

City of Cody City Council –
September 4, 2018

(Pre-Meeting to begin at 6:45 p.m. – to Review Meeting Agenda)

Regular Meeting 7:00 p.m.

Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order

Pledge of Allegiance

Moment of Silence

Roll Call

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: Regular Minutes from August 21, 2018.
- b. Approve Vouchers in the amount of \$475,007.54.
- c. Approve Vouchers in the amount of \$55,293.74, noting expenses associated with the One Cent Optional Sales Tax.
- d. Award Bid # 2018-09 to Spradley Barr Motors for a 2019 Ford F350; 1-ton 4wheel drive pick-up in the amount of \$28,901.00.
- e. Award Bid #2018-10 to Spradley Barr Motors for a 2019 Ford F250; ¾ ton 4wheel drive pick-up in the amount of \$27,270.00.
- f. Approve a request from the Cody Elks Lodge to reserve four (4) parking spots, two (2) on Beck Ave and two (2) on 12th street for the Statewide Wyoming Annual Fall meeting in Cody on September 13, 14, 15 and 16. The Elks would provide the signage and will not interfere with pedestrian traffic.
- g. Authorize the City Administrator the authority to negotiate accrued vacation and/or personal days during recruitment/conditional offers of Department Head position/vacancy.

2. 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.

3. Public Hearing

4. Conduct of Business

5. Tabled Items

ORDINANCE 2018-15 SECOND READING

AN ORDINANCE AMENDING THE ACCESSORY DWELLING UNIT
PROVISIONS OF THE CODY ZONING ORDINANCE (TITLE 10 CITY OF
CODY CODE)

6. Matters from Staff Members
7. Matters from Council Members
8. Adjournment

Upcoming Meetings:

September 11, 2018 – Tuesday – Work Session 4:15 p.m.

September 18, 2018 – Tuesday – Regular Council Meeting 7:00 p.m.

City of Cody
Council Proceedings
Tuesday, August 21, 2018

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, August 21, 2018 at 7:00 p.m.

Present: Mayor Matt Hall, Council Members Donny Anderson, Jerry Fritz, Landon Greer, Glenn Nielson and Stan Wolz, City Administrator, Barry Cook, City Attorney Scott Kolpitcke and Administrative Services Officer/Clerk Cindy Baker

Absent: Council Member Karen Ballinger

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

Council Member Greer made a motion seconded by Council Member Fritz to approval the consent calendar to include Approval of Minutes: Regular Minutes from August 7, 2018 and Special Work Session Minutes from August 13, 2018; approve Vouchers in the amount of \$1,589,923.74; approve Vouchers in the amount of \$147,839.55, noting expenses associated with the One Cent Optional Sales Tax; award Bid #2018-08 to Jack's Truck & Equipment for a 2020 Freightliner upfitted by Kois Brothers Equipment Company Inc. in the amount of \$168,376.00; approve The Cody Soroptimist's Club request to hold their 10th annual "Run for Hope". A 5K and 10K walk-run benefit on October 6th, 2018 utilizing City street; approve the support of Northwest Rural Water District's submission of a Mineral Royalty Grant Application to the State Land and Investment Board for a 2019 project; authorize the Mayor to sign the division order certification form for Vaquero Big Horn LLC; approve a request from Leonard Moore dba Pat Ohara Brewing Company for a partial Street Closure on 15th Street between Sheridan Ave and to the alley north on 15th Street from 3 pm to 10 pm for their 5th Anniversary Party on Saturday, September 15, 2018; and authorize the Mayor to enter into and sign an agreement between the City of Cody and Jess' Roofing for emergency repairs to the Senior Center building with cost not to exceed \$34,845. Vote was unanimous.

At 7: 04 p.m. Mayor Hall entered into a Public Hearing to consider if it is in the public interest to amend the Accessory Dwelling Units (AUD) provisions of the zoning ordinance (definition of ADU and relation to Planned Unit Developments PUD). Todd Stowell, City Planner provided background information relating to this item. Citizens Ed Higbie, Mark Cozzens, Tony Holt, and Heidi Rasmussen spoke in reference to this issue. After calling for comments three times and there been none further, Mayor Hall closed the Public Hearing at 7:39 p.m.

Council Member Anderson made a motion seconded by Council Member Fritz to approve the application submitted by Robert Carter dba Robert Carter Cody Pawn for a Pawnbroker License for a business to be located at 713 16th Street, with condition outlined by staff. Vote was unanimous.

ORDINANCE 2018-15 SECOND READING
AN ORDINANCE AMENDING THE ACCESSORY DWELLING UNIT PROVISIONS OF THE CODY ZONING ORDINANCE (TITLE 10 CITY OF CODY CODE) Council Member Anderson made a motion seconded by Council Member Wolz to table an Ordinance 2018-15 on Second Reading. Vote was unanimous.

Meeting adjourned at 7:58 p.m.

