

City Council Retreat Meeting Agenda

Date: 05/11/17
Time: 4:15 p.m.
Location: City Hall – Council Chambers

- Mayor Matt Hall
- Donny Anderson
- Karen Ballinger
- Jerry Fritz
- Landon Greer
- Glenn A. Nielson
- Stan Wolz
- City Administrator, Barry Cook
- Administrative Services Officer, Cindy Baker
- City Attorney, Scott Kolpitcke

- 4:15 – 4:30** – Discuss the Sister City program
 - Spokesperson: Matt Jackson, Harry Jackson Studios
- 4:30 – 4:45** – Nature Conservancy Update
 - Spokesperson: Katherine Thompson
- 4:45 – 5:00** – Discuss request from Joe Wilson with Green Acres Mobile Home Park for reduced sewer rates during summer (modified special use water policy)
 - Spokesperson: Joe Wilson
 - Staff Reference: Steve Payne, Public Works Director
- 5:00 – 5:15** – Discuss conceptual plan for the Chamber Visitor Center
 - Spokesperson: Plan One-Architects
 - Staff Reference: Barry Cook, City Administrator
Mike Fink, Facilities & Recreation Supervisor
- 5:15 – 5:35** – Discuss rules of the Game update for the Recreation Center
 - Staff Reference: Mike Fink, Facilities & Recreation Supervisor
- Review May 16, 2017 Meeting Agenda
- Meeting Reminders:**
 - Tuesday, May 16, 2017- Regular Council Meeting 7:00 p.m. City Council Chambers
 - Monday, May 22, 2017 Council Budget Work session 4:15 p.m. City Council Chambers
 - Tuesday, May 23, 2017 Council Budget Work session 4:15 p.m. City Council Chambers
 - Wednesday, May 24, 2017 Council Budget Work session 4:15 p.m. City Council Chambers

Time Adjourned: _____

City of Cody Agenda Request Form

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

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

Name of person to appear before the Council Joe Wilson

Organization Represented Green Acres Mobile Home Park

Date you wish to appear before the Council 5/16/2017

Mailing Address 2821 Rocky Road # 16 Cody, WY 82414 Telephone 307-587-3738

E-Mail Address jw5660pup@gmail.com

Preferred form of contact: Telephone 406-209-1699 E-Mail jw5660pup@gmail.com

Names of all individuals who will speak on this topic
Joe Wilson

Event Title (if applicable) Summer Sewer Rates

Date(s) of Event (if applicable) Every Summer

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) It has been an ongoing struggle for adequate irrigation for our residents. Proven to be cost non effective, taking numerous man hours and still not have adequate pressure for residents to keep their lawn green. We chose city of Cody water instead of the raw water irrigation. We would like to request summer sewer rates

In order to pass those savings to our residents who pay their own sewer bill.

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

Signature Joe Wilson Date 5/08/2017

ORDINANCE NO. 2017-07

AN ORDINANCE AMENDING TITLE 8, CHAPTER 2,
ARTICLE IV SPECIAL PROVISIONS

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

Title 8, Chapter 2, Article IV, Special Provisions, of the City of Cody Code shall be amended as follows:

[8-2-58: Special Use Water Policy](#)
[8-2-59: Modified Special Use Water Policy](#)
[8-2-60: Governing Body Right To Rescind](#)

8-2-58: SPECIAL USE WATER POLICY:

- A. Eligibility: Those residential customers who live in areas where city raw water is not available for lawn and garden use and who do not have rights to the Cody Canal, may be eligible for the city special use water policy. Commercial customers may be eligible for the special use water policy with the authorization from the public works director or his/her designee. Account holders who are interested in this provision must apply at city hall and once approved, the policy will be effective for each subsequent year thereafter without the account holder reapplying for the policy. Those customers approved for the special use water policy and have even numbered (addressed) property shall be authorized to use water on Sunday, Wednesday and Friday of each week. Odd numbered (addressed) property shall be authorized to use water on Tuesday, Thursday and Saturday of each week. There shall be no use of water on Monday.
- B. Use; Calculation: The special use water policy allows residential and authorized commercial customers a reduced rate of the treated water for lawn and garden use. The special use water policy is calculated as follows:
1. An average will be calculated from October through April based on the account holder's treated water usage.
 2. From May through September, customers will be billed their average usage at the regular rate of two dollars sixty cents (\$2.60) per one thousand (1,000) gallons of treated water used. The amount used over the average usage will be billed at one dollar thirty four cents (\$1.34) per one thousand (1,000) gallons of treated water used. Wastewater will be billed based on the average treated water use from October through April. There is no additional sewer charge on the additional water used for irrigation purposes.
 3. From October through April, the account holder will be charged two dollars sixty cents (\$2.60) per one thousand (1,000) gallons of water actually used and wastewater will be charged at one dollar eighty four cents (\$1.84) per one thousand (1,000) gallons based on the actual amount of treated water used.

