Plans reviewed:
 - a. Updates were provided by Scott King
3. December and Calendar Year Building Reports were presented.

Matters from Board Members: None.

There being no further business to come before the board, Gerald Stroh made a motion, seconded by Donny Anderson, to adjourn the meeting. Vote was unanimous, motion carried.

Chairman Mike Kelly adjourned the meeting at 1:06 p.m.

Lynn Stutzman