Mayor Matt Hall

Clerk, Cindy Baker

Report Criteria:

Invoice.Detail.Input date = 08/17/2018,08/24/2018,08/28/2018

Invoice.Batch = {NOT LIKE} "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
ANIXTER INC (130622)				
	3901688-03	Arrestor, 10 kV MOV Overhead	08/09/2018	41.12
	3963205-01	TOOLS	08/15/2018	91.46
	3988690-00	COUNTRY ESTATES PH 1	08/20/2018	4,513.27
Total :				4,645.85
Total ANIXTER INC (130622):				4,645.85
APPLIED CONCEPTS, INC (130755)				
	6882	EMERGENCY EXIT DECALS	07/25/2018	72.00
Total :				72.00
Total APPLIED CONCEPTS, INC (130755):				72.00
BAUER, KRISTIN (131650)				
	82918	TRAVEL REIMBURSEMENT - PUBLIC WORKS DIRECTOR SEARCH	08/29/2018	1,291.09
Total :				1,291.09
Total BAUER, KRISTIN (131650):				1,291.09
BORDER STATES INDUSTRIES, INC (1420)				
	915932046	Wire, primary 1/0 strd, jacketed,25KV	08/16/2018	8,235.31
Total :				8,235.31
Total BORDER STATES INDUSTRIES, INC (1420):				8,235.31
BOWMAN, PHILLIP (131649)				
	82918	TRAVEL REIMBURSEMENT - PUBLIC WORKS DIRECTOR SEARCH	08/29/2018	732.94
Total :				732.94
Total BOWMAN, PHILLIP (131649):				732.94
BROWN, LARRY (131644)				
	3.2710.30	REFUND UTILITY DEPOSIT	08/22/2018	319.38
Total :				319.38
Total BROWN, LARRY (131644):				319.38
CALECO FOUNDRY (124384)				
	10747	SIDE WALK MEDALLIONS	08/16/2018	1,260.00
Total :				1,260.00
Total CALECO FOUNDRY (124384):				1,260.00
CENTURY LINK (10091)				
	81918	UTILITIES	08/19/2018	38.51