8-2-59: MODIFIED SPECIAL USE WATER POLICY:

A. Eligibility: Those residential customers who live in areas where city raw water is not available for lawn and garden use and have rights to the Cody Canal, but are not able to access it on a routine basis, may be eligible for the city modified special use water policy. Commercial customers may be eligible for the modified special use water policy with the authorization from the public works director or his/her designee. Account holders who are interested in this provision must apply at city hall and, once approved, the policy will be effective for each subsequent year thereafter without the account holder reapplying for the policy. Those customers approved for the modified special use water policy and have even numbered (addressed) property shall be authorized to use water on Sunday, Wednesday and Friday of each week. Odd numbered (addressed) property shall be authorized to use water on Tuesday, Thursday and Saturday of each week. There shall be no use of water on Monday.

B. Rate Calculation: The modified special use water policy allows residential and authorized commercial customers a reduced rate of the wastewater charges when water is used for lawn and garden use. The modified special use water policy is calculated as follows:

1. For calculation of wastewater purposes, an average will be calculated from October through April based on the account holder's treated water usage.

2. From May through September, customers will be billed for the actual amount of water used at the regular rate of two dollars sixty cents (\$2.60) per one thousand (1,000) gallons of treated water used. Wastewater will be billed at one dollar eighty four cents (\$1.84) per one thousand (1,000) gallons based on the average and no wastewater will be charged on the additional water used over the average.

8-2-60: GOVERNING BODY RIGHT TO RESCIND:

The governing body reserves the right to rescind either or both special provisions as described in this article if they so deem the provisions are no longer in the best interest of the city.

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

PASSED ON FIRST READING: 4/18/17

PASSED ON SECOND READING: _____

PASSED ON THIRD READING: _____

Matt Hall, Mayor

ATTEST:

Cynthia Baker, Administrative Services Director



3/31/2017

Barry Cook
City Administrator
City of Cody

Dear Barry,

As requested, I performed a site review of the Chamber building to determine the minimum requirements necessary to be "Code" compliant.

Matt Hall
MAYOR

Donny Anderson
Karen Ballinger
Jerry Fritz
Landon Greer
Glenn A Nielson
Stan Wolz
COUNCIL MEMBERS

C. Edward Webster II
MUNICIPAL JUDGE

Barry A. Cook
CITY ADMINISTRATOR

1338 Rumsey Avenue
P.O. Box 2200
Cody, Wyoming 82414

(307) 527-7511
FAX (307) 527-6532

1) Mechanical Room

- A) The small hole in the ceiling must be repaired. (Drywall)
- B) The 8" X 12" hole between the mechanical room and adjacent bathroom must be repaired. It is assumed to be used for "make-up" air for the boiler and water heater but the room has a louvered door which should be sufficient for the "make-up air" and "combustion" air requirements.
- C) The water heater needs an "overflow" pan installed under it as required by the plumbing code. An overflow pan drain may be run thru the floor into the crawl space.

2) "ADA" Bathrooms

- A) Both bathrooms need the side grab bar remounted so they extend 54" from the rear wall. At present, they extend approx. 48".
- B) Both sinks must be moved approx. 3"-4" towards the side wall. The correct distance is 15" to center line of the sink from the side wall. This will allow for the correct spacing between the sinks and the toilets.
- C) An 18" grab bar must be added to both toilet areas. The walls will need to be cut open to add wood backing and drywall repaired for the installations.

