

**City of Cody  
Contractors' Board  
Thursday, March 24, 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, March 24, 2016 at 12:00 PM.

Present: Andy Cowan-Vice Chairman; Merle Nielson; Roy Holm; Gene Kelly; Richard Zickefoose; Tom Quick; Scott King, Building Official; Lynn Stutzman, Engineering Adm. Asst.

Absent: Mike Kelly; Paul Sandbak; Donny Anderson; Gerald Stroh

Vice Chairman Andy Cowan called the meeting to order at 12:00 p.m.

Roy Holm made a motion, seconded by Gene Kelly, to approve the agenda for the March 24, 2016 regular meeting. Vote was unanimous, motion carried.

Gene Kelly made a motion, seconded by Merle Nielsen, to approve the minutes for the February 25, 2016 regular meeting, with corrections. Vote was unanimous, motion carried.

Roy Holm made a motion, seconded by Gene Kelly, to approve the Contractor licenses for Chuck's Sign Co., LLC, Class C 2016 Sign/Awning Installer; Steelhead Communications, Class A, Category 1A 2016 General Contractor; Anchor Electric, Class B Electrical; J&S Corporation (Big Horn Glass), Class C 2016 Glass and Glazing; Midland Mechanical, Class B 2016 Plumbing; Big Horn Insulation, Class C 2016 Insulation; and Sage Creek Building Services, Class C 2016 Drywall/Framing. Vote was unanimous, motion carried.

Public Comments: None

New Business:

1. The 2015 Code Updates class is April 6, 2016 in Council Chambers.
2. 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.

Ongoing Issues:

1. New commercial projects – updates provided by Scott King

2. New residential projects – updates provided by Scott King
3. Ongoing commercial projects – updates provided by Scott King
4. Ongoing residential projects – updates provided by Scott King

Matters from Board Members: There was a discussion regarding Gunwerks construction updates to the interior of their building and not hiring a licensed contractor to complete the work. Scott explained he found out about the modifications when an electrical contractor applied for a permit to install a 300A, 3 Phase service. Scott walked the Board through the progression of events with Forward Cody and Gunwerks and the resolution that Scott and the City Administrator decided upon.

There being no further business to come before the board, Gene Kelly made a motion, seconded by Tom Quick, to adjourn the meeting. Vote was unanimous, motion carried.

Vice Chairman Andy Cowan adjourned the meeting at 12:48 p.m.

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Lynn Stutzman