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				38.51
Total CENTURY LINK (10091):				38.51
CHEN, DAISY (131609)				
	082218	INTERPRETING SERVICES FOR MC-1806-030	08/22/2018	40.00
Total :				40.00
Total CHEN, DAISY (131609):				40.00
CITY OF CODY (2260)				
	083118	UTILITIES	08/31/2018	2,102.66
	083118	UTILITIES	08/31/2018	11,866.95
	083118	UTILITIES	08/31/2018	127.73
	083118	UTILITIES	08/31/2018	440.75
	083118	UTILITIES	08/31/2018	361.10
	083118	UTILITIES	08/31/2018	959.77
	083118	UTILITIES	08/31/2018	10,254.68
	083118	UTILITIES	08/31/2018	11,807.79
	083118	UTILITIES	08/31/2018	31.16
	083118	UTILITIES	08/31/2018	6,755.94
	083118	UTILITIES	08/31/2018	6,677.05
	083118	UTILITIES	08/31/2018	46.23
	083118	UTILITIES	08/31/2018	1,350.86
	083118	UTILITIES	08/31/2018	1,103.86
	083118	UTILITIES	08/31/2018	1,103.86
	083118	UTILITIES	08/31/2018	975.91
	083118	UTILITIES	08/31/2018	1,059.57
	083118	UTILITIES	08/31/2018	39.00
Total :				57,064.87
Total CITY OF CODY (2260):				57,064.87
CODY CUSTOM DESIGN LLC (131645)				
OR AFLALO, RAMI	3.1900.44	REFUND UTILITY DEPOSIT	08/23/2018	135.18
Total :				135.18
Total CODY CUSTOM DESIGN LLC (131645):				135.18
CRAWFORD, TY (131642)				
OR LANG, TIFFANY	14.0810.39	UTILITY DEPOSIT REFUND	08/10/2018	88.76
Total :				88.76
Total CRAWFORD, TY (131642):				88.76
DANA KEPNER COMPANY (3410)				
	2227430-00	METER, 1" iPERL	08/09/2018	1,170.00
Total :				1,170.00
Total DANA KEPNER COMPANY (3410):				1,170.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
DEARBORN NATIONAL LIFE INSURANCE COMPANY (131563)				
	081018	INSURANCE - SEPT 2018	08/10/2018	367.38
Total :				367.38
Total DEARBORN NATIONAL LIFE INSURANCE COMPANY (131563):				367.38
EAGLE RECOVERY, LLC (126679)				
	14969	TOWING - CHIP SEAL	08/07/2018	50.00
	14970	TOWING - CHIP SEAL	08/09/2018	75.00
Total :				125.00
Total EAGLE RECOVERY, LLC (126679):				125.00
FREMONT MOTOR CODY, INC (4370)				
	090418	BID BOND RETURN 2018-09	09/04/2018	1,504.15
	090418	BID BOND RETURN 2018-10	09/04/2018	1,425.00
Total :				2,929.15
Total FREMONT MOTOR CODY, INC (4370):				2,929.15
GANDHI, HITESH (131353)				
	1952	REC CENTER REFUND	08/10/2018	91.00
Total :				91.00
Total GANDHI, HITESH (131353):				91.00
GLOBAL TECHNOLOGY RESOURCES INC (130118)				
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	24.57
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	24.57
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	24.57
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	24.57
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	32.76
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	49.14
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
	IS043675	EVAULT CLOUD DATA STORAGE	08/21/2018	106.47
Total :				819.00
Total GLOBAL TECHNOLOGY RESOURCES INC (130118):				819.00
GRAHAM DIETZ & ASSOCIATES (4620)				
GDA ENGINEERS	171133-00010	BEACON HILL WATER TANK	08/01/2018	6,103.70
GDA ENGINEERS	171133-00010	BEACON HILL WATER TANK	08/01/2018	3,006.30
Total :				9,110.00
Total GRAHAM DIETZ & ASSOCIATES (4620):				9,110.00
HARRIS TRUCKING AND CONSTRUCTION (129345)				
WYOMING STEEL SERVICES LLC	005162	RECYCLING HAULING	08/13/2018	475.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				475.00
Total HARRIS TRUCKING AND CONSTRUCTION (129345):				475.00
HARRIS TRUCKING AND CONSTRUCTION CO. (4780)				
	131328	ASPHALT PATCHING	08/05/2018	927.30
	131392	ASPHALT PATCHING	08/12/2018	661.32
Total :				1,588.62
Total HARRIS TRUCKING AND CONSTRUCTION CO. (4780):				1,588.62
HOTSY EQUIPMENT OF WYOMING, INC (131010)				
	2592	REPAIR PARTS & Labor	08/01/2018	227.17
	2592	REPAIR PARTS & Labor	08/01/2018	122.33
Total :				349.50
Total HOTSY EQUIPMENT OF WYOMING, INC (131010):				349.50
J & J CONSTRUCTION LLC (130254)				
	610	CONCRETE REMOVAL	08/10/2018	325.00
Total :				325.00
Total J & J CONSTRUCTION LLC (130254):				325.00
JENSEN, SEAN W (129455)				
JENSEN PLUMBING	7718	CITY/GLENDALE REPAIRS	07/10/2018	88.53
JENSEN PLUMBING	7721	REPAIR WOMANS SOFTBALL RESTROOM	08/02/2018	124.49
Total :				213.02
Total JENSEN, SEAN W (129455):				213.02
KUSTERS ZIMA CORPORATION (131528)				
	71531	SCREENINGS 90 METERS LONG	08/09/2018	330.00
Total :				330.00
Total KUSTERS ZIMA CORPORATION (131528):				330.00
LEROUX, INC (1400)				
BOONES MACHINE SHOP/YANKEE CA	24693	EQUIPMENT RENTAL	07/10/2018	333.00
BOONES MACHINE SHOP/YANKEE CA	69516	FABRICATION OF BRACKETS	07/31/2018	2,782.28
Total :				3,115.28
Total LEROUX, INC (1400):				3,115.28
LIVINGSTON, CHRISTI (131648)				
	82218	WITNESS FEES	08/22/2018	15.00
Total :				15.00
Total LIVINGSTON, CHRISTI (131648):				15.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
MICRO-COMM. INC. (6635)				
	11688	TRANSDUCER FOR VALLEY VIEW TANK	08/16/2018	903.28
Total :				903.28
Total MICRO-COMM. INC. (6635):				903.28
MILLER, RON (125337)				
	80918	REIMBURSEMENT FOR SAFETY GLASSES	08/09/2018	120.00
Total :				120.00
Total MILLER, RON (125337):				120.00
MOORE, CHARLES D (130054)				
CMS CONSULTING LLC	CMS18014	CONCERTS IN THE PARK SOUND TECH	08/23/2018	750.00
Total :				750.00
Total MOORE, CHARLES D (130054):				750.00
MOORE, RYAN (131643)				
	13.3115.32	UTILITY DEPOSIT REFUND	08/10/2018	284.56
Total :				284.56
Total MOORE, RYAN (131643):				284.56
NELSON, SHYANNE (130611)				
	14.2250.38	REFUND UTILITY DEPOSIT	08/16/2018	275.54
Total :				275.54
Total NELSON, SHYANNE (130611):				275.54
OWENS, KURT (131646)				
	82218	WITNESS FEES MC-1806-030	08/22/2018	15.00
	82218	MILEAGE FEE	08/22/2018	37.06
Total :				52.06
Total OWENS, KURT (131646):				52.06
PARK COUNTY CIRCUIT COURT (128493)				
	82418	CV-2016-0757	08/24/2018	283.23
Total :				283.23
Total PARK COUNTY CIRCUIT COURT (128493):				283.23
PARK COUNTY PUBLIC HEALTH (7720)				
	1373	HEP B VACCINATION	08/15/2018	40.00
Total :				40.00
Total PARK COUNTY PUBLIC HEALTH (7720):				40.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
REPASS, INDIA (131647)				
	82218	WITNESS FEES	08/22/2018	15.00
	82218	MILEAGE FEE	08/22/2018	5.12
Total :				20.12
Total REPASS, INDIA (131647):				20.12
REPRO GRAPHICS INC (9040)				
SELBY'S	B9402202-000	PRINTHEAD FOR PLOTTER	08/01/2018	821.75
Total :				821.75
Total REPRO GRAPHICS INC (9040):				821.75
ROCKY MOUNTAIN POWER (7570)				
	081718	UTILITIES	08/18/2018	28.28
	081718	UTILITIES	08/18/2018	332.88
Total :				361.16
Total ROCKY MOUNTAIN POWER (7570):				361.16
SABER PEST CONTROLL LLC (131183)				
	R116	PEST CONTROL - RECYCLING/SANITATION	08/08/2018	60.00
	W116	PEST CONTROL - WASTEWATER DEPT	08/08/2018	50.00
Total :				110.00
Total SABER PEST CONTROLL LLC (131183):				110.00
SCHNEIDER, JEFFREY (123948)				
T.J. ELECTRIC	2106	PUMP REPAIR	08/14/2018	216.45
Total :				216.45
Total SCHNEIDER, JEFFREY (123948):				216.45
SNO SHAVERS (131307)				
	81518	KIDS ON THE MOVE PROGRAM	08/15/2018	150.00
Total :				150.00
Total SNO SHAVERS (131307):				150.00
SOFT TOUCH DESIGNS, INC. (129137)				
	5065	FLOOR REFINISHING-GYM & RACQUET BALL	07/30/2018	8,876.50
	5066	FLOOR MAINTENANCE-AUD/CLUB ROOM/STAGE	07/30/2018	6,442.24
Total :				15,318.74
Total SOFT TOUCH DESIGNS, INC. (129137):				15,318.74
STONE RIDGE CONSTRUCTION LLC (131568)				
	0000024	CONCRETE VALLEY GUTTER	08/10/2018	8,632.48
	0000025	CONCRETE 85 CASPER DR	08/01/2018	2,971.80