3) Basement

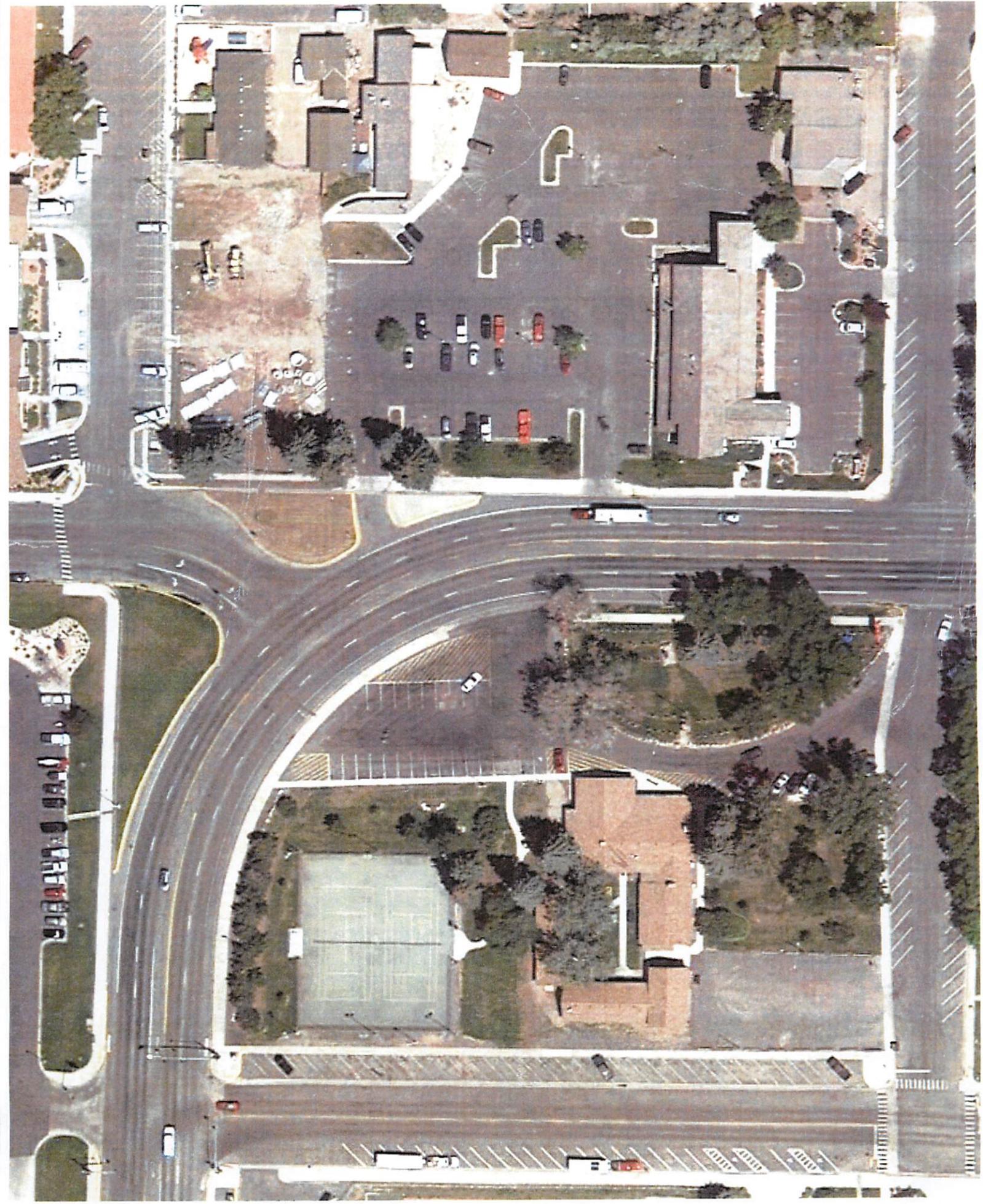
- A) Repair existing handrail at stairs.
- B) Add second handrail on left side of stairs.
- C) Repair burned out exit signs at bottom of stairs and at exterior exit door.
- D) Add basement to the existing "Smoke" alarm system so that it is interconnected with the upstairs system.

4) Exterior

- A) Repair worn and damaged logs and re-stain/oil entire exterior. This was discussed at the previous building evaluation.

Respectfully submitted,

Scott King, CBO
Building Official
City of Cody





Project: City of Cody - New Chamber of Commerce

Project No: 1659

Project Phase: Conceptual Design

Documents Dated: 03/28/17

CONCEPTUAL COST ESTIMATE

Construction Costs:

Demolition / removal of existing structures \$ 25,000.00

Site Improvements \$ 200,000.00

Bulding Costs:

2-story Volume / Gallery Space = 2,318 sf x \$320/sf \$ 741,760.00

1-story Office / Chamber / Misc. = 3,147 sf x \$280/sf \$ 881,160.00

2nd-story Mezzanine = 800 sf x \$150/sf \$ 120,000.00

Round Convention Center = 1401 sf x \$300/sf \$ 420,300.00

Exterior Removable Covered Canopy Assenbly - Banquet Space \$ 100,000.00

Sub-Total Construction Costs \$ 2,488,220.00

Contractor's Overhead and Profit (Percentage): 8% \$ 199,057.60

Contingency 10% \$ 268,727.76

Total Construction Cost \$ 2,956,005.36

Project Soft Costs:

A/E Fees 8.0% \$ 236,480.43

Civil Engineering services \$ 40,000.00

Survey \$ 5,000.00

Geotechnical Report \$ 5,000.00

Permits \$ 10,000.00

Reimbursables \$ 25,000.00

Testing & Inspection \$ 15,000.00

Sub-Total Project Soft Costs \$ 336,480.43

Total Project Cost \$ 3,292,485.79

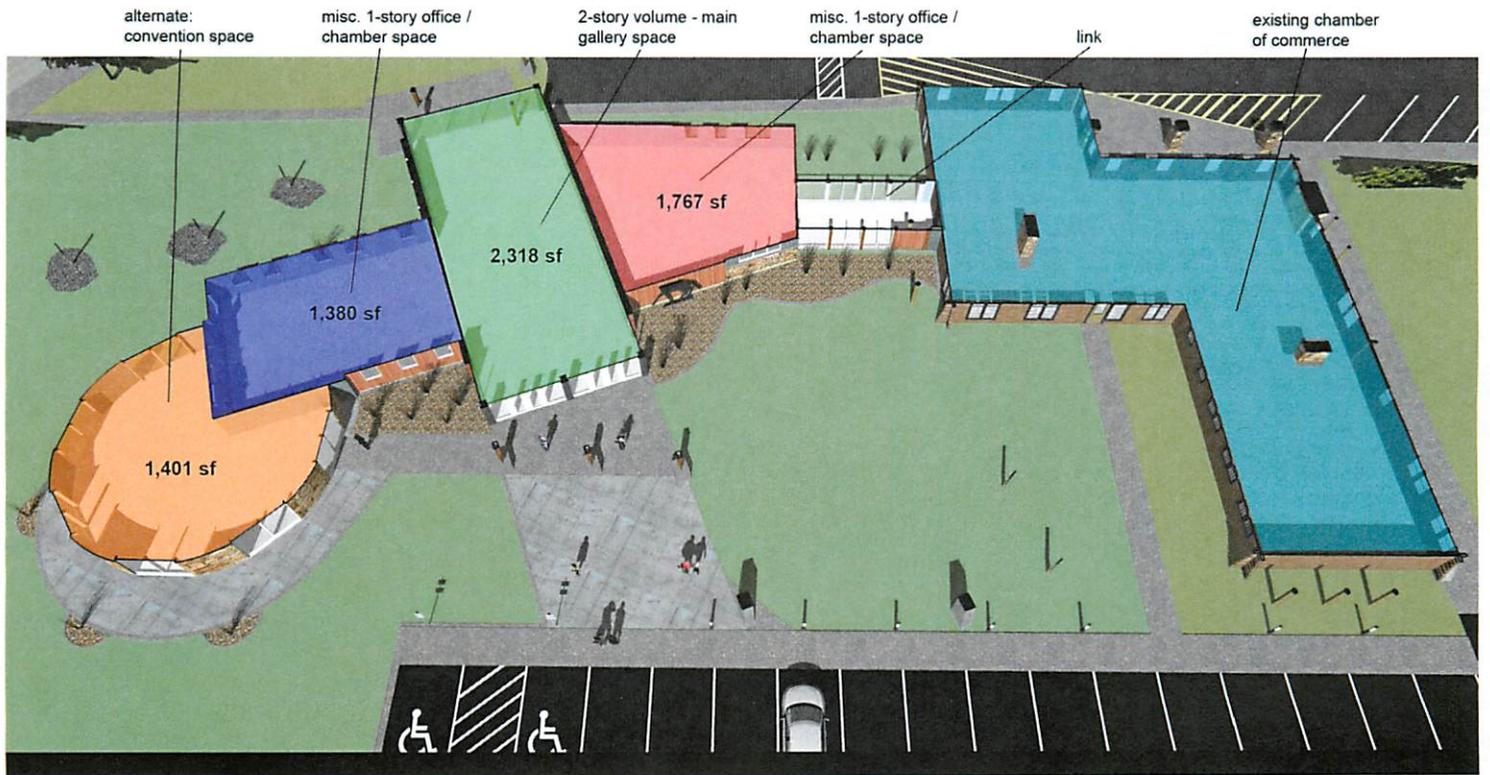
Alternate - Round Convention Center / Meeting Space = 1401 sf x \$300 \$ (420,300.00)

Total Project Cost w/ Alternate: \$ 2,872,185.79



City of Cody | New Visitor Center - Conceptual Rendering
3.13.2017





Cody Visitor Center | Conceptual Design - 3.21.17



The Paul Stock Aquatic & Recreation Center (Recreation Center) is a family oriented service provided to members of the Recreation Center. Coaching, training, or instruction to another person is not allowed in any part of the Recreation Center. Coaching, training and instruction of fitness, swim classes and other activities are limited to City or Park County School District 6 employees or those who have contracted with the City of Cody to provide those services.