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				11,604.28
Total STONE RIDGE CONSTRUCTION LLC (131568):				11,604.28
SYSTEMS GRAPHICS INC (129162)				
ADVANCED INFO SYSTEMS	14455	CYCLE 1 OUTSOURCE BILLS	08/17/2018	33.28
ADVANCED INFO SYSTEMS	14455	CYCLE 1 OUTSOURCE BILLS	08/17/2018	95.67
ADVANCED INFO SYSTEMS	14455	CYCLE 1 OUTSOURCE BILLS	08/17/2018	87.35
ADVANCED INFO SYSTEMS	14455	CYCLE 1 OUTSOURCE BILLS	08/17/2018	87.35
ADVANCED INFO SYSTEMS	14455	CYCLE 1 OUTSOURCE BILLS	08/17/2018	112.29
Total :				415.94
Total SYSTEMS GRAPHICS INC (129162):				415.94
TWEEDS WHOLESALE CO (131506)				
	363579	COPY PAPER	07/25/2018	443.40
Total :				443.40
Total TWEEDS WHOLESALE CO (131506):				443.40
WESCO RECEIVABLES CORP (10480)				
	227630	SYSTEM UPGRADE	08/06/2018	199.37
	229227	TOOLS	08/10/2018	167.53
	230391	OVERHEAD LINE UPGRADES	08/15/2018	989.74
Total :				1,356.64
Total WESCO RECEIVABLES CORP (10480):				1,356.64
WESTERN EMULSIONS INC (128433)				
	10-370848	CHIP SEAL OIL	08/05/2018	15,551.90
	10-371457	CHIP SEAL OIL	08/06/2018	15,251.60
	10-371889	CHIP SEAL OIL	08/08/2018	15,379.00
	10-372276	CHIP SEAL OIL	08/09/2018	15,288.00
	10-372277	CHIP SEAL OIL	08/12/2018	15,379.00
Total :				76,849.50
Total WESTERN EMULSIONS INC (128433):				76,849.50
WILCOXSON'S (130566)				
	773302	ICE CREAM SOCIAL	08/16/2018	262.50
Total :				262.50
Total WILCOXSON'S (130566):				262.50
WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670)				
WORKERS COMPENSATION DIV	73118	CONTRIBUTIONS	08/17/2018	17,093.91
WORKERS COMPENSATION DIV	73118	VOLUNTEERS PD	08/17/2018	20.14
WORKERS COMPENSATION DIV	73118	VOLUNTEERS PARKS	08/17/2018	10.07
Total :				17,124.12

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total WYOMING DEPARTMENT OF WORKFORCE SERVICES (10670):				17,124.12
WYOMING STATE TREASURER (123070)				
UNCLAIMED PROPERTY DIVISION	82218	UNCLAIMED PROPERTY REMITTANCE	08/22/2018	1,525.90
Total :				1,525.90
Total WYOMING STATE TREASURER (123070):				1,525.90
Grand Totals:				224,236.01
Payroll 08/22/18				253,771.53
				475,007.54

Report GL Period Summary

GL Period	Amount
08/18	224,236.01
Grand Totals:	224,236.01

Vendor number hash: 6212468
 Vendor number hash - split: 8631037
 Total number of invoices: 65
 Total number of transactions: 105

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	224,236.01	.00	224,236.01
Grand Totals:	224,236.01	.00	224,236.01

Report Criteria:

Invoice Detail.Input date = 08/17/2018,08/24/2018,08/28/2018
 Invoice.Batch = {NOT LIKE} "1"

Report Criteria:

Invoice Detail.Input date = 08/28/2018
Invoice.Batch = "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
ENGINEERING ASSOCIATES (4140)				
	3808024	PROJECT NO 14111.04 WWTF PHASE 2	08/22/2018	14,750.21
	3808024	PROJECT NO 14111.04 WWTF PHASE 2	08/22/2018	4,507.01
	3808024	PROJECT NO 14111.04 WWTF PHASE 2	08/22/2018	1,229.18
	3808024	PROJECT NO 14111.04 WWTF PHASE 2	08/22/2018	20,486.40
Total :				40,972.80
Total ENGINEERING ASSOCIATES (4140):				40,972.80
LOMCO INC (126874)				
	028601-01	TRUCKING CHIP SEAL OIL	08/03/2018	1,498.89
	028933-01	TRUCKING CHIP SEAL OIL	08/03/2018	1,370.28
	028955-01	TRUCKING CHIP SEAL OIL	08/03/2018	1,373.68
	028960-01	TRUCKING CHIP SEAL OIL	08/03/2018	1,545.72
	028963-01	TRUCKING CHIP SEAL OIL	08/07/2018	1,532.57
	028975-01	TRUCKING CHIP SEAL OIL	08/09/2018	1,371.08
	028976-01	TRUCKING CHIP SEAL OIL	08/09/2018	1,534.66
	028993-01	TRUCKING CHIP SEAL OIL	08/16/2018	1,420.19
	028998-01	TRUCKING CHIP SEAL OIL	08/16/2018	1,293.68
	029004-01	TRUCKING CHIP SEAL OIL	08/16/2018	1,380.19
Total :				14,320.94
Total LOMCO INC (126874):				14,320.94
Grand Totals:				55,293.74

Report GL Period Summary

GL Period	Amount
08/18	55,293.74
Grand Totals:	55,293.74

Vendor number hash: 1272880
Vendor number hash - split: 1285300
Total number of invoices: 11
Total number of transactions: 14

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	55,293.74	.00	55,293.74
Grand Totals:	55,293.74	.00	55,293.74

MEETING DATE: 9/4/18

DEPARTMENT: PUBLIC WORKS

PREPARED BY: ROB KRAMER

PRESENTED BY:

AGENDA ITEM SUMMARY REPORT

Bid 2018-09 (1) New 2019 1 Ton 4 Wheel Drive Pickup

ACTION TO BE TAKEN:

Approve the award of Bid 2018-09 to Spradley Barr Motors for one 2019 Ford F350 pickup in the amount of \$28,901.00.

SUMMARY OF INFORMATION:

A request was made in FY 2018/2019 for the purchase of a new 1 Ton 4x4 pickup to be used by the Parks Division. This will be replacing a 1999 Dodge pickup, which was sold through Public Surplus. Bid packets were sent to Castle Rock Dodge, Denny Menholt, Fremont Motor Companies, Halladay Motors, Lithia, and Spradley Barr Motors.

Two bidders submitted two bids. These bids were opened at City Hall on 8/23/18.

Fremont Motors, of Cody, submitted one bid for a 2019 Ford F350 pickup in the amount of \$30,083.00.

Spradley Barr, of Cheyenne, submitted one bid for a 2019 Ford F350 pickup in the amount of \$28,901.00.

FISCAL IMPACT

Funding, in the amount of \$35,000.00, was budgeted and approved in the Fiscal Year 2018/2019 budget.

ALTERNATIVES

Approve or deny the award of Bid 2018-09 to Spradley Barr Motors for one 2019 Ford F350 pickup in the amount of \$28,901.00.

ATTACHMENTS

1. Bid packet 2018-09

AGENDA & SUMMARY REPORT TO:

1. Joshua Donald, Fremont Motors Cody; jdonald@fremontmotors.com

AGENDA ITEM NO. _____

2. David Sutherland, Spradley Barr Motors, Inc.; dsutherland@spradleybarrcheyenne.com



**TABLE OF CONTENTS
BID NO. 2018-09**

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2018-09

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3. BID PROPOSAL FORM	3
4. BID SPECIFICATION FORMS	4-5

For more information: City of Cody 307-527-7511

**Bid No. 2018-09
(1) New 2019 1 Ton 4 Wheel Drive Pickup**

The City of Cody will receive sealed bids until 2:00 p.m. 8/23/18 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(1) New 2019 1 Ton 4 Wheel Drive Pickup.** All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet available at City Hall or by emailing kylieh@cityofcody.com. Direct any questions to Rob Kramer at 587-2958.

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

Dated this 1st day of August, 2018

Cynthia Baker
Administrative Services Officer

PUBLISH: August 9th, 2018
August 16th, 2018



INSTRUCTIONS: (1) NEW 2019 1 TON 4 WHEEL DRIVE PICKUP
BID REQUEST NUMBER 2018-09

The Bidder agrees to provide a **(1) NEW 2019 1 TON 4 WHEEL DRIVE PICKUP**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bidder shall complete every space in the Bid 2018-09 City of Cody Specifications Forms pages 4 through 5 to indicate that the item being bid is exactly as specified. All no responses shall be explained in detail on an attached sheet. Bids will be accepted for consideration on any make or model that is equal or superior to the City of Cody specifications.