The following are examples of prohibited coaching, training or instructing (this list is not exhaustive):

- Periodic instruction with the same person.
- Providing personal training, fitness class instruction or lessons if a person is teaching two or more students at the same time.
- Any person who receives compensation of any kind to provide training, coaching, instruction or lessons in any activity at the Recreation Center or another City owned park, property or facility.

The following activities are permitted:

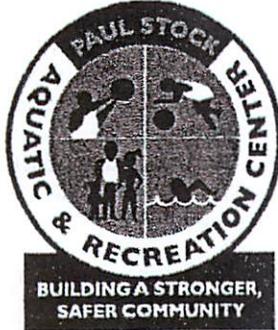
- Parents may instruct their own children
- Individual lessons that are taught by City employees, or contract trainers are available.
- Anyone wishing to be a contract coach, trainer or instructor for an activity at the Recreation Center must obtain approval from the City of Cody, and must provide proof of liability insurance to the City of Cody.
- Use of the Recreation Center Facilities for advertising, promoting or recruiting clients is prohibited.

Rules of the Game are for Paul Stock Aquatic & Recreation Center patrons and do not apply to City Park users. However, business activity in any City Park or field requires a permit and approval by the Director. The spirit of this rule is to prevent financial gain or conduct personal business in a publicly owned and/or funded facilities.

THE RULES OF THE GAME

POLICIES & PROCEDURES

307.587.0400
MARCH 2016



MISSION: FUN FOR EVERYONE!

The City of Cody Parks, Recreation & Public Facilities Department provides attractive parks, facilities and innovative recreational opportunities to enhance the quality of life for everyone.

OPERATING SCHEDULE

Normal operation hours for the Recreation Center are available by calling 307.587.0400 or visiting www.cityofcody-wy.gov or www.facebook.com/codyrecenter. The Aquatic & Recreation Center may be closed annually for maintenance purposes. Unanticipated closures may also occur in the event of unsafe conditions or other community emergencies.

RULES & PROCEDURES ENFORCEMENT

City staff on duty has the authority to enforce all rules and procedures. All accidents or incidents occurring within the Recreation Center and its grounds must be reported and documented by the staff on duty and given to the Director.

RESIDENTS & NONRESIDENTS

Residents are defined as any person living within Park County, WY. Acceptable proof of residency include a Wyoming Driver's license with a Park County address, rental property receipt, property tax receipt, automobile registration, copy of valid voter registration, current utility bill or City staff verifying residency.

PETS

Pets of any kind are not allowed in the Recreation Center. Assistance dogs and police service dogs are exempt from this policy.

RIGHT TO REFUSE SERVICE

The City reserves the right to refuse or revoke the membership of any person, and/or remove any person from the facility, or refuse entry to any person if the City reasonably determines the person has violated the Rules of the Game, or otherwise poses a threat to the health, safety and welfare of other users of the facility. Such determination may be based on evidence of the person's conduct and statements, including but not limited to conduct and statements which occurred outside of and unrelated to the facility.

GENERAL OPERATING PROCEDURES

The facilities of the City of Cody affected by this Procedures Manual include:

- The Paul Stock Aquatic & Recreation Center (Recreation Center),
- All designated parking areas, and other adjoining City lands.

The Aquatic & Recreation Center is intended as a multi-functional community center for participants of all ages. It is a priority to offer a safe environment and safe programs for everyone. Some areas of the facility will be limited by numbers of participants and/or their ages.

1. The Recreation Center does not provide direct adult supervision for daily visits or self-directed activities. Children 7 years old and younger are encouraged to have responsible supervision.
2. Our facility is not intended as a drop-off child-care service.
3. **Personal training and fitness class instruction are limited to city employees or those who have contracted with the City to provide those services.**
4. The City of Cody reserves the right to take and use photographs of individuals using the Cody Recreation Center and/or participating in programs sponsored by the City of Cody. Such photographs are the property of the City of Cody, and may be used in brochures, advertisements and other promotional materials.
5. The City of Cody Parks, Recreation & Public Facilities Department complies with the Americans with Disabilities Act. Anyone needing reasonable accommodations is encouraged to notify the office at 307-587-0400.
6. The City of Cody does not provide medical insurance to cover participants during any activity.

COMMUNITY BULLETIN BOARD

The City provides a bulletin board for non-profit

groups to available

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Skating, s
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& Recreat

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