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

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

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

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

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

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

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

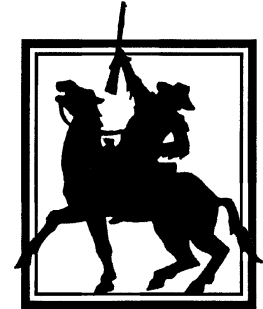
Bids are to be sealed and addressed to the City of Cody, 1338 Rumsey Avenue, P.O. Drawer 2200, Cody, Wyoming 82414 and shall be marked "**Bid No. 2018-09, (1) NEW 2019 1 TON 4 WHEEL DRIVE PICKUP**", on the outside of the envelope.

The sealed bids must be returned to the City of Cody no later than 2:00 p.m. on 8/23/18. The bid opening will be held at that time at City Hall. The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.

Bid Proposal Form

Bid 2018-09 (1) New 2019 1 Ton 4 Wheel Drive Pickup City of Cody, Wyoming

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



CITY OF CODY
WYOMING

The undersigned Bidder agrees to provide **(1) NEW 2019 1 TON 4 WHEEL DRIVE PICKUP**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th St. Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ _____
Less trade if any:			\$(<u> N/A </u>)
Net Total Bid			\$ _____

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

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

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

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

Date _____

Signature

Typed or Printed Name

Company

Mailing Address

Email Address

City of Cody

Specifications for (1) New 2019 1 Ton 4 Wheel Drive Pickup Truck

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

A. GENERAL	YES	NO
1. SIZE: Regular Cab, 1 Ton, Auto four-wheel drive, long, wide box.	___	___
2. Trailer hitch: Heavy duty platform w/2.5" receiver w/ 2" adapter.	___	___
3. EXTERIOR COLOR: Bright White.	___	___
 B. ENGINE AND POWER TRAIN		
1. ENGINE SIZE: V-8 gasoline powered engine of at least 6.0 liters.	___	___
2. ENGINE BLOCK HEATER: Factory installed.	___	___
3. TRANSMISSION: Heavy duty 5 or 6 speed automatic w/overdrive, with auxiliary external oil cooler, heavy duty air to oil.	___	___
4. DIFFERENTIAL: Standard.	___	___
5. DIFFERENTIAL RATIO: Approximately 3:73.	___	___
6. ENGINE OIL COOLER: Heavy duty air to oil.	___	___
 C. SUSPENSION & RUNNING GEAR		
1. SUSPENSION: Handling/trailer and heavy duty plus plow package.	___	___
2. BRAKES: Heavy duty four way Anti-Lock Brakes.	___	___
3. WHEELS & TIRES: (5) full size wheels & All Season radial tires to meet the maximum G.V.W. rating of the vehicle being bid.	___	___
4. WHEEL BASE: Minimum of 133.0 inches.	___	___
5. STEERING: Factory installed power steering.	___	___
6. FRONT TOW HOOKS: Factory installed.	___	___
7. GROSS VEHICLE WEIGHT: Minimum G.V.W. of 9200 lbs.	___	___
 D. ELECTRICAL SYSTEM		
1. BATTERY: Maintenance free heavy-duty with a min. of 600 CCA.	___	___
2. ALTERNATOR: (12) volts, 150 amp minimum.	___	___
3. GAUGES or INDICATORS: Factory installed to monitor alternator function, engine oil pressure and engine temp.	___	___

ELECTRICAL SYSTEM continued	YES	NO
4. TRAILER BRAKE CONTROLLER: Integrated w/Wiring harness to the end of frame.	_____	_____
5. Electric harness: 7- wire harness w/ sealed connector.	_____	_____
E. BODY & INTERIOR		
1. WINDSHIELD WIPERS: Multi-speed w/intermittent system.	_____	_____
2. RADIO: AM/FM, CD w/ clock.	_____	_____
3. WINDOWS: Power Windows.	_____	_____
4. LOCKS: Dealer to supply (2) sets of keys.	_____	_____
5. STEERING WHEEL: Comfort tilt.	_____	_____
6. MIRRORS: Dual outside trailer tow rear view mirrors, mounted below eye level.	_____	_____
7. HEATER AND AIR CONDITIONER: Factory installed manual control.	_____	_____
8. SEATS: Heavy duty cloth 40/20/40 bench type seat.	_____	_____
9. FLOOR MATS: Heavy duty rubber, factory supplied.	_____	_____
10. GLASS: Solar Ray Tinted Windows.	_____	_____
F. MISCELLANEOUS		
1. Full manufacturer's standard warranty.	_____	_____
2. Dealer order form showing all equipment being bid.	_____	_____
3. The successful bidder shall also agree to provide all transportation and travel expenses from the City of Cody to the bidder's place of business for all warranty work that the City may require on the vehicle.	_____	_____
4. Upon delivery to the City, the vehicle will be fully equipped as specified, serviced, cleaned and ready to enter into service for the City of Cody.	_____	_____

MEETING DATE: 9/4/18

DEPARTMENT: PUBLIC WORKS

PREPARED BY: ROB KRAMER

PRESENTED BY:

AGENDA ITEM SUMMARY REPORT

Bid 2018-10 (1) New 2019 ¾ Ton 4 Wheel Drive Pickup

ACTION TO BE TAKEN:

Approve the award of Bid 2018-10 to Spradley Barr Motors for one 2019 Ford F250 pickup in the amount of \$27,270.00.

SUMMARY OF INFORMATION:

A request was made in FY 2018/2019 for the purchase of a new ¾ Ton 4x4 pickup to be used by the Streets Division. This will be replacing a 2001 Chevrolet pickup, which will be moved into the Parks Division. Bid packets were sent to Castle Rock Dodge, Denny Menholt, Fremont Motor Companies, Halladay Motors, Lithia, and Spradley Barr Motors.

Two bidders submitted two bids. These bids were opened at City Hall on 8/23/18.

Fremont Motors, of Cody, submitted one bid for a 2019 Ford F250 pickup in the amount of \$28,500.00.

Spradley Barr, of Cheyenne, submitted one bid for a 2019 Ford F250 pickup in the amount of \$27,270.00.

FISCAL IMPACT

Funding, in the amount of \$36,000.00, was budgeted and approved in the Fiscal Year 2018/2019 budget.

ALTERNATIVES

Approve or deny the award of Bid 2018-10 to Spradley Barr Motors for one 2019 Ford F250 pickup in the amount of \$27,270.00.

ATTACHMENTS

1. Bid packet 2018-10

AGENDA & SUMMARY REPORT TO:

1. Joshua Donald, Fremont Motors Cody; jdonald@fremontmotors.com

AGENDA ITEM NO. _____

2. David Sutherland, Spradley Barr Motors, Inc.; dsutherland@spradleybarrcheyenne.com



**TABLE OF CONTENTS
BID NO. 2018-10**

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2018-10

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

For more information: City of Cody 307-527-7511

**Bid No. 2018-10
(1) New 2019 ¾ Ton 4 Wheel Drive Pickup**

The City of Cody will receive sealed bids until 2:00 p.m. 8/23/18 at Cody City Hall, 1338 Rumsey Avenue, P.O. Box 2200, Cody, Wyoming 82414, for **(1) New 2019 ¾ Ton 4 Wheel Drive Pickup.** All bids will be opened and read aloud at this time. Full bid details and specifications are included in the bid packet available at City Hall or by emailing kylieh@cityofcody.com. Direct any questions to Rob Kramer at 587-2958.

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

Dated this 1st day of August, 2018

Cynthia Baker
Administrative Services Officer

PUBLISH: August 9th, 2018
 August 16th, 2018



INSTRUCTIONS: (1) NEW 2019 ¾ TON 4 WHEEL DRIVE PICKUP
BID REQUEST NUMBER 2018-10

The Bidder agrees to provide a **(1) NEW 2019 ¾ TON 4 WHEEL DRIVE PICKUP**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bidder shall complete every space in the Bid 2018-10 City of Cody Specifications Forms pages 4 through 5 to indicate that the item being bid is exactly as specified. All no responses shall be explained in detail on an attached sheet. Bids will be accepted for consideration on any make or model that is equal or superior to the City of Cody specifications.

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

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1338 Rumsey Avenue
Cody, Wyoming 82414
(307) 527-7511

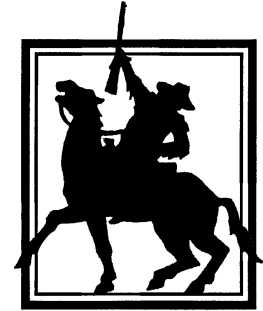
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Bid Proposal Form

Bid 2018-10 (1) New 2019 ¾ Ton 4 Wheel Drive Pickup City of Cody, Wyoming

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



CITY OF CODY
WYOMING

The undersigned Bidder agrees to provide **(1) NEW 2019 ¾ TON 4 WHEEL DRIVE PICKUP**, free and clear of all liens of any kind, pursuant to the specifications and invitation to bid. The bid price shall be F.O.B. City of Cody Vehicle Maintenance Shop 119 19th St. Cody, WY 82414.

Bid Schedule	Quantity	Unit	Total Price
Bid for:			\$ _____
Less trade if any:			\$ (<u> N/A </u>)
Net Total Bid			\$ _____

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

Date _____

Signature

Typed or Printed Name

Company

Mailing Address

Email Address

City of Cody

Specifications for (1) New 2019 ¾ Ton 4 Wheel Drive Pickup Truck

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

A. GENERAL	YES	NO
1. SIZE: Regular Cab, ¾ Ton, Auto four-wheel drive, long, wide box.	_____	_____
2. Trailer hitch: Heavy duty platform w/2.5" receiver w/ 2" adapter.	_____	_____
3. EXTERIOR COLOR: Bright White.	_____	_____
 B. ENGINE AND POWER TRAIN		
1. ENGINE SIZE: V-8 gasoline powered engine of at least 6.0 liters.	_____	_____
2. ENGINE BLOCK HEATER: Factory installed.	_____	_____
3. TRANSMISSION: Heavy duty 5 or 6 speed automatic w/overdrive, with auxiliary external oil cooler, heavy duty air to oil.	_____	_____
4. DIFFERENTIAL: Standard.	_____	_____
5. DIFFERENTIAL RATIO: Approximately 3:73.	_____	_____
6. ENGINE OIL COOLER: Heavy duty air to oil.	_____	_____
 C. SUSPENSION & RUNNING GEAR		
1. SUSPENSION: Handling/trailering and heavy duty plus plow package.	_____	_____
2. BRAKES: Heavy duty four way Anti-Lock Brakes.	_____	_____
3. WHEELS & TIRES: (5) full size wheels & All Season radial tires to meet the maximum G.V.W. rating of the vehicle being bid.	_____	_____
4. WHEEL BASE: Minimum of 133.0 inches.	_____	_____
5. STEERING: Factory installed power steering.	_____	_____
6. FRONT TOW HOOKS: Factory installed.	_____	_____
7. GROSS VEHICLE WEIGHT: Minimum G.V.W. of 9200 lbs.	_____	_____
 D. ELECTRICAL SYSTEM		
1. BATTERY: Maintenance free heavy-duty with a min. of 600 CCA.	_____	_____
2. ALTERNATOR: (12) volts, 150 amp minimum.	_____	_____
3. GAUGES or INDICATORS: Factory installed to monitor alternator function, engine oil pressure and engine temp.	_____	_____

ELECTRICAL SYSTEM continued	YES	NO
4. TRAILER BRAKE CONTROLLER: Integrated w/Wiring harness to the end of frame.	_____	_____
5. Electric harness: 7- wire harness w/ sealed connector.	_____	_____
E. BODY & INTERIOR		
1. WINDSHIELD WIPERS: Multi-speed w/intermittent system.	_____	_____
2. RADIO: AM/FM, CD w/ clock.	_____	_____
3. WINDOWS: Power Windows.	_____	_____
4. LOCKS: Dealer to supply (2) sets of keys.	_____	_____
5. STEERING WHEEL: Comfort tilt.	_____	_____
6. MIRRORS: Dual outside trailer tow rear view mirrors, mounted below eye level.	_____	_____
7. HEATER AND AIR CONDITIONER: Factory installed manual control.	_____	_____
8. SEATS: Heavy duty cloth 40/20/40 bench type seat.	_____	_____
9. FLOOR MATS: Heavy duty rubber, factory supplied.	_____	_____
10. GLASS: Solar Ray Tinted Windows.	_____	_____
F. MISCELLANEOUS		
1. Full manufacturer's standard warranty.	_____	_____
2. Dealer order form showing all equipment being bid.	_____	_____
3. The successful bidder shall also agree to provide all transportation and travel expenses from the City of Cody to the bidder's place of business for all warranty work that the City may require on the vehicle.	_____	_____
4. Upon delivery to the City, the vehicle will be fully equipped as specified, serviced, cleaned and ready to enter into service for the City of Cody.	_____	_____

City of Cody Agenda Request Form

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

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

Name of person to appear before the Council Greg Beerline

Organization Represented Cody Elks Lodge

Date you wish to appear before the Council Sept. 4, 2018

Mailing Address 1202 Beck Ave, Cody, WY 82414 Telephone 307-587-2533

E-Mail Address codyelksbpoe1611@gmail.com

Preferred form of contact: Telephone _____ E-Mail X

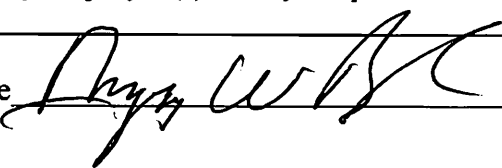
Names of all individuals who will speak on this topic Greg Beerline or Patrick Hardage
If needed _____

Event Title (if applicable) Wyoming Elks Association Fall Meeting

Date(s) of Event (if applicable) September 13-16, 2018

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Asking to reserve four (4) parking spots, two (2) on Beck Ave. and two (2) on 12th Street for special invited guests. The four parking spaces would be adjacent to the Elks Lodge, located on the corner of 12th and Beck. The Elks have their own signage that will not interfere with pedestrian traffic. We have done this at the past several conventions without issues.

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

Signature  Date 08/23/2018



CITY OF CODY
WYOMING

MEMORANDUM

August 29, 2018

TO: Barry Cook, City Administrator
FROM: Cindy Baker, Administrative Services Officer
RE: Recruitment Benefits Negotiable

.....

Matt Hall

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

During the recent Public Works Director Search and Assessment Center, questions about what benefits where negotiable has arisen.

The City is in the process of revising the policy manual and many of these questions can be revisited, addressed and possibly changed during that process for the Council's approval. But at this point there is very little that the Policy Manual authorizes the City Administrator to negotiate with regards to benefits.

The benefits the City of Cody offers are: Retirement (Wyoming Retirement System), Health Insurance (WAM-JPIC), paid holidays, personal day, sick and vacation accrual/leave.

Currently, the State mandates the retirement benefits contribution limits, and the Council has approved the percentage employees and employer will contribute. The Council has also approved the percentage the employees pay towards the Health Insurance. The Policy Manual reflects sick leave accrual as a flat rate for all benefited employees, with no regard to years of service. Personal day is an annual eight hours. Vacation however, is tiered based on years of service.

My request would be that we consider having the Council approve you the authority to negotiate, where applicable, the vacation accrual and/or additional personal days with new hires for Department Head